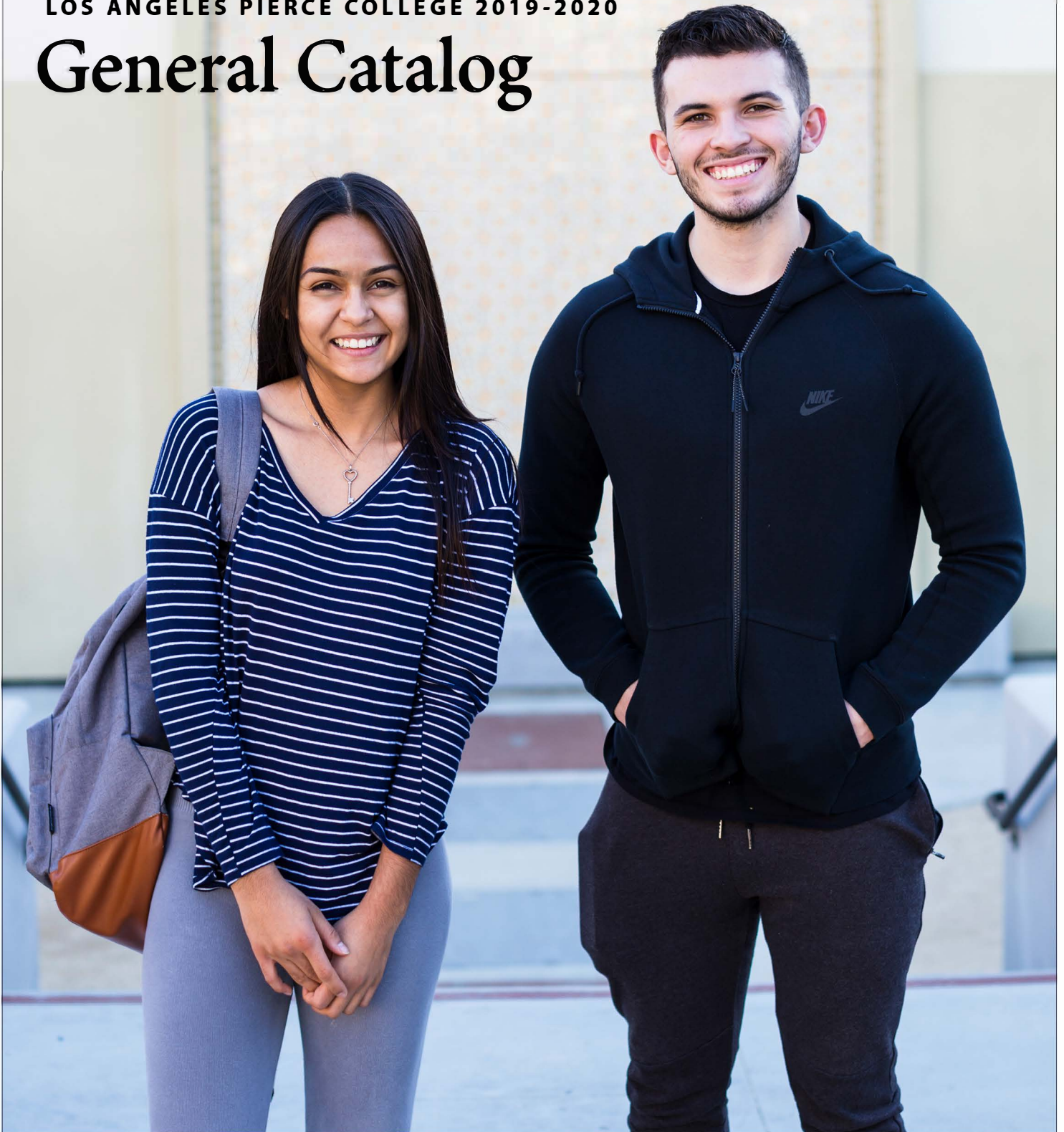


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los angeles  
**Pierce College**

LOS ANGELES PIERCE COLLEGE 2019-2020

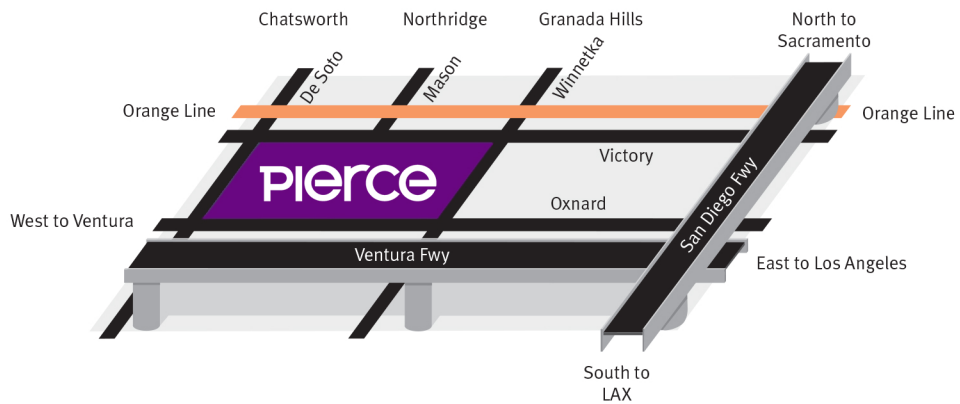
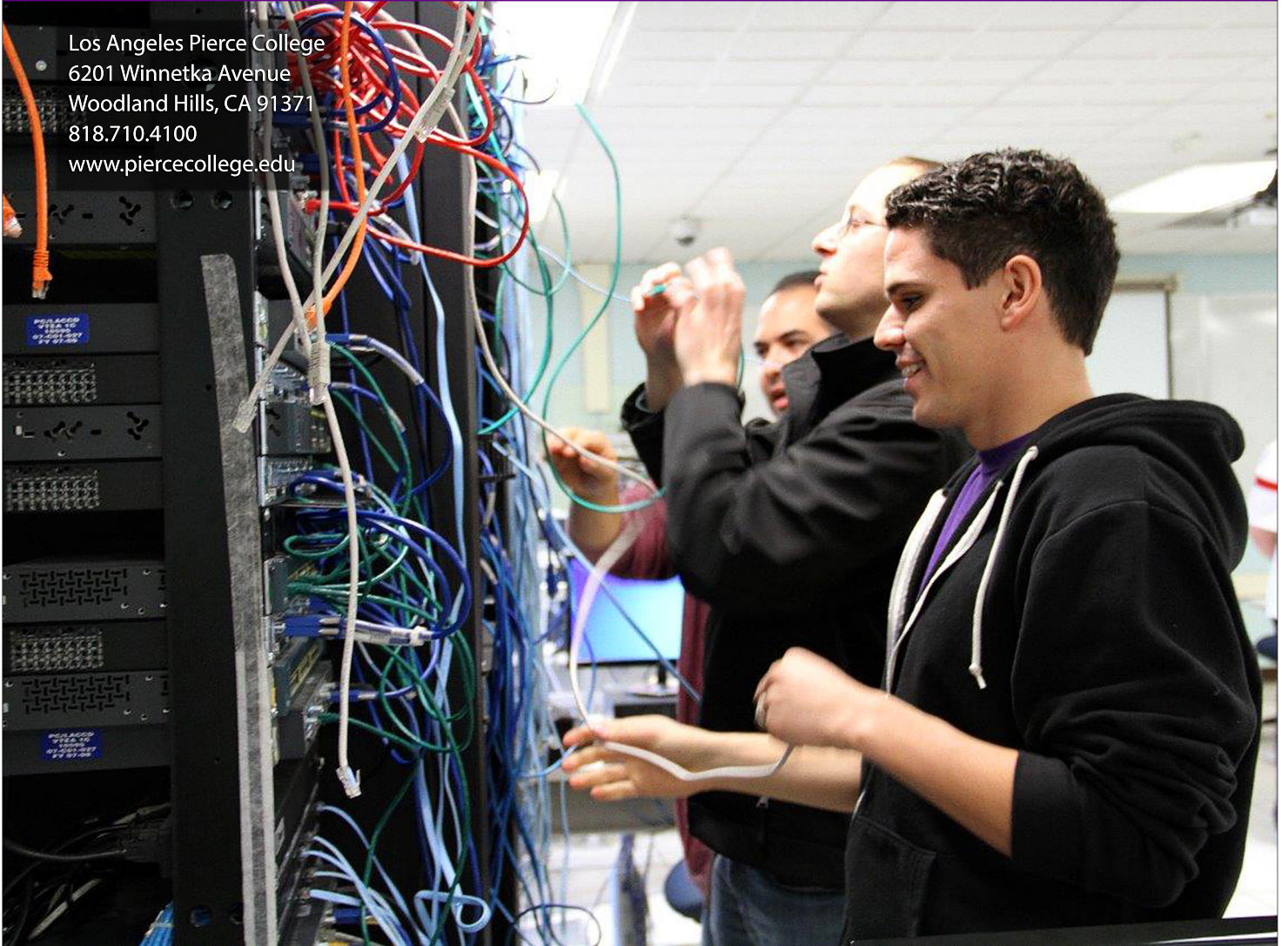
# General Catalog



Visit us on the web

[www.piercecollege.edu](http://www.piercecollege.edu)

Los Angeles Pierce College  
6201 Winnetka Avenue  
Woodland Hills, CA 91371  
818.710.4100  
[www.piercecollege.edu](http://www.piercecollege.edu)



# 2019 - 2020 Academic Calendar

## Fall 2019

### REGISTRATION DATES

New student on-line applications accepted for Fall 2018 semester.....	11/1/2018
Priority Registration Tier 1: CalWORKs, DSPS, EOPS, Foster Youth, Active Duty/Veterans .....	4/29/2019
Priority Registration Tier 2: Athletes, Promise, Completion.....	5/02/2019
Registration Starts: Continuing & New, Fully Matriculated Students and Middle College High School .....	5/06/2019
Registration Starts: Students Who Lost Priority.....	5/20/2019
Registration Starts: Open Enrollment, K-12 Special Admits.....	5/28/2019

### GENERAL CALENDAR DATES

Day and Evening Classes Begin.....	8/26/2019
Saturday Classes Begin.....	8/31/2019
Last Day of Instruction .....	12/8/2019
Final Examinations .....	12/9/2019 - 12/15/2019

### HOLIDAYS - NO CLASSES

Labor Day, college closed.....	9/2/2019
Veterans Day, college closed.....	11/11/2019
Thanksgiving, college closed .....	11/28/2019 - 11/29/2019
Winter Break, college closed.....	12/24/2019 - 1/1/2020

## Spring 2020

### REGISTRATION DATES

New student on-line applications accepted for Spring 2019 semester.....	6/1/2019
Priority Registration Tier 1: CalWORKs, DSPS, EOPS, Foster Youth, Active Duty/Veterans .....	11/7/2019
Priority Registration Tier 2: Athletes, Promise, Completion.....	11/14/2019
Registration Starts: Continuing & New, Fully Matriculated Students and Middle College High School .....	11/18/2019
Registration Starts: Students Who Lost Priority.....	12/4/2019
Registration Starts: Open Enrollment, K-12 Special Admits.....	12/9/2019

### GENERAL CALENDAR DATES

Day and Evening Classes Begin.....	2/10/2020
Saturday Classes Begin.....	2/22/2020
Last Day of Instruction .....	6/1/2020
Final Examinations .....	6/2/2020 - 6/8/2020

### HOLIDAYS - NO CLASSES

Martin Luther King Jr. Day, college closed .....	1/20/2020
Presidents' Day, college closed .....	2/14/2020 - 2/17/2020
Cesar Chavez Day, college closed .....	3/31/2020
Spring Break, college closed.....	4/6/2020 - 4/12/2020
Memorial Day, college closed .....	5/25/2020



Metro - De Soto

Mason Avenue entrance

Metro Orange Line

Metro - Winnetka



**ADMINISTRATION ALDER 1000**

- Academic Affairs
- Administrative Services
- Adult & Continuing Education
- Classrooms 1003 /1003B
- PACE & Honors

**CENTER FOR THE SCIENCES 9000**

- Agricultural Science
- Astronomy
- Chemistry
- Life Sciences
- Nursing
- Physics
- Planetarium

**COLLEGE SERVICES BUILDING 2100**

- Bookstore
- Brahma Café
- Business Office
- Copy Tech
- Human Resources
- Mail Room

← To Equestrian Center and Parking Lot 9

← To De Soto Avenue

**LIBRARY AND LEARNING CROSSROADS 5000**

- Library - 2nd Floor
- 1st Floor • ASO
- Brahma Grill Food Court
- Center for Academic Success & Tutoring Lab
- Center for Prof. Excellence
- Classrooms
- Distance Education
- First Year Experience
- Umoja
- Veterans Resource Center

**PIERCE VILLAGE 8000 - 8400**

- Community Services/Extension
- Electronics
- ENCORE
- Media Arts (Photo Lab)
- Roundup Newspaper

**STUDENT SERVICES BUILDING 4800**

- Admissions & Records
- Assessment
- Counseling
- EOPS/CARE/CAFYES
- Financial Aid/Scholarships
- Foundation
- GAIN/CalWORKS
- Health Center
- High School Outreach
- Information Desk
- International Students
- Special Services
- Transfer/Career Center
- Veterans Office

- Access Transit & Shuttle Stop
- Daily Parking Permit Dispenser
- Designated Smoking Area
- Free Speech (Public & Student)
- Keycard Gate

- Restrooms
- Gender-Inclusive Restrooms
- Sheriff's Department
- Student Speech Area
- Under Construction

0 100 200 400 FT

Fall 2019



6201 Winnetka Avenue  
Woodland Hills, CA 91371  
www.piercecollege.edu

*One of Nine Los Angeles Community Colleges*

Los Angeles  
**PIERCE COLLEGE**



# General Catalog

VOLUME 70

**2019-2020**

## **LOS ANGELES PIERCE COLLEGE**

6201 Winnetka Avenue, Woodland Hills, CA 91371

**(818) 710-4100** | [www.piercecollege.edu](http://www.piercecollege.edu)



Los Angeles 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**

Los Angeles 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.

## LOS ANGELES PIERCE COLLEGE

6201 Winnetka Ave, Woodland Hills, CA 91371  
(818) 710-4100

[www.piercecollege.edu](http://www.piercecollege.edu)

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Amari Williams, *Dean, Institutional Effectiveness*  
Mon Khat, *Associate Dean, Strong Workforce*  
Paul Nieman, *Director of College Facilities*

### LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, CA 90017  
(213) 891-2000

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### ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles 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.

### EQUAL OPPORTUNITY POLICY/PROHIBITED DISCRIMINATION AND HARASSMENT

All programs, activities, services, and employment of the Los Angeles Community College District (LACCD) and Los Angeles Pierce College 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 [LACCD Board Rules, 15001-15022]. Please direct inquiries or complaints to Gene Little, LACCD Director of Diversity Programs, at (213) 891-2317. Additional information may be obtained by emailing [diversityprograms@laccd.edu](mailto:diversityprograms@laccd.edu).

### AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA STATE LAW

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Fair Employment & Housing Act (FEHA), Government Code Section 11135, and other applicable codes, the Los Angeles Community College District and Los Angeles Pierce College do not discriminate against individuals on the basis of disability in its services, programs, or activities.

In order to ensure that people with disabilities have an equal opportunity to participate in all of its programs, services, and activities, Los Angeles Pierce College will make reasonable modifications to policies and practices, as well as, provide appropriate aids and services leading to effective communication, including sign language interpreters, documents in Braille and other alternate formats to ensure information is accessible to people who have speech, hearing, vision, or cognitive impairments.

Anyone who requires auxiliary aids and services for effective communication, or a modification of policies or procedures should communicate with the responsible department or event contact as soon as possible, but no later than three days before the scheduled event. No surcharge will be placed to cover the cost of providing auxiliary aids or making reasonable modifications to create access.

In terms of employment, Los Angeles Pierce College does not discriminate on the basis of disability in its hiring or employment practices and will comply with the Fair Employment and Housing Act, as well as, the ADA Title I including the regulations promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) and the requirement to provide reasonable accommodation.

The Office of Diversity, Equity, and Inclusion at LACCD has been designated to coordinate the College's compliance with the ADA and with sections 504 and 508 of the Rehabilitation Act of 1973. Neither the ADA, nor state law, requires Los Angeles Pierce College to take action that would fundamentally alter the nature of its programs, activities or services or impose an undue financial or administrative burden.

Los Angeles Pierce College and the Los Angeles Community College District are fully committed to be in compliance with the Americans with Disabilities Act (ADA) and California State Law. As part of the compliance, Paul Nieman has been named the College ADA Coordinator for LAPC to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Subtitle A of Title II of the ADA (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public agencies and Section 504 of the Rehabilitation Act, as well as California disability laws and regulations. You may contact Paul Nieman for all ADA accommodation requests from Staff, Faculty, and the Public:

LAPC - mailbox #384  
6201 Winnetka Ave.  
Woodland Hills, CA 91371  
Phone: (818) 710-4121  
Email: [NiemanPM@piercecollege.edu](mailto:NiemanPM@piercecollege.edu)



## A MESSAGE FROM THE PRESIDENT



Welcome to Los Angeles Pierce College, a nationally recognized, student-centered leader in higher education, set in the beautiful San Fernando Valley and committed to innovation and student success.

At Pierce you will find a dedicated community of teachers and learners focused on helping you achieve your academic dream, whether that be earning an Associate Degree, transferring to a baccalaureate-granting institution, completing a Certificate Program, or simply sharpening your professional skills.

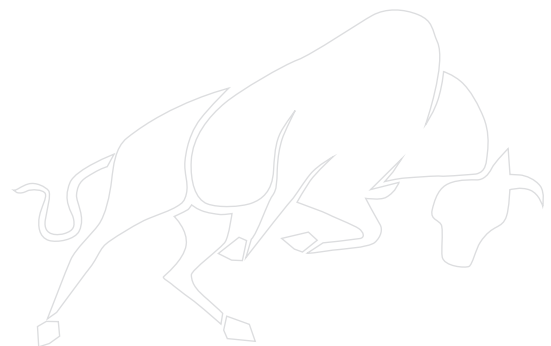
Our faculty and staff are here to serve as your partner. They will spend the necessary time with you to fully understand your personal goals and assist you in charting your education success plan. We're here to listen to the questions you may have and to share with you the resources, tools, and ideas that will transform challenges into opportunities. These resources include the new Los Angeles College Promise, which may allow you to attend Pierce College free of student fees.

Los Angeles Pierce College is proud of both its historic roots in serving the community with numerous academic and workforce development programs, as well as its passion for promoting diversity and equity meant to empower all to reach higher and succeed.

Our campus is a special and uncommon place. I hope you'll consider experiencing the uniqueness of Los Angeles Pierce College.

Best Wishes,

Alexis S. Montevirgen, Ed.D.  
*President*



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# Welcome to Los Angeles Pierce College



## College Information

### History of the College

Los Angeles Pierce College has been a landmark in the Western San Fernando Valley for nearly 70 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 Los Angeles 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 Los Angeles 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 programs for adults and children on topics of popular interest.

### College Campus

Los Angeles 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.

In addition to 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 Center for Sciences, Library and Learning Crossroads Building, Student Services Building, College Services Building, Performing Arts Center, and renovated classrooms with upgraded smart technology.

### Regular Program

For the academic year 2019-2020 the fall semester will run from August 26, 2019 to December 15, 2019. The spring semester will follow from February 10, 2020 to June 8, 2020.

The regular program consists of two semesters, 16 weeks in length. Classes are generally scheduled from 7:00 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.

### Summer Session and Winter Intersession

Summer sessions and a winter intersession may be offered subject to approval by the Board of Trustees.

## Accrediting Agencies

Los Angeles Pierce College and its various academic programs are accredited or certified 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  
(800) 248-2862 [www.avma.org](http://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](http://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](http://www.caade.org), [drmarks@adelphia.net](mailto:drmarks@adelphia.net)

## Mission Statement and Values

Los Angeles Pierce College is a student-centered educational institution that offers opportunities to achieve success in a diverse college community. The college dedicates its resources to assist students in identifying and reaching 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 proficiency, and develop foundational skills. We serve our community by providing a variety of enrichment activities and opportunities for lifelong learning.

### PIERCE COLLEGE GOALS

- Goal 1:** Engaging the Completion Agenda
- Goal 2:** Demonstrating Accountability
- Goal 3:** Cultivating Partnerships
- Goal 4:** Ensuring Student Success

### PIERCE COLLEGE VALUES

- Student success
- Student engagement through leadership
- Freedom to think, dialogue, and collaborate
- Service to our communities
- Enrichment through cultural diversity

## Functions of the Community Colleges

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

### TRANSFER

A college transfer program which enables the student who completes transfer requirements 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 Directions

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The Los Angeles Pierce College Strategic Master Plan 2014-2017 was born out of a desire to focus our efforts increasingly on college attainment through degree and certificate completion and to give a voice to the entire College community related to our mission and vision over the next four academic years. The overarching goals of the college include:

### ENGAGING THE COMPLETION AGENDA

- Fostering retention and success among our Latino students
- Recruiting and meeting the needs of traditional-age (18 - 24 years) students, including transfer
- Supporting emerging academic programs that meet industry needs

### DEMONSTRATING ACCOUNTABILITY

- Improving financial reporting and operational efficiencies and processes
- Improving campus-wide health, safety, and security
- Improving facilities oversight of bond-related construction
- Generating revenue to support the goals of the College

### CULTIVATING PARTNERSHIPS

- Developing and enhancing revenues generated through grants, entrepreneurial ventures, and community partner ships
- Expanding productive sustainable community alliances
- Fostering partnerships with Business and Industry

### ENSURING STUDENT SUCCESS

- Addressing the basic skills needs of all students
- Prioritizing student support services to help students identify and meet their academic goals
- Maximizing the effective use of technology by students and faculty
- Using data and dialogue to make decisions

## General Education Philosophy

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Los Angeles Pierce College recognizes that education encompasses more than the completion of a program of study. Education is a lifelong process that is both interactive and personal. Our General Education Program is designed to encourage students to develop foundational skills and to garner knowledge so they may become lifelong learners and effective participants in our society.

## Institutional Learning Outcomes

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Los Angeles Pierce College has established the Institutional Learning Outcomes (ILO) listed below.

### COMMUNICATION

The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.

### CRITICAL THINKING

The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.

### RESEARCH AND INFORMATION LITERACY

The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.

### CIVIC RESPONSIBILITY AND ETHICAL REASONING IN A DIVERSE SOCIETY

The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.

### QUANTITATIVE ANALYSIS AND SCIENTIFIC REASONING

The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.

### ARTS AND CULTURAL AWARENESS

The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

### OCCUPATIONAL AND PROFESSIONAL READINESS

The student will demonstrate technical and professional skills that meet industry and/or employment standards.

## Advisory Committees

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Advisory Committees lend assistance to the College in the development, operation, and evaluation of occupational programs that will prepare students for useful and productive lives. The committee members make known the most current 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 industry.

## Equal Employment Opportunity

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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 Los Angeles Pierce College should be directed to the LACCD Director of Diversity, Equity, and Inclusion, Brittany Grice at (213) 891-2316.

## 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, sex (including gender-based sexual harassment), pregnancy, marital status, cancer related medical condition of an employee, sexual orientation, age (40 and older), physical or mental disability, veteran status, or any subsequently-added class protected under Federal or State law.

### 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 in the workplace or in the educational setting.

### Retaliation

Retaliation means adverse personal, employment or academic decisions made against anyone who makes a complaint, refers a matter for investigation or complaint, participates in an investigation, represents or serves as an advocate for a complainant or alleged offender.

### 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, Equity, and Inclusion.

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, or complainant.

### General Provisions

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 Office of Diversity, Equity, and Inclusion. 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 Office of Diversity, Equity, and Inclusion.

### Investigation

A Compliance Officer shall promptly investigate all potential violations of this policy of which he or she becomes aware. A Compliance Officer shall receive the complaint, and notify the complainant, alleged offender, the College President or District administrator, and the Director of Diversity, Equity, and Inclusion, of a potential violation of this policy. During the process of the investigation, the alleged offender has the right to be represented.

### Informal Procedure

A Compliance Officer shall undertake efforts to informally resolve and investigate the charges. If a resolution is reached, a Compliance Officer shall draft a Settlement Agreement to be signed by the complainant and the alleged offender. A Compliance Officer 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. Complaints alleging discrimination in employment and/or Sexual Misconduct must be filed within 180 days of the date of the most recent alleged unlawful discrimination. All other complaints must be filed within one year of the date of the most recent alleged unlawful discrimination.

## Compliance Officer's Report

After becoming aware of a potential violation of this policy, a Compliance Officer 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 complainant shall have the opportunity to make an oral statement.

A Written Decision shall be mailed or emailed to the complainant and the alleged offender.

## Disciplinary Action

If appropriate, the College President, Deputy Chancellor, or the Chancellor shall initiate the applicable disciplinary process.

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 or alleged offender 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.

## Additional Remedies

The complainant 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. Complaints may also be filed with the State Chancellor's Office.

## 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 Title IX Coordinator.

## Notice to Sex Offenders

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College's Sheriff's Office.

# Admission & Registration Information



## Admission Eligibility

You are eligible to attend Los Angeles 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 Los Angeles Pierce College and high school.
5. As a high school student you may enroll concurrently at Los Angeles Pierce College. In addition to the application for admission, you must submit a separate Concurrent Enrollment 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) 719-6404 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 & Records.

## International Student Admissions

All F-1 visa students seeking admission to Los Angeles Pierce College must apply online. To begin the admissions process, submit an online application via the international student website.

Website: [www.piercecollege.edu/offices/international\\_students/](http://www.piercecollege.edu/offices/international_students/)

Phone: (818) 710-4346

Email: [intlstu@piercecollege.edu](mailto:intlstu@piercecollege.edu)

### APPLICATION FILING PERIOD

#### Outside the USA/Change of Status

FALL SEMESTER APPLY: JANUARY THROUGH MAY 15

SPRING SEMESTER APPLY: MAY THROUGH OCTOBER 15

#### F-1 Transfer Students within the USA

FALL SEMESTER APPLY: JANUARY THROUGH JULY 31

SPRING SEMESTER APPLY: MAY THROUGH DECEMBER 15

See Los Angeles Pierce College website for more details.



**THE APPLICANT MUST PROVIDE:**

1. International student on-line application.
2. Application Processing Fee.
3. Financial affidavit of support and official bank verification letter.
4. Official transcripts of all high schools and colleges/universities attended in all countries, including the U.S. Transcripts must include high school graduation certification. Minimum 2.0 GPA, or "C" average, required for admission eligibility.
5. Proof of English proficiency. Please visit our website for a complete list of acceptable documents.
6. A copy of your valid passport ID page.
7. Students applying from within the U.S. must provide a copy of their current visa and I-94.
8. Students transferring from a school within the U.S. must have our Student Status Verification Form completed by their current school.
9. Students transferring from a school within the U.S. must provide copies of all previous issued I-20s.
10. One (1) passport-sized photograph.
11. If you have already completed a university degree, you must also provide a statement about why you wish to attend a school which offers courses below the academic level that you have already completed.

Applicants currently in the U.S. on another visa who are applying for a change of status to F-1 Student Visa are advised to consult with an immigration attorney for detailed information about the change of status process.

All applicants are evaluated on their potential to be successful at this college. Upon admission, an I-20 is issued to the student by the International Student Services Office. This document can be used by the student to apply for 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.

## Procedures for Admission and Registration

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### Admission

#### APPLY ONLINE ON THE PIERCE HOME PAGE

The Admissions & Records Office is located in the Student Services Building. Office hours: Monday through Thursday, 8:30 a.m. - 6:30 p.m. and Friday, 8:30 a.m. - 12:00 p.m.

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 ON THE ONLINE APPLICATION

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

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### 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 & Records Office regarding your particular status.

Residency classification is made when the application is accepted. Students may petition for a change of classification before the semester/session 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.

### Non-Resident Fee Waiver (AB540) & (AB669)

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 combination of California high school, adult school, and community college for the equivalent of three (3) years or more.
- have three (3) or more years of California high school coursework *and* attended a combination of California elementary, secondary, and high school of three (3) years or more.
- have graduated or will graduate with a California high school diploma or have the equivalent (i.e. California-issued GED, CHSPE).
- have completed or will complete an associate's degree from a California Community College.
- have completed or will complete the minimum requirements at a California Community College for transfer to the California State University or the University of California.

Students in the Foster Youth may qualify for In State residency with Assembly Bill 669.

A waiver form is available on-line under forms of Admissions & Records.

## Residence Reclassification

Students who have been classified as non-residents may petition to be reclassified before the start of any semester/session 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 online at [www.piercecollege.edu](http://www.piercecollege.edu) under Admissions & Records/Residency.

## 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 Registrar 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 Los Angeles Pierce College. It is an agreement between the College and the student. Los Angeles 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.

### Student Success and Support Program (SSSP) at Los Angeles Pierce College

Matriculation is the official process that must be completed by all new students that do not yet have a minimum of an AA/AS degree from an accredited U.S. college, are not taking classes for personal development (e.g. Yoga, Swimming etc.), or concurrently enrolled in grades K-12. California regulations state that all required students must complete the steps below prior to being eligible to register for any class at Los Angeles Pierce College.

### ASSESSMENT

Review your placement results in your student portal. The placement process helps students to enroll in classes where they are most likely to succeed. Don't delay obtaining your placement results. They are required for most students wishing to enroll in an English and/or Math course. Comparable college courses, AP exam results or comparable placements may be accepted. Please contact the Assessment Center/SSSP Office at (818) 719-6499.

### ONLINE ORIENTATION

Completion of our online orientation is recommended for all new students. You can access the orientation via the student portal. 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 First Year Experience Counseling Center during your first year at Los Angeles Pierce College and later 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

Beginning Fall 2014, all students new to the Los Angeles Community College District must complete matriculation services in order to be eligible for priority registration. New students must complete online orientation, assessment and counseling/educational planning to receive priority status.

### 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 Los Angeles Pierce College 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. (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.



- Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit.
- Students who are attending Los Angeles Pierce College with a goal of personal interest and who have completed fewer than 16 units of college credit.

#### COUNSELING/ADVISEMENT EXEMPTION CRITERIA

- Students who have already earned an A.A./A.S. degree or higher.
- Students who are attending Los Angeles Pierce College 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 Student Services Building. 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 Dean of Student Success in the Assessment Center or call (818) 719-6499 for more information.

### Alternative Matriculation Services

Los Angeles Pierce College provides the following alternative matriculation services:

*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, ESL, and Math Placement

California Assembly Bill (AB) 705, a law which took effect January 1, 2018, requires that California Community Colleges use multiple methods of placing students into transfer-level English, English as a second language (ESL) and math courses. These methods must include the use of *high school cumulative grade point average (HSGPA)*, *high school course grades*, and *high school courses taken*. The law also requires that the method that yields the **highest** placement overrides all other methods.

In response to the AB 705 law, the California Community Colleges Chancellor's Office established "default" (standardized) HSGPA ranges for colleges to use as the basis for placing students in English and math courses. Colleges may depart from these standardized HSGPA ranges, but they must provide statistical evidence that such departures **meet** or **exceed** the standardized targets set by the California Chancellor's Office, and that students placed into any pre- or corequisite for a transfer-level course are *highly unlikely to pass the course without it*.

Additional resources on AB 705:

- Assembly Bill 705*
- Assembly Bill 1805*
- CCC Chancellor's Office Memo AA 18-41*

Students who apply to the Los Angeles Community College District (LACCD) using CCCApply or update their placement information using the LACCD MMAP Web Form on their To-Do Checklist will

be placed into tiers (groups) of courses in English; math for business, science, technology, engineering, and mathematics (BSTEM) programs; and statistics or liberal arts math (SLAM). Those who choose to complete ESL placement will be placed into an ESL tier, as well. Each tier includes the transfer-level courses cleared for enrollment, as well as optional or required support courses intended to help students succeed in transfer-level coursework in that tier. These tiers will be combined to produce an "E" placement level (English plus ESL, if completed) and "M" placement level (SLAM plus BSTEM), which will be shown on the online Student Portal Assessment Page.

#### ASSESSMENT STUDENT LEARNING OUTCOMES

The Los Angeles Pierce College Assessment Center will provide students with knowledge required to be able to identify the appropriate English and Math placement exam, so the students are better prepared to take part in the placement process.

### English Placement Process

THE RESULTS OF THE ENGLISH PLACEMENT PROCESS OR AN ENGLISH ENROLLMENT AUTHORIZATION FORM MUST BE ON FILE IN ORDER TO ENROLL IN ENGLISH 101 AND ABOVE.

All students planning to enroll in an English course for the first time are expected to complete the English placement process. Placement results 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 a counselor or an English Department advisor. 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 Counseling Office.

### ENGLISH AND ESL PLACEMENT CRITERIA

#### ENGLISH

The following criteria is used for placement into transfer-level English composition courses. Assignment to a tier is based on the student's HSGPA (US high school cumulative grade point average). **All students who provide placement data** may enroll in **transfer-level English composition** (English 101) *with* or *without* the optional support courses or services listed in the placement message.

Tier	Placement Criteria
ENG 1	HSGPA $\geq$ 2.6
ENG 2	$1.9 \leq$ HSGPA $<$ 2.6
ENG 3	HSGPA $<$ 1.9
ENG N	Insufficient data to apply the above

*Students placing in Tier ENG 2 are recommended to enroll in English 72, a support course. Students placing in Tier ENG 3 are highly recommended to enroll in English 72, a support course.*

### ENGLISH AS A SECOND LANGUAGE (ESL)

Each LACCD college uses its own criteria for ESL placement. In most cases, these involve a combination of a placement exam score and the Multiple-Measures Assessment Project (MMAP) placement criteria, which place students based on their anticipated success rates using high school performance data (like grade point average). Note: ESL placement does not override English placement.

### Mathematics Placement Process

THE RESULTS OF THE MATH PLACEMENT PROCESS OR A MATH ENROLLMENT AUTHORIZATION FORM MUST BE ON FILE IN ORDER TO ENROLL IN MOST MATH COURSES.

All students planning to enroll in a Mathematics course for the first time are expected to complete the Math placement process. Upon completing the placement process, 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 counselor or Mathematics Department advisor. Students need to provide evidence of prerequisite completion either through coursework in the Los Angeles Community College District, by completing the Pierce Math placement process, or through transcripts from other colleges presented at the Counseling Office.

### MATH PLACEMENT CRITERIA

#### BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (BSTEM) PLACEMENT CRITERIA

The following criteria is used for placement into mathematics courses typically seven of the nine LACCD colleges use the default placement criteria below for placement into courses typically required for business, science, technology, engineering, and mathematics programs (BSTEM). HSGPA=US high school cumulative grade point average; HS=US high school course.

#### BSTEM Tiers

Tier	Placement Criteria
1	Grade $\geq$ B in HS Algebra 2 / Integrated Math 3 (or equivalent or higher)
3	Grade $<$ B in HS Algebra 2 / Integrated Math 3 (or equivalent)
N	Insufficient data to apply the above

#### STATISTICS AND LIBERAL ARTS MATH (SLAM)

The following criteria is used for placement into courses that may be required for programs that require statistics or liberal arts math (SLAM). HSGPA=US high school cumulative grade point average; HS=US high school course.

#### SLAM Tiers

Tier	Placement Criteria
1	HSGPA $\geq$ 3.0
2	$2.3 \leq$ HSGPA $<$ 3.0
3	HSGPA $<$ 2.3
N	Insufficient data to apply the above

All students who provide placement data may enroll in **some form of transfer-level math**. For students in BSTEM tier 3 who wish to enroll in Math 215, Math 238, Math 240, Math 260 or higher,

students are required to take Math 134, a below-transfer-level math course, prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### Guided Self-Placement

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a US high school or earn a GED or CA High School Proficiency certificate, may use the Guided Self-placement process. This may involve meeting with a counselor or other college officer to discuss topics such as the following in order for **the student** to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705 law

### How Placement Affects Pre-/Corequisites and Major Requirements

Students who place into a course that is part of a sequence do not need to take any course lower in that sequence, whether such a course is a pre- or corequisite to any course in the same or any other subject or a prerequisite or requirement for any program.

Here's one of many possible examples: At some colleges, MATH 115 is listed as a prerequisite for courses like CHEM 065, ECON 001, and MATH 125 and as a major requirement for some certificates. Students who place into a course higher in the sequence than MATH 115 are not required to take MATH 115 for any reason--they will have satisfied the MATH 115 pre- or corequisite for all courses that require it, and they will have satisfied the MATH 115 requirement for all certificates or degrees that list it. Likewise, in this broader example: Students who place into any transfer-level math course are not required to take any below-transfer-level math course for any reason. However, students who intend to earn an associate of arts/science degree and cannot meet math competency through any other means will need to pass a course approved to meet math competency prior to graduation.

In another example, students who place into ENGLISH 101, which may list ENGLISH 028 (or an equivalent course) as its prerequisite, do not need to take that prerequisite course in order to take ENGLISH 101 or any other course that has the same course as pre- or corequisite. Nor do they need to take ENGLISH 028 (or any equivalent or lower-level ENGLISH course) for any program that lists it as a prerequisite or requirement.



## Enrollment Process: How to Register for Classes

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### New Students

#### 1. COMPLETE APPLICATION

To receive the earliest possible registration appointment, apply online at [www.piercecollege.edu](http://www.piercecollege.edu). International students must complete their admissions process through the International Students Office. Returning students can also apply online. Concurrent high school students must also bring a completed Concurrent Enrollment for Students in Grades K-12 form to the Admissions Office.

#### 2. FINANCIAL AID

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov). The Free Application for Federal Student Aid (FAFSA) is available on October 1st of each year. Do not wait, apply between October 1st and March 2nd to be considered in our priority application deadline for financial aid programs that are limited in funding. Los Angeles Pierce College's federal school code is 001226.

#### 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 ESL and Chemistry exams, at [www.piercecollege.edu/students/assment\\_center/](http://www.piercecollege.edu/students/assment_center/). 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 student portal.

#### 5. COUNSELING

See a counselor well in advance of registration. Ask about degree and major requirements. Bring proof of prerequisite courses completed at other colleges to the First Year Experience Counseling Office in the Library and Learning Crossroads Building.

#### 6. REGISTRATION

New students can enroll in classes using the student portal at [mycollege.laccd.edu](http://mycollege.laccd.edu). Your class schedule in the student portal will reflect successful registration.

#### 7. PAYMENT

Students will receive their payment due date after they register for classes. If the payment is not received by the due date, students will be disenrolled from their classes. After students enroll in classes, they may pick up their picture ID in CopyTech 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 semester.*

#### 1. REGISTRATION

Continuing students will receive an email with their registration appointment. Your registration appointment is also available in the student portal at [mycollege.laccd.edu](http://mycollege.laccd.edu).

#### 2. FINANCIAL AID

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov). The Free Application for Federal Student Aid (FAFSA) is available on October 1st of each year. Do not wait, apply between October 1st and March 2nd to be considered in our priority application deadline for financial aid programs that are limited in funding. Los Angeles Pierce College's federal school code is 001226.

#### 3. ASSESSMENT

You may need to meet certain course prerequisites prior to registration. Check individual course requirements.

Continuing students that would like to enter the English or Math course sequence are advised to complete the LACCD MMAP Web Form on their To-Do Checklist in the student portal or see a counselor to engage in the self-guided placement process.

*Note:* Continuing students whose placement has been updated using the new placement criteria are not required to take any course that is part of their old placement. This is especially true if they were placed below transfer-level in English or more than one level below-transfer in math. Such students may enroll in any course listed in their new placement message without taking any course below it in the sequence, even if that means skipping several courses that would have been required under the old placement.

#### 4. COUNSELING

See a counselor well in advance of registration. Ask about degree and major requirements. Bring proof of prerequisite courses completed at other colleges to the Counseling Office in the Student Services Building.

#### 5. REGISTRATION

Use your priority registration appointment to register through your student portal at [mycollege.laccd.edu](http://mycollege.laccd.edu). Your class schedule in the student portal will reflect successful registration.

## Registration Policies

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### 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/intersession and is enrolled in specific classes.

## 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 submit an online application as early as possible at [www.piercecollege.edu](http://www.piercecollege.edu).

Students may register at their appointment time or any time after through the day prior to the start of the semester for regular length classes. Students may register at their appointment time or any time after through the Sunday prior to the start of the class for short-term classes.

## 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 a permission number from the instructor. It is the student's responsibility to enroll in classes through the student portal at [mycollege.lacc.edu](http://mycollege.lacc.edu) using the permission number issued by the instructor on or before the last day to add. Deadlines to add classes are listed in the college calendar.

### DROPPING CLASSES

Students wishing to drop one or more classes must do so through their student portal at [mycollege.lacc.edu](http://mycollege.lacc.edu).

To avoid grade penalties and fees, it is the student's responsibility to officially drop from class by the deadline using the student portal. Drop deadlines can be found in your student portal/class schedule/academic calendar deadlines. Any drops or exclusions that occur after the no penalty drop date (under last day to drop without a "W") and up to 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. Withdrawals are not permitted beyond 75% of class meeting time.

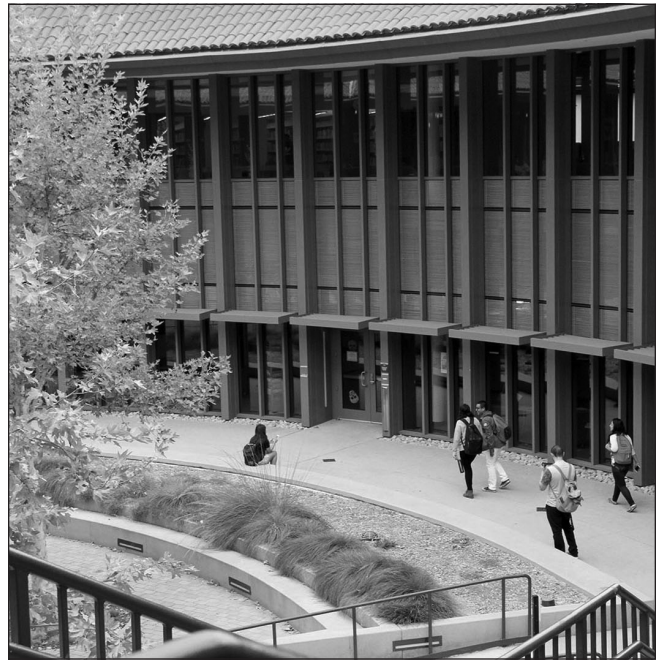
A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the last day to drop even if they stop attending class. Withdrawal from class after the final state mandated drop date as published in the catalog and schedule of classes can only be approved for extenuating circumstances. In all cases, the reason must be specifically documented and verified. Grade changes can only be made within one year following the end of the semester for which a grade is assigned.

## Cancellation of Classes

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

## Course Prerequisites and Corequisites

It is the student's obligation to know and meet course prerequisite and/or course corequisites. These are stated in the catalog description of each course and in the course description in the student portal.



## Los Angeles Pierce College Matriculation Policy on Prerequisites, Corequisites, Advisory, 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

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 *with a grade of "C" or better*, 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

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). Students will not be permitted to enroll in such courses and programs without the appropriate corequisite.

### ADVISORY

Advisory 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. 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;
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.

For all discipline prerequisite challenges (Math, English, etc.) except for Chemistry, please contact the respective department directly and request to speak with the Department Advisor. You can find a listing of all departments by visiting [http://www.piercecollege.edu/pierce\\_classes.asp](http://www.piercecollege.edu/pierce_classes.asp). Do not submit a prerequisite challenge form prior to speaking with the department. If the department adjusts your placement, they will complete the challenge form with you. The department chair will email the completed prerequisite challenge form to the Assessment Center so we can adjust the Student Information System.

For the Chemistry Challenge Process, please go to the Chemistry Challenge Process web page: [http://www.piercecollege.edu/offices/assessment\\_center/chemex.asp](http://www.piercecollege.edu/offices/assessment_center/chemex.asp).

*Note: Prerequisite clearance for courses completed outside the Los Angeles Community College District (LACCD), please bring a transcript showing the course with the passing grade of "C" or better to the Counseling Office.*

## Unit Maximum

The maximum study load is 19 units during a regular semester and 9 units for intersessions. Please be aware unit maximum is calculated based on the total units attempted district-wide in a given semester or combined intersession (as in the case for multiple summer sessions). The normal class load for students in the fall or spring semester is from 12 to 19 units a semester and 6 units an intersession for full-time students (does not apply to financial aid or other program requirements). A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 20 or more units may file a unit overload petition with a counselor no later than 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.

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. Students enrolled in a course shall not be permitted to change their enrollment in that course to auditing the course.
4. Priority in class enrollment shall be given to students desiring to take the course for credit.
5. Permission to enroll in a class on an audit basis is at the instructor's discretion.
6. 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.
7. Concurrently enrolled high school students must pay any audit fees.
8. Financial aid does not cover auditing.
9. 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. All mandatory fees are due in full and must be paid no later than the due date posted in your student portal. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.

Section 72250 and Section 72252 of the State Education Code requires Community Colleges to charge enrollment fees of each student enrolling in college. The fee prescribed by these sections is forty-six dollars (\$46) per unit per semester. If you take ten units, the



cost will be \$460. If you take fifteen units, the cost will be \$690, 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](http://www.fafsa.ed.gov).

## Enrollment Fee Assistance

To learn about enrollment fee assistance, go to the Financial Aid section of the catalog or visit the website at [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid).

## 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. 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 cancelled or rescheduled by the administration. All eligible refunds will be posted to the student account in your student portal. Please check the college website for critical information on processing student fee refunds.

## 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. The student health fee is not 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 on the second floor of the Student Services Building.

Los Angeles Pierce College does NOT require vaccinations to enroll; however, some programs may require certain immunizations. Please call the Health Center at (818) 710-4270 for specific vaccines available or check our website at [www.piercecollege.edu/offices/health\\_center](http://www.piercecollege.edu/offices/health_center) for additional information.

For health fee exemptions, refer to Board Rule 8502.

## Student Representation Fee

A \$1 Student Representation Fee per semester is due at the time of registration and must be paid no later than the due date posted in your student portal. The fee was established to provide for the support of student representatives involved in governmental affairs. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.

## Non-Resident Tuition Fee

The 2019-2020 tuition fee for non-resident students is \$265 per semester unit for students who are non-residents from another state; \$265 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.

*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. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.*





## Fee and Refund Schedule

FALL AND SPRING SEMESTERS (Effective Fall Semester, 2019)

AMOUNT	REFUND DEADLINE
<b>Enrollment Fee</b> <i>Subject to change by the California Legislature</i>	
\$46 per unit	End of the second week of the semester (Deadline for short term classes will be different for each class)
<b>Non-Resident Tuition Fee</b> <i>(All non-resident students must pay the \$46 per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)</i>	
Students from another State: \$265 per unit	End of the second week of the semester
Students from another country: \$265 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 \$1075 for 6 months	Full refund before first day of instruction. Prorated by vendor thereafter.
<b>Health Services Fee</b>	
\$11	End of the second week of the semester
<b>Audit Fee</b>	
\$15 per unit (Students who have enrolled in 10 units or more may audit up to 3 units without charge)	NOT REFUNDABLE OR TRANSFERABLE
<b>Student Representation Fee</b>	
\$1	End of the second week of semester when student withdraws from all classes
<b>Parking Fee</b>	
\$20	End of the second week of the semester
<b>Associated Students Organization Membership Fee</b>	
\$7	End of the second week of the semester
<b>Other Fees</b>	
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	
<b>Fee Payment Methods</b>	
<ul style="list-style-type: none"> <li>● In-person: cash, cashier's check and money order</li> <li>● Online: credit card, ATM/debit card               <ul style="list-style-type: none"> <li>● Students can pay fees online by clicking the "Make a Payment" button on their mycollege.laccd.edu portal. Partial payments can be made, however, all mandatory fees due must be paid by the advertised payment deadline. Optional fees, such as parking and other miscellaneous fees are due, and payable, at the time of order.</li> </ul> </li> </ul>	
<p>For questions please call: Business Office (818) 719-6432</p> <p>Please note that a \$10 charge is assessed for any electronic payments which cannot be processed due to insufficient funds. A stop payment order on any transaction 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.</p>	
<p><b>All fee refunds will be posted to your student account. Please check the college website for critical information regarding the processing of fee refunds.</b></p>	

## COTOP Information (Chancellor's Office Tax Offset Program)

The COTOP program is a method of collecting past due fees for the Los Angeles Community College District owed by former students. The Los Angeles Pierce College Business Office reviews the accounts receivables and only submits those debts that are permitted to be collected through COTOP. Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund.

Student accounts that have past due fees may be submitted to COTOP. This can include enrollment & associated fees incurred at Los Angeles Pierce College. The Los Angeles Pierce College Business Office will send out a letter to the last known address of a student, instructing the student that their past due fees may be sent to COTOP. The student then has 30 days to pay their fees in full.

*Please be aware that this debt will NOT be submitted to any major credit agencies.*

If a student's past due fees are not paid in full in the 30 days after the letters are sent out, the past due fee information will be submitted to the State of California COTOP. Please note that a 25% charge is added to all outstanding fees processed through COTOP.

## Parking Fee

A parking permit is required at all times when using campus parking facilities during regular school hours.

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 Los Angeles 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 Los Angeles Pierce College Associated Students Organization (ASO), 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, 4, 6, 7, 8 and 9), as well as legally allowable street parking space. The non-preferred parking areas (permit required) is parking and on El Rancho Drive.

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 College Store.

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 Sheriff's 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.*

your student account and may be paid online by using credit card or electronic check or by using cash at the college Business Office.

**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
CHARGE TO REPLACE LOST OR STOLEN PERMIT*	\$27.00

**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

*\*Any vehicle displaying a lost or stolen permit is subject to citation and/or impoundment. Responsibility for loss or theft of permit rests solely with the purchaser. Ownership and/or assignment of this hanging tag is not transferable. Replacement permits will only be issued at the discretion of Los Angeles Pierce College.*

See college website 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 SESSIONS**

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.

Some classes may require additional fees for printing documents in the Open Access Labs. These labs may include The Learning Center, English Writing Lab, Computer Science Lab, Multimedia, Journalism and Photography Labs. Instructional materials fees will be posted to



# Graduation Requirements

**The Associate in Arts (AA), Associate in Arts for Transfer (AA-T), Associate in Science (AS) and Associate in Science for Transfer (AS-T) have the Following Common Requirements (Title 5 Section 55063)**

## **BOARD RULE 6200. Authorization**

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts, Associate in Science, Associate Degrees for Transfer and Certificates of Achievement.

Title 5, C.C.R., Section 55806

## **BOARD RULE 6201. Associate Degree Requirements**

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insight gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

Title 5, C.C.R., Section 55806

### **BOARD RULE 6201.10. Unit Requirement**

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.

Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements.

### **BOARD RULE 6201.11. Residency Requirement**

Students must complete no fewer than 12 units at the college conferring the degree.

Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

### **BOARD RULE 6201.12. Scholarship Requirement**

A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course

counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

### **BOARD RULE 6201.13. Competency Requirement**

Students must satisfy the requirements for meeting competency in written expression and mathematics. Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining competency.

## **LACCD Administrative Regulation E-79 (Competency Requirement)**

I. The competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees are met by the following criteria:

#### a. Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of any of the following:

- 1) Verification of passing with a grade of C or P or higher any course from a California Community College Chancellor's Office (CCCCO) Course Basic (CB) Code of "One Level Below Transfer" or higher with a TOP code beginning with 17.
- 2) Verification of passing with a grade of C- or higher a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post-secondary institution.
- 3) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.
- 4) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.
- 5) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.

#### b. Written Expression Competency

The competency requirement in written expression for the Associate Degree may be met by completion of any of the following:

- 1) Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher.

2) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition.

3) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.

c. Students who maintain continuous catalog rights (as defined in Board Rule 6203) may satisfy competency according to the requirements stated in college catalogs pursuant to relevant Board Rules and Administrative Regulations from the first term under those rights until the term all graduation requirements have been met or any intervening term.

II. The District Curriculum Committee shall establish whether the course meets the competency requirement as established in this administrative regulation.

**BOARD RULE 6201.14. Conferring the Degree when offered at multiple LACCD Colleges**

When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the degree.

**BOARD RULE 6201.15. General Education Requirement**

a. General Education is designed to introduce students to the variety of means through which people comprehend the modern world.

b. Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

c. The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE-Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC).

*Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use CSU GE or IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.*

*Note: placement into a course approved for a general education area without passing that course may not be used to satisfy any part of that area.*

**LACCD General Education Plan**

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a 4-year institution.

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

**Area A: Natural Sciences (3 semester/4 quarter units minimum)**

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

**Area B: Social and Behavioral Sciences and American Institutions (6 semester/8 quarter units minimum)**

Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

B1: American Institutions (3 semester/4 quarter units minimum)

B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)

**Area C: Humanities (3 semester/4 quarter units minimum)**

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

**Area D: Language and Rationality (6 semester/8 quarter units minimum)**

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

Such courses include:

D1: English Composition (3 semester/4 quarter units minimum)

D2: Communication and Analytical Thinking (3 semester units/4 quarter units minimum)

**Area E: Health and Physical Education (3 semester units/4 quarter units minimum)**

E1: Health Education (one course minimum) The Health Education requirement may also be met by successful completion of all the major requirements for the Registered Nursing Program.

E2: Physical Education Activity (1 semester/1 quarter unit minimum)

Area E shall be waived for degrees in Nursing. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas:	Units in LACCD Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0



Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas:	Units in LACCD Area E (E1 and/or E2) that shall be waived:
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

### California State University General Education Breadth Plan (CSU GE-Breadth Plan)

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system.

The 39 semester/58 quarter units required for CSU GE-Breadth are distributed as follows:

#### Area A: English Language Communication and Critical Thinking

Minimum 9 semester units or 12 quarter units – one course in each subarea

- A1 Oral Communication
- A2 Written Communication
- A3 Critical Thinking

#### Area B: Scientific Inquiry and Quantitative Reasoning

Minimum of 9 semester units or 12-15 quarter units – one course each in subareas B1, B2, and B4, plus laboratory activity related to one of the completed science courses.

- B1 Physical Science
- B2 Life Science
- B3 Laboratory Activity (associated with a course taken to satisfy either B1 or B2)
- B4 Mathematics/Quantitative Reasoning

#### Area C: Arts and Humanities

Minimum of 9 semester units or 12-15 quarter units – at least one course completed in each of these two subareas:

- C1 Arts: Arts, Cinema, Dance, Music, Theater
- C2 Humanities: Literature, Philosophy, Languages Other than English

#### Area D: Social Sciences

Minimum of 9 semester units or 12-15 quarter units

#### Area E: Lifelong Learning and Self-Development

Minimum of 3 semester units or 4 quarter units

*Additionally, varied forms of the CSU GE Breadth plan approved by the CSU (such as, but not limited to “CSU GE for STEM”) may be used in lieu of the standard CSU GE Breadth plan defined above for any major for which it is approved.*

### Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus.

This policy is governed by the Intersegmental Committee of the Academic Senates (ICAS).

The IGETC requires completion of a minimum of 37 semester/49 quarter units of courses in the following areas:

#### AREA 1 – ENGLISH COMMUNICATION

- 1A: English Composition (one course – 3 semester or 4-5 quarter units)
- 1B: Critical Thinking – English Composition (one course – 3 semester or 4-5 quarter units)
- 1C: Oral Communication (CSU requirement only) (one course – 3 semester or 4-5 quarter units)

#### AREA 2A – MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course – 3 semester or 4-5 quarter units)

#### AREA 3 – ARTS AND HUMANITIES (3 courses, with one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)

- 3A: ARTS
- 3B: HUMANITIES

#### AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units)

#### AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES (2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)

- 5A: PHYSICAL SCIENCE
- 5B: BIOLOGICAL SCIENCE

#### AREA 6 – LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (Proficiency equivalent to two years of high school study in the same language.)

*Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to “IGETC for STEM”) may be used in lieu of the standard IGETC plan defined above for any major for which it is approved.*

### BOARD RULE 6201.16

The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing either of these general education plans for an associate degree.

**BOARD RULE 6201.17. Graduation Requirements for Associate Degree in Nursing**

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States regionally accredited institution of higher education are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

**BOARD RULE 6201.18. Double-Counting Of Coursework**

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement. There is no limit on the number of courses that may be used simultaneously in this manner.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

**BOARD RULE 6201.19. Associate Degrees for Transfer and Local Associate Degrees**

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

**BOARD RULE 6202. Certificate of Achievement Requirements****BOARD RULE 6202.10. Residency Requirement**

Students must complete a minimum of one-fifth of the units required for a certificate at the college conferring the certificate.

**BOARD RULE 6202.11. Scholarship Requirement**

A “C” (2.0) grade average or better, or a “P” if the course is taken on a “pass-no pass” basis, in all work attempted in the curriculum upon which the certificate of achievement is based.

The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

**BOARD RULE 6202.12. Conferring the Certificate when offered at multiple LACCD Colleges**

When multiple colleges in the LACCD offer identical Certificates of Achievement, as defined by Top Code, the certificate shall be awarded by the college where the majority (greater than 50.0%) of the certificate units were taken. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the certificate.

The CSUGE Breadth Certificate of Achievement and IGETC Certificate of Achievement are exempt from this requirement. The college that certifies completion of either of these plans may award the Certificate of Achievement to the student regardless of the number of units completed at the certifying college.

**BOARD RULE 6202.13. Automatic Awarding of Certificates of Achievement**

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

**BOARD RULE 6203. Catalog Rights**

For these purposes, a catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. at the time all graduation requirements are met, or
3. any intervening catalog term between the time the student began continuous attendance and the time all graduation requirements were met.

For the purposes of implementing this policy, the college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change.

*A student who no longer maintains catalog rights may apply to be awarded a certificate or degree that was completed while s/he maintained catalog rights. In such a case, it shall be awarded retroactively in the last term of the period in which the student maintained those rights in which the certificate or degree requirements were completed.*

The college’s policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND THE BOARD OF TRUSTEES SHARED GOVERNANCE POLICY, and published in all college catalogs under appropriate headings.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

**BOARD RULE 6204. Continuous Attendance**

“Continuous attendance” means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Students granted a “military withdrawal” or a grade of “EW” under the provisions of Board Rule 6700, will be considered to be in “continuous attendance” for their required period of military service or excused withdrawal.

**BOARD RULE 6205. Additional and Concurrent Associate Degrees**

Additional Associate Degrees: Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:



1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. For local associate degrees, completion of a minimum of six (6) units in the major at the college awarding the degree. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree.
3. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
4. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
5. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
6. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
6. The LACCD does not offer double majors.

## Part 1 > General Education (GE) Plan

The general education path you pick depends on whether or not you plan to transfer and what major you are choosing. If you already know your major, you may want to do Parts 1 and 2 simultaneously.

### Which plan should you choose?

The choice of general education plans is listed with each major on the following pages.

### LACCD GE

**GENERAL STUDIES GENERAL EDUCATION PLAN** This associate-level general education plan is appropriate for students planning to obtain an associate degree but does not necessarily prepare students to transfer and earn a baccalaureate degree.

### CSU GE

**CSU GENERAL EDUCATION BREADTH CERTIFICATION PLAN** This baccalaureate-level general education plan fulfills the associate degree general education requirements and is accepted as fulfillment of lower-division general education requirements at all California State University campuses once certified as completed.

### IGETC

#### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM PLAN

This baccalaureate-level general education plan fulfills the associate degree general education requirements and is accepted as fulfillment of lower-division general education requirements at all University of California and California State University Campuses once certified as completed.

## Part 2 > Major

Follow the requirements for a Major. Degree and Certificate programs are listed on page 34.

## Part 3 > Electives

Pick Associate Degree applicable courses as needed to reach 60 units.

### Graduation and Completion Rates

The California Community Colleges State Chancellor's Office provides completion and transfer rates for every community college in California, including Los Angeles Pierce College. For more information on the graduation or completion rates for certificate or degree-seeking, full-time, first-time undergraduate students, please access the link provided: <http://scorecard.cccco.edu/scorecard.aspx>

## Procedure for Requesting the Degree

All petitions for degrees and certificates must be submitted to the Graduation Office. Please use the following steps to complete and submit your petition.

**Step 1:** Make an appointment with a counselor.

[http://www.piercecollege.edu/offices/counseling\\_center/](http://www.piercecollege.edu/offices/counseling_center/)

**Step 2:** Submit your completed and signed petition to the Graduation Office before the deadline. Please see the Graduation Office webpage for deadlines: <http://www.piercecollege.edu/admissions/grad.asp>

**NOTE:** All petitions submitted to the Graduation Office must be signed by a counselor.

**All Students must meet the following common Requirements (see 23 for details)**

1. UNIT REQUIREMENT

3. MAJOR REQUIREMENT

5. RESIDENCY REQUIREMENT

2. GENERAL EDUCATION REQUIREMENT

4. SCHOLARSHIP REQUIREMENT

6. COMPETENCY REQUIREMENT

### NON-LACCD COURSEWORK

- If you will be using coursework toward a degree or certificate from outside of the LACCD, we require **official transcripts**. This also applies to any coursework taken within our District prior to Spring 1974, high school transcripts, Advanced Placement (AP) test, College-Level Examination Program (CLEP), or International Baccalaureate Exam (IB) scores. **Transcripts & external test scores must be sent from the issuing school or agency directly to Los Angeles Pierce College.**

**Disclaimer:** The Graduation Office has the final and official authorization to grant Associate Degrees and Certificates.





## LAPC General Education Pattern 2019-2020

### GENERAL EDUCATION REQUIREMENTS:

Minimum of 21 semester units. **Note to Counselors:** When students have mixed records, for each general education area unit minimum, convert the units to either all semester or all quarter to the benefit of the student. 1 semester unit = 1.5 quarter units. If additional units are needed to meet the minimum unit requirement for an area, other courses that meet the area criteria may be applied.

**MAJOR REQUIREMENTS:** Minimum of 18 semester units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better.

*Please see a counselor and check the college catalog for specific major requirements.*

### A. Natural Sciences

3 Sem/4 Qtr Units Minimum

ANATOMY 001; ANML SC 511; ANTHRO 101, 111; ASTRON 001, 002; BIOLOGY 003, 006, 007, 010, 011ABC, 012ABC, 110, 121, 122, 123; CHEM 051, 060, 101, 102, 211, 212, 221; EARTH 003; ELECTRN 004A, 004B; ENV SCI 001, 002, 007; GEOG 001, 003, 015, 017, 019, 023; GEOLOGY 001, 002, 006, 007, 010, 012, 015, 022ABCDEF; METEOR 003, 004, 005; MICRO 001, 020; OCEANO 001, 010; PHYS SC 004, 006; PHYSICS 006, 007, 012, 066, 067, 101, 102, 103; PHYSIOL 001; PLNT SC 103, 711, 901; PSYCH 002, 073

### B. Social and Behavioral Sciences

6 Sem/8 Qtr Units Minimum

#### B1. AMERICAN INSTITUTIONS

3 Sem/4 Qtr Units Minimum

CHICANO 007, 008; ECON 010; HISTORY 011, 012, 013, 014, 041, 042, 043, 044, 052, 056; POL SCI 001, 019, 030

#### B2. SOCIAL AND BEHAVIORAL SCIENCES

3 Sem/4 Qtr units Minimum

ADDICST 015; ADM JUS 001, 002, 004, 067, 075, 319; ANTHRO 102, 105, 106, 109, 118, 119, 132, 141, 161; BRDCSTG 001; BUS 001, 005; CHICANO 002, 007, 008, 020, 047, 080; CH DEV 001; COMM 100, 121, 122 ECON 001, 002, 010; EDUC 203; GEOG 002, 007, 014; HISTORY 005, 006, 011, 012, 013, 019, 029, 041, 042, 043, 044, 052, 056, 086, 087; JAPAN 009; JOURNAL 100, 251; POL SCI 001, 002, 005, 007, 014, 019, 030, 050; PSYCH 001, 013, 014, 016, 032, 040, 041, 052, 066, 069; SOC 001, 002, 003, 004, 011, 013, 015, 021, 028, 029, 031, 035, 037, 086, 087; SPANISH 009, 010, 016, 026

### C. Humanities

3 Sem/4 Qtr Units Minimum

A S L 001, 002, 003, 004, 040; ANTHRO 105, 121, 161; ART 092, 101, 102, 103, 105, 107, 109, 111, 119, 137, 138, 139, 161, 201, 202, 203, 204, 205, 206, 207, 209, 301, 302, 307, 308, 309, 501, 502, 503, 604, 605, 606, 700, 708, 709; CHICANO 037, 045, 054, 057; CINEMA 003, 104, 107, 113; COMM 122, 130; DANCEST 801, 802, 803, 805, 806, 807, 814; ENGLISH 102, 103, 127, 203, 204, 205, 206, 207, 208, 210, 211, 214, 215, 216, 218, 219, 239, 240, 250, 252, 270, 271; FRENCH 001, 002, 003, 004, 005, 006, 010; HISTORY 001, 002, 019, 043, 044, 086, 087; HUMAN 006, 031; ITALIAN 001, 002, 003, 004, 005, 010; JAPAN 001, 002, 003, 004, 009, 027; MUSIC 101, 111, 121, 122, 181, 182, 183, 184, 299, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 601, 602, 611, 612, 613, 614, 621, 622, 623, 624, 650, 651, 705, 721, 745, 755, 777; PHILOS 001, 002, 012, 014, 015, 019, 020, 028, 030, 040, 041, 042; PHOTO 009, 027A, 027B, 101, 102; SOC 011, 015, 086; SPANISH 001, 002, 003, 004, 005, 006, 009, 010, 011, 012, 015, 016, 025, 026, 027, 035, 036, 037, 065; THEATER 100, 110, 114, 125, 270, 271, 273, 401

### D. Language and Rationality

6 Sem/8 Qtr Units Minimum

#### D1. ENGLISH COMPOSITION

3 Sem/4 Qtr Units Minimum

ENGLISH 101, 102, 103; CAOT 032; PHILOS 005

#### D2. COMMUNICATION AND ANALYTICAL THINKING

3 Sem/4 Qtr Units Minimum

ACCTG 001; ADM JUS 305; COMM 101, 104, 121, 122, 151, 190; LIB SCI 102; MATH 125, 215, 227, 228B, 238, 240, 260, 261, 262, 263; PHILOS 005, 006, 009; POL SCI 005; PSYCH 066, 074; SOC 004; STAT 001, 101

### E. Health and Kinesiology

3 Sem/4 Qtr Units Minimum

*Students may also meet Area E1 and E2 requirements with military credit per LACCD Administrative Regulation E-118 or Law Enforcement Academy Training per LACCD Administrative Regulation E-12.*

#### E1. HEALTH EDUCATION

*One Course Minimum. Students may also meet Area E1 requirement with successful completion of all Registered Nursing Program major requirements per LACCD Board Rule 6201.15.*

*The Health Education requirement may also be met by successful completion of all the major requirements for the Registered Nursing Program.*

HEALTH 002, 007, 008, 011, 043

#### E2. ONE ACTIVITY COURSE

1 Unit Minimum

DANCEST 285, 331, 452, 801, 802, 806, 807, 814, 815, 820, 821, 822, 826; DANCETQ 101, 121, 141, 535, 536, 570, 571, 572, 573; DNCESPC 171, 331, 441, 442, 491, 492; HEALTH 002; Any 200 level or higher KINESIOLOGY or KINESIOLOGY ATHLETICS activity course.

## LAPC CSU GE-Breadth Certification Plan 2019-2020

Governed by CSU Executive Order 1100:

[www.calstate.edu/EO/EO-1100-rev-8-23-17.html](http://www.calstate.edu/EO/EO-1100-rev-8-23-17.html)

**WARNING:** Many students attend multiple California Community College campuses. Be sure to follow the CSU GE Plan at each college of attendance.

**DISCLAIMER:** Dates in parentheses indicate the GE area applicability effective date. 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](http://www.assist.org).

This CSU GE Plan totals 39 CSU transferable semester units. A minimum of 60 CSU transferable semester units is required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please consult ASSIST for applicable major coursework and see a counselor to develop an Education Plan.

### AREA A – English Language Communication and Critical Thinking

9 semester or 12-15 quarter units. One course from each area.

**A1 - ORAL COMMUNICATION** (minimum grade of "C-" required)

COMM 101, 104, 121, 151 (Fall 14)

**A2 - WRITTEN COMMUNICATION** (minimum grade of "C-" required)

ENGLISH 101

**A3 - CRITICAL THINKING** (minimum grade of "C-" required)

COMM 104; ENGLISH 102, 103; PHILOS 005, 006, 009; POL SCI 005 (Fall 13); PSYCH 066

### AREA B – Scientific Inquiry and Quantitative Reasoning

9 semester or 12-15 quarter units. At least one course each from Physical Science, 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.

#### B1 - PHYSICAL SCIENCE

ASTRON 001; CHEM 051, 060, 101, 102, 211, 212, 221; EARTH 003; ENV SCI 001; GEOG 001, 003 (same as METEOR 003), 017 (Fall 11), 023 (same as METEOR 005); GEOLOGY 001, 002, 010 (same as ENV SCI 007), 012 (Fall 10), 015 (Fall 16); METEOR 003 (same as GEOG 003), 005 (same as GEOG 023); OCEANO 001; PHYS SC 004, 006; PHYSICS 006, 007, 012, 066, 067, 101, 102, 103; PLNT SC 103

#### B2 - LIFE SCIENCE

ANATOMY 001; ANML SC 511; ANTHRO 101, 118 (Fall 17); BIOLOGY 003, 006, 007, 010, 110, 121, 123; ENV SCI 002; MICRO 001, 020; PHYSIOL 001; PLNT SC 711 (Fall 17), 901; PSYCH 002

**B3 - LABORATORY ACTIVITY** (associated with a course taken to satisfy either B1 or B2)

ANATOMY 001; ANML SC 512 (lecture is ANML SC 511); ANTHRO 111 (lecture is ANTHRO 101); ASTRON 002 (lecture is ASTRON 001); BIOLOGY 003, 006, 007, 010, 110, 122 (lecture is BIOLOGY 121), 123; CHEM 051, 060, 101, 102, 211, 212, 221; EARTH 003 (Fall 17); GEOG 015 (lecture is GEOG 001), 017 (Fall 11), 019 (same as METEOR 004; lecture is GEOG 003 or METEOR 003); GEOLOGY 006 (lecture is GEOLOGY 001), 007 (lecture is GEOLOGY 002), 022A, 022B, 022C, 022D; METEOR 004 (same as GEOG 019; lecture is GEOG 003 or METEOR 003); MICRO 001, 020; OCEANO 010 (lecture is OCEANO 001); PHYS SC 004; PHYSICS 006, 007, 066, 067, 101, 102, 103; PHYSIOL 001; PLNT SC 103 (Fall 17), 711 (Fall 17); PSYCH 073 (Fall 03; lecture is PSYCH 002)

#### B4 - MATHEMATICS/QUANTITATIVE REASONING

(minimum grade of "C-" required)

CO SCI 542; MATH 215, 227, 228B, 238, 240, 260, 261, 262, 275 (Fall 16); STAT 001, 101

### AREA C – Arts and Humanities

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

#### C1 - ARTS (Arts, Cinema, Dance, Music, Theater)

ART 101, 102, 103, 105, 107, 109, 111, 137, 138, 139, 201, 501, 502, 700; CHICANO 054 (Fall 17), 057 (Fall 17); CINEMA 003, 104, 107 (Fall 05), 113; COMM 130 (Fall 17); DANCEST 801 (Fall 02), 802, 805, 807, 814; MUSIC 111, 121, 122, 216-1 (Fall 16), 321, 322, 323, 324, 341, 411, 412, 413, 414, 601, 611, 621, 651; PHOTO 009, 027A, 027B; THEATER 100, 110, 125, 270, 271, 401

#### C2 - HUMANITIES (Literature, Philosophy, Languages Other Than English)

ANTHRO 121, 161; A S L 001, 002, 003, 004, 040; ART 107; CHICANO 007 (Fall 16), 008 (Fall 16), 037 (Fall 17), 047 (Fall 17), 057 (Fall 17); ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 210, 211, 214, 215, 216, 218, 219, 239, 240, 250, 252, 270; FRENCH 001, 002, 003, 004, 005, 006, 010 (Fall 15); HISTORY 001, 002, 019 (Fall 17), 041 (Fall 16), 042 (Fall 16), 043, 044, 086, 087; HUMAN 006, 031; ITALIAN 001, 002, 003, 004, 005, 010 (Fall 15); JAPAN 001, 002, 003, 004, 009; MULTIMD 110 (Fall 16); PHILOS 001, 002, 012, 014, 015, 019, 020, 028, 030, 040, 041, 042 (Spring 04); SPANISH 001, 002, 003, 004, 005, 006, 009 (Fall 03), 011 (Fall 03), 012, 015, 025, 026, 027, 035, 036, 037, 065; THEATER 125

### AREA D – Social Sciences

9 semester or 12-15 quarter units. Coursework taken must be taught from more than one disciplinary perspective. Recommended to take one course from at least two disciplines.

ADDICST 015 (Fall 13); ADM JUS 001 (Fall 05), 002, 003 (Fall 16), 004, 067, 075, 319; ANTHRO 102, 105, 106, 109, 132, 141, 161; A S L 040; BRDCSTG 001 (Fall 09); CHICANO 002 (Spring 07), 007 (Fall 16), 008 (Fall 16), 020 (Fall 12), 047 (Fall 17), 080; CH DEV 001, 011 (Fall 17); COMM 100, 121, 122, 190 (Fall 17); ECON 001, 002, 010; EDUC 203; GEOG 002, 007, 014; HISTORY 005, 006, 011, 012, 013, 019 (Fall 17), 029 (Fall 05), 041, 042, 043, 044, 052, 056,

086, 087; JAPAN 009; JOURNAL 100, 251; POL SCI 001, 002, 005, 007, 014, 019, 030, 050 (Fall 13); PSYCH 001, 013, 014, 016, 032, 040, 041, 052, 060, 066, 069, 074; SOC 001, 002, 003, 004, 011, 013, 015 (Fall 07), 021, 028, 029 (Spring 05), 031, 035, 037, 086, 087; SPANISH 009, 010, 016, 026

### AREA E – Lifelong Learning and Self-Development

3 semester or 4 quarter units, not all in 1-unit Physical Education/Activity courses. Students may also meet Area E with military training per CSU EO 1036.

CH DEV 011 (Fall 17); COUNSEL 020, 040; DANCEST 452 (Fall 16), 801, 822, 823 (Fall 17); DANCETQ 101, 111, 112, 113, 114, 121, 122, 123, 124, 141, 142, 143, 144, 231, 232, 233, 234, 535, 536; DNCESPC 171, 172, 173, 174, 331, 332 (Fall 17), 333, 334, 441, 442 (Fall 17), 443, 444; ENV SCI 001; HEALTH 002, 008, 011, 043 (Fall 17); KIN 201, 217-1, 229, 250, 251, 266, 268, 271, 287, 289, 291-1, 291-2, 301-1, 301-2, 316 (Fall 13), 316-2, 316-3, 316-4, 327, 329, 329-2, 332 (Fall 17), 334-1 (Fall 17), 340-1 (Fall 17), 340-2 (Fall 17), 347, 347-2, 350, 350-2, 351, 352-1, 371-1, 371-2, 371-3, 371-4, 373-1, 373-2, 387-1, 387-2; KIN ATH 503, 504, 508, 511, 512, 513, 514, 516, 550-1, 552, 553, 556, 557, 558, 560; KIN MAJ 100, 117; PHILOS 019; PSYCH 032, 040, 041, 052, 060; SOC 028

### CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS CSU Requirement only.

**NOT A PART OF CSU GE, BUT MAY BE COMPLETED PRIOR TO TRANSFER.** For CSU GE certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy CSU GE Plan Subject Areas C or D. However, if a course(s) is used to satisfy both a CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

US-1: Historical development of American institutions and ideals

US-2: U.S. Constitution and government

US-3: California state and local government.

*\*If a course is approved for more than one U.S. Area, a student may use the course to satisfy all areas listed.*

US-1: CHICANO 007 (Fall 16), 008 (Fall 16); ECON 010 (Fall 15); HISTORY 011, 012, 013, 041, 042, 043, 044, 052

US-2: POL SCI 001, 019, 030 (Fall 16)

US-3: POL SCI 001, 019, 030 (Fall 15)



## LAPC Intersegmental General Education Transfer Curriculum (IGETC) 2019-2020

Governed by IGETC Standards:  
[www.ccctransfer.org/igetc](http://www.ccctransfer.org/igetc)

**DISCLAIMER:** Dates in parentheses indicate the GE area applicability effective date. 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](http://www.assist.org).

The IGETC Plan totals 34-37 UC/CSU transferable semester units. A minimum of 60 UC/CSU transferable semester units are required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please see a counselor to develop an Education Plan so you can reach your goals.

A course must be a minimum of 3 semester/4 quarter units to meet the requirements for IGETC (except Area 5C).

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

### AREA 1 – English Communication

CSU: 3 courses required, one each from Group A, B and C.

UC: 2 courses required, one each from Group A and B.

#### 1A - ENGLISH COMPOSITION

ENGLISH 101

#### 1B - CRITICAL THINKING – ENGLISH COMPOSITION

ENGLISH 102, 103; PHILOS 005

#### 1C - ORAL COMMUNICATION (CSU requirement only)

COMM 101, 104, 121, 130, 151 (Fall 14)

### AREA 2A – Mathematical Concepts & Quantitative Reasoning

One course – 3 semester or 4-5 quarter units

CO SCI 542; MATH 227+, 228B+ (Fall 15); 4 unit UC credit), 238+, 260, 261+, 262, 275 (Fall 16); STAT 001+, 101

### AREA 3 – Arts and Humanities

At least 3 courses, with at least one from 3A, one from 3B and one additional course from 3A or 3B. 9 semester or 12-15 quarter units.

#### 3A - ARTS

ART 101, 102, 103, 105, 107, 109, 111, 137, 138, 139, 501, 502; CHICANO 054 (Fall 17), 057 (Fall 17); CINEMA 003, 104, 107 (Spring 06), 113; DANCEST 801 (Fall 15), 802, 805, 807; MUSIC 111, 121, 122, 216-1 (Fall 16); PHOTO 027A, 027B; THEATER 100 (Fall 01), 110, 401 (Fall 16)

#### 3B - HUMANITIES

ANTHRO 121, 161; A S L 003, 004, 040; ART 107; CHICANO 007 (Fall 16), 008 (Fall 16), 037 (Fall 17), 047 (Fall 17), 057 (Fall 17); ENGLISH 102, 203, 204, 205,

206, 207, 208, 210, 211, 214, 215, 216, 219, 239, 240, 250, 252, 270; FRENCH 002 (Fall 17), 003, 004, 005, 006, 010 (Fall 15); HISTORY 001, 002, 019 (Fall 17), 041 (Fall 16), 042 (Fall 16), 043, 044, 086, 087; HUMAN 006, 031; ITALIAN 002 (Fall 17), 003, 004, 005, 010 (Fall 15); JAPAN 003, 004 (Fall 16), 009; MULTIMD 110 (Fall 17); PHILOS 001, 002, 012, 014, 015, 019, 020, 028, 030, 040, 041, 042 (Spring 05); SPANISH 002 (Fall 16), 003+, 004, 005, 006, 009 (Fall 03), 011 (Fall 14), 012, 015, 025, 026, 035 (Fall 16), 036 (Fall 16), 037 (Fall 16), 065; THEATER 125

*Note: Students who completed any part of 9th-12th grade in an institution where the language of instruction is not English will not receive unit credit by the UC for courses that are completed at Pierce College in the same language.*

### AREA 4 – Social and Behavioral Sciences

At least 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units.

ADM JUS 001 (Spring 06), 002, 004, 067; A S L 040; ANTHRO 102, 105 (Fall 01), 106, 109, 132, 141, 161; BRDCSTG 001 (Fall 09); CHICANO 002 (Spring 07), 007 (Fall 16), 008 (Fall 16), 020 (Fall 12), 047 (Fall 17), 080; CH DEV 001; COMM 100, 121, 122 (Spring 04), 190 (Fall 17); ECON 001, 002, 010; EDUC 203; GEOG 002, 007, 014; HISTORY 005, 006, 011, 012, 013, 019 (Fall 17), 029 (Spring 06), 041, 042, 043, 044, 052, 056, 086 (Fall 17), 087; JAPAN 009; JOURNAL 100, 251; POL SCI 001, 002, 005, 007, 014, 019, 030, 050 (Fall 13); PSYCH 001, 013, 014, 032, 041, 052, 066, 069 (Fall 15); SOC 001, 002, 003 (Fall 03), 004, 011 (Fall 01), 013, 015 (Fall 07), 021 (Fall 07), 028, 029 (Spring 05), 031, 035, 037, 086, 087; SPANISH 009, 010, 016+

### AREA 5 – Physical and Biological Sciences

At least 2 courses, with one from Physical Science and one from Biological Science, at least one of the two courses must include a laboratory. 7-9 semester or 9-12 quarter units.

#### 5A - PHYSICAL SCIENCE

ASTRON 001; CHEM 060+, 101, 102, 211, 212, 221; EARTH 003; ENV SCI 001; GEOG 001+, 003+ (same as METEOR 003), 017+ (Fall 11), 023+ (same as METEOR 005); GEOLOGY 001, 002, 010+ (same as ENV SCI 007), 012 (Fall 16), 015 (Fall 16); METEOR 003+ (same as GEOG 003), 005+ (same as GEOG 023); OCEANO 001; PHYS SC 004, 006; PHYSICS 006+, 007+, 012, 066+, 067+, 101+, 102+, 103+; PLNT SC 103 (Fall 17)

#### 5B - BIOLOGICAL SCIENCE

ANATOMY 001+; ANTHRO 101, 118 (Fall 17); BIOLOGY 003+, 006, 007, 010, 110, 121+, 123+; ENV SCI 002+; MICRO 001+, 020+; PHYSIOL 001+; PLNT SC 711 (Fall 17); PSYCH 002

#### 5C - LABORATORY SCIENCE REQUIREMENT

ANATOMY 001+; ANTHRO 111 (lecture is ANTHRO 101); ASTRON 002 (lecture is ASTRON 001); BIOLOGY 003+, 006, 007, 010, 110, 122+ (lecture is BIOLOGY 121), 123+; CHEM 060+, 101, 102, 211, 212, 221; EARTH 003 (Fall 17); GEOG 015+ (lecture is GEOG 001), 017+ (Fall 11), 019+ (same as METEOR 004; lecture is GEOG 003 or METEOR 003); GEOLOGY 006 (lecture is GEOLOGY 001), 007 (lecture is

GEOLOGY 002); METEOR 004+ (same as GEOG 019; lecture is GEOG 003 or METEOR 003); MICRO 001+, 020+; OCEANO 010 (lecture is OCEANO 001); PHYS SC 004; PHYSICS 006+, 007+, 066+, 067+, 101+, 102+, 103+; PHYSIOL 001+; PLNT SC 103 (Fall 17), 711 (Fall 17); PSYCH 073 (Spring 04; lecture is PSYCH 002)

### AREA 6 – Language Other Than English (UC Requirement only)

Proficiency equivalent to two years of high school study in the same language.

A S L 002, 003, 004; FRENCH 001 (Fall 17), 002, 003, 004, 005, 006; ITALIAN 001 (Fall 17), 002, 003, 004, 005; JAPAN 002, 003, 004; SPANISH 001 (Fall 13), 002+, 003+, 004, 005, 006, 035+ (Fall 13), 036+, 037

*If language level 3 or higher is used to satisfy this requirement, it may also be used in AREA 3B.*

**HIGH SCHOOL:** 2 years of the same foreign language with "C-" or better GPA in the second semester of the second year.

**OTHER:** Students who completed any part of 9th-12th grade in an institution where the language of instruction is not English will not receive unit credit by the UC for courses that are completed at Pierce College in the same language.

### AREA 7 – CSU Graduation Requirement in U.S. History, Constitution & American Ideals (CSU Requirement only)

**NOT PART OF IGETC, BUT MAY BE COMPLETED PRIOR TO TRANSFER.** For IGETC certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

US-1: Historical development of American institutions and ideals

US-2: U.S. Constitution and government

US-3: California state and local government

*\*If a course is approved for more than one U.S. Area, a student may use the course to satisfy all areas listed.*

US-1: CHICANO 007 (Fall 16), 008 (Fall 16); ECON 010 (Fall 15); HISTORY 011, 012, 013, 041, 042, 043, 044, 052

US-2: POL SCI 001, 019, 030 (Fall 16)

US-3: POL SCI 001, 019, 030 (Fall 15)

+ Transfer Credit is limited. Please consult with a counselor.

### Course Identification Numbering System (C-ID)

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

always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

Students may consult the C-ID website at <https://c-id.net/courses> for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

C-ID NUMBER	LAPC COURSE
ACCT 110	ACCTG 001
ACCT 120	ACCTG 002
AG-EH 108 L	PLNT SC 800
AG-EH 116 L	PLNT SC 757
AG-PS 104	PLNT SC 711
AG-PS 106 L	PLNT SC 711
AG-PS 128 L	PLNT SC 103
AJ 110	ADM JUS 001
AJ 120	ADM JUS 002
AJ 122	ADM JUS 004
AJ 124	ADM JUS 003
AJ 140	ADM JUS 005
AJ 160	ADM JUS 067
AJ 200	ADM JUS 075
AJ 220	ADM JUS 008
ANTH 110	ANTHRO 101
ANTH 120	ANTHRO 102
ANTH 150	ANTHRO 106
ARTH 100	ART 103
ARTH 110	ART 101
ARTH 120	ART 102
ARTH 130	ART 105
ARTS 100	ART 501
ARTS 101	ART 502
ARTS 110	ART 201
ARTS 200	ART 204
ARTS 210	ART 307
ARTS 250	ART 604
BIOL 110 B	ANATOMY 001
BIOL 120 B	PHYSIOL 001
BIOL 135 S	BIOLOGY 006 & 007
BUS 110	BUS 001
BUS 115	CAOT 032
BUS 125	BUS 005
BUS 140	CAOT 082
CDEV 100	CH DEV 001
CDEV 110	CH DEV 011
CHEM 101	CHEM 060
CHEM 110	CHEM 101
CHEM 120 S	CHEM 101 & 102
CHEM 150	CHEM 211
COMM 110	COMM 101
COMM 120	COMM 104
COMM 130	COMM 121
COMM 140	COMM 151
COMM 150	COMM 122
COMM 180	COMM 100
COMP 122	CO SCI 575
COMP 132	CO SCI 536
COMP 142	CO SCI 516

C-ID NUMBER	LAPC COURSE
COMP 152	CO SCI 542
ECE 120	CH DEV 002
ECE 130	CH DEV 007
ECE 200	CH DEV 034
ECE 210	CH DEV 022
ECE 220	CH DEV 010
ECE 230	CH DEV 042
ECON 201	ECON 001
ECON 202	ECON 002
EDUC 200	EDUC 001
ENGL 100	ENGLISH 101
ENGL 105	ENGLISH 103
ENGL 110	ENGLISH 102 & 206
ENGL 120	ENGLISH 102
ENGL 130	ENGLISH 207
ENGL 135	ENGLISH 208
ENGL 140	ENGLISH 203
ENGL 145	ENGLISH 204
ENGL 160	ENGLISH 205
ENGL 165	ENGLISH 206
ENGL 180	ENGLISH 218
ENGL 200	ENGLISH 127
ENGR 110	ENG GEN 101
ENGR 130	ENG GEN 131
ENGR 260	ENG GEN 220
ENGR 260 L	ENG GEN 220
GEOG 110	GEOG 001
GEOG 111	GEOG 015
GEOG 115	GEOG 017
GEOG 120	GEOG 002
GEOG 125	GEOG 007
GEOG 130	GEOG 003
GEOG 130	METEOR 003
GEOG 140	GEOG 014
GEOG 155	GEOG 025
GEOG 155	GIS 025
GEOLOGY 100	GEOLOGY 001
GEOLOGY 100 L	GEOLOGY 006
GEOLOGY 110	GEOLOGY 002
GEOLOGY 110 L	GEOLOGY 007
GEOLOGY 121	EARTH 003
GEOLOGY 130	GEOLOGY 010
HIST 130	HISTORY 011
HIST 140	HISTORY 012
HIST 150	HISTORY 086
HIST 160	HISTORY 087
HIST 170	HISTORY 001
HIST 180	HISTORY 002
JOUR 100	JOURNAL 100
JOUR 110	JOURNAL 101
JOUR 120	MEDIART 801

C-ID NUMBER	LAPC COURSE
JOUR 130	BRDCSTG 010
JOUR 130	JOURNAL 217 & 219
JOUR 130	JOURNAL 220
JOUR 131	JOURNAL 218
JOUR 150	PUB REL 001
JOUR 160	PHOTO 020
JOUR 170	JOURNAL 251
JOUR 210	JOURNAL 202
KIN 100	KIN MAJ 100
KIN 101	KIN MAJ 101
MATH 110	MATH 227
MATH 110	MATH 228B
MATH 120	MATH 215
MATH 140	MATH 238
MATH 210	MATH 261
MATH 211	MATH 261
MATH 221	MATH 262
MATH 230	MATH 263
MATH 240	MATH 275
MATH 250	MATH 270
MATH 900 S	MATH 261 & 262
MATH 910 S	MATH 270 & 275
MUS 100	MUSIC 111
MUS 105	MUSIC 121
MUS 106	MUSIC 122
MUS 110	MUSIC 101
MUS 120	MUSIC 216-1
MUS 125	MUSIC 217-1
MUS 130	MUSIC 216-2
MUS 135	MUSIC 217-2
MUS 140	MUSIC 216-3
MUS 145	MUSIC 217-3
MUS 150	MUSIC 216-4
MUS 155	MUSIC 217-4
MUS 160	MUSIC 181
MUS 160	MUSIC 182
MUS 160	MUSIC 183
MUS 160	MUSIC 184
MUS 180	MUSIC 501
MUS 180	MUSIC 531
MUS 180	MUSIC 705
MUS 180	MUSIC 721
MUS 180	MUSIC 745
MUS 180	MUSIC 755
MUS 180	MUSIC 781
PHIL 100	PHILOS 001
PHIL 120	PHILOS 020
PHIL 130	PHILOS 012
PHIL 140	PHILOS 014

C-ID NUMBER	LAPC COURSE
PHIL 210	PHILOS 009
PHYS 100 S	PHYSICS 006 & 007
PHYS 105	PHYSICS 006
PHYS 105	PHYSICS 066
PHYS 110	PHYSICS 007
PHYS 110	PHYSICS 067
PHYS 200 S	PHYSICS 101 & 102 & 103
PHYS 205	PHYSICS 101
PHYS 210	PHYSICS 102
PHYS 215	PHYSICS 103
POLS 110	POL SCI 001
POLS 120	POL SCI 005
POLS 130	POL SCI 002
POLS 140	POL SCI 007
POLS 160	POL SCI 050
PSY 110	PSYCH 001
PSY 120	PSYCH 014
PSY 130	PSYCH 052
PSY 150	PSYCH 002
PSY 170	PSYCH 013
PSY 170	SOC 013
PSY 180	PSYCH 041
PSY 200	PSYCH 074
SOCI 110	SOC 001
SOCI 115	SOC 002
SOCI 120	SOC 004
SOCI 125	STAT 001
SOCI 130	SOC 028
SOCI 140	SOC 031
SOCI 150	SOC 011
SOCI 160	SOC 003
SPAN 100	SPANISH 001
SPAN 110	SPANISH 002
SPAN 200	SPANISH 003
SPAN 210	SPANISH 004
SPAN 220	SPANISH 035
SPAN 230	SPANISH 036
THTR 111	THEATER 100
THTR 113	THEATER 110
THTR 114	THEATER 114
THTR 151	THEATER 270
THTR 152	THEATER 271
THTR 171	THEATER 300
THTR 172	THEATER 305
THTR 173	THEATER 310
THTR 174	THEATER 411
THTR 175	THEATER 450
THTR 191	THEATER 291
THTR 191	THEATER 292
THTR 192	THEATER 342



# Department & Program Organization

DEPARTMENT	CHAIRPERSON	PHONE	OFFICE
<b>ACADEMIC AFFAIRS</b>			
Sharon Dalmage, <i>Dean, Adult, Continuing and Community Education</i>			
Community Services/ Extension	Vacant	719-6425	VLGE 8200
ENCORE	Ida Blaine	710-2561	VLGE 8310A
Business Administration	Martin Karamian	710-2226	BUS 3212C
Accounting Business Business Law	Insurance International Business	Finance Management Marketing	Real Estate Supervision
Kinesiology and Health Education	Susan Armenta	710-2223	NGYM 5614A
Nursing	Joan Schneider	719-6477	CFS 91031
Mary Anne Gavarra-Oh, <i>Dean, Language and Fine Arts</i>			
Art and Architecture	Melody Cooper	610-6548	ART 3308D
Architecture Art	Multimedia		
Communication Studies and Education	Yeprem Davoodian	710-4177	FO 2404
Communication Studies Education	English as a Second Language (Noncredit)		
Computer Applications and Office Technologies	Lyn Clark	710-4244	BUS 3210C
English/ESL	Brad Saenz	710-3355	FO 2203
Media Arts	Jill Connolly	710-4235	VLGE 8203
Broadcasting Cinema Journalism	Multimedia/Media Arts Photography Public Relations		
Modern Languages	Margarita Pillado	710-2260	FO 2907
American Sign Language French Italian	Japanese Spanish		
Performing Arts	Michael Gend	710-2268	PAB 3539
Dance Music	Theater		
Susan Rhi-Kleinert, <i>Dean, Social Sciences and Community</i>			
History and Humanities	Brian Walsh	710-2894	FO 3001
Honors Program	Yeprem Davoodian	710-4177	FO 2404
Industrial Technology	Beth Cheung	710-4427	AT 3804
Automotive Service Technology Engineering Graphics and Design Technology	Engineering, Mechanical Electronics		
PACE	Joleen Voss-Rodriguez	710-2890	ALDER 1000C
Philosophy and Sociology	Cara Gillis, Ph.D.	710-2256	FO 2603
Political Science, Economics, Administration of Justice and Chicano Studies	Kim Rich	710-4328	FO 2304
Psychology, Addiction Studies and Statistics	Maria Perser	710-2891	BEH 1306F

DEPARTMENT	CHAIRPERSON	PHONE	OFFICE
Donna-Mae Villanueva, Ph.D., <i>Dean, Math and Sciences</i>			
Agricultural Sciences	Savanah St. Clair	710-4250	HORT 4910
Animal Science	Plant Science		
Anthropological and Geographical Sciences	Erin J. Hayes, Ph.D.	710-4305	FO 3005
Anthropology Geographic Information Systems	Geography Meteorology		
Chemistry	Sara Harvey, Ph.D.	712-2618	CFS 91041
Child Development	Patricia Doelitzsch	710-4426	CDAD 6101
Life Sciences	Dr. Shannon DeVaney	712-2611	CFS 91077
Anatomy Biology	Microbiology Physiology		
Mathematics	Edouard Tchertchian	710-2815	MATH 1409D
Physics and Planetary Sciences	Dale Fields, Ph.D.	710-4262	CFS 91040
Astronomy Earth Science Environmental Science Geology	Oceanography Physical Science Physics		
Mon Khat, <i>Associate Dean, Strong Workforce</i>			
Computer Science Information Technology	Natalia Grigorians	719-6458	COSC 1505A
Computer Science	Computer Information Systems		
<b>STUDENT SERVICES</b>			
Dr. Juan Carlos Astorga, <i>Dean, Student Engagement</i>			
Center for Academic Success	Crystal Kiekel	719-6414	LLC 5130
Library Science	Lauren Saslow	710-4442	LIBRARY
William Marmolejo, <i>Dean, Student Services</i>			
High School & Academic Outreach	Sergio Gonzalez	610-6502	SSB 48124
Dr. Kalynda Webber McLean, <i>Dean, Student Success</i>			
Counseling & Academic Advising	Alyce Miller	719-4332	SSB 140
Dr. Genice Sarcedo-Magruder, <i>Dean, Student Services &amp; Equity</i>			
Athletics	Vacant	719-6421	SGYM 5414B
Kinesiology-Athletics (Intercollegiate Athletics)			
Special Services	Dr. Genice Sarcedo-Magruder	710-3318	SSB 48166

# Educational Programs 2019-2020

## Degree and Certificate Programs

### Associate in Arts for Transfer Degree (AA-T) or Associate in Science for Transfer Degree (AS-T)

California Community Colleges are now offering associate degrees for transfer to the CSU. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Please refer to the section, Associate Degree Requirements for a description of our degree options. To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.sb1440.org/counseling.aspx>. Current and prospective students are encouraged to meet with a Pierce counselor to review their options for transfer and to develop an educational plan that best meets their goals.

### Associate of Arts (AA) or Associate of Science (AS)

Los Angeles Pierce College 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)

Los Angeles Pierce College 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 1/5 of the units required for the certificate must be completed in residence at Los Angeles Pierce College (BR 6202.10). When multiple colleges in the LACCD offer identical Certificates of Achievement, as defined by TOP code, the certificate shall be awarded by the college where the majority (greater than 50%) of the certificate units were taken. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the certificate (BR 6202.12). The CSU GE Breadth Certificate of Achievement and IGETC Certificate of Achievement are exempt from this requirement. The college that certifies completion of either of these plans may award the Certificate of Achievement to the student regardless of the number of units completed at the certifying college (BR 6201.12). Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcribed certificate(s) will be awarded the certificate(s) automatically (BR 6202.13).

### Skills Certificate (SC)

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 1/5 of the units required for the certificate must be completed in residence at Los Angeles Pierce College. These local skills certificates do not go through state approval processes and will not appear on the students' official transcripts.

	DEGREE	CERTIFICATE
<b>Agriculture</b>		
Agriculture: General	AS	
Equine Science	AS	C
Floral Design and Management		C
Gardening: Advanced		C
Horticulture: General	AS	
Landscape Design and Management	AS	
Pre-Veterinary Medicine	AS	
Veterinary Technology	AS	
<b>Anthropological and Geographical Sciences</b>		
Geographic Information Systems	AA	C
<b>Art and Architecture</b>		
Architectural Technology	AA	C
Art	AA	
Ceramic Design	AA	
Drawing	AA	
Graphic Design	AA	C
Graphic Design for the Web		C
Painting	AA	
Sculpture	AA	
<b>Business Administration</b>		
Accounting	AA	
Finance		SC
General Business	AA	SC
Insurance		SC
International Business		C, SC
Management		SC
Management and Supervision	AA	
Marketing	AA	C
Payroll Accounting		SC
Retail Management (WAFB)		C
Small Business Accounting		SC
Small Business Entrepreneurship		SC
Tax Preparation		C
<b>Child Development and Education</b>		
Child Development	AA	
Child Development: Associate Teacher		C
Infant Care Teacher		C
Preschool		C
Preschool Director		C
Preschool Teacher		C
School Age Child Care Teacher		C
<b>Computer Applications and Office Technologies</b>		
Administrative Professional	AA	C
Basic Computerized Accounting		C
Basic Internet		C
Basic Word Processing: Microsoft Word for Windows		C
Business Information Worker		C
CAOT: General Administrative	AA	C
Computer Applications		C
Customer Service		SC



Office Administration: Advanced Computer Applications		C
Desktop Publishing		C
Legal Office Procedures	AA	C
Legal Office Skills		C
Office Clerical		C
Office Communications		C
Web Site Construction and Maintenance		C
<b>Computer Science Information Technology</b>		
Cloud and Network Technology	AS	
Cybersecurity		C
Networking Technology		C
Personal Computer Service Technology		C
Programming for Business	AA	C
Programming for Computer Science	AS	
Routing Technology		C
Website Development		C
Web Development, Programming and Scripting		C
<b>General Education Breadth Requirement</b>		
CSU GE Breadth Certification		C
IGETC		C
<b>General Studies with an Area of Emphasis</b>		
Arts and Humanities	AA	
Science, Technology, Engineering & Mathematics	AA	
Social and Behavioral Sciences	AA	
Women's Studies	AA	
<b>Industrial Technology</b>		
Automotive Emission Specialist		C
Automotive Light Service Technician		C
Automotive Performance Applications		C
Automotive Powertrain Specialist		C
Automotive Service Technology	AS	C
Electronics and Electric Technology: Electronics	AS	
Electronics: Analog		C
Electronics: Communications		C
Electronics: Digital		C
Engineering Graphics and Design Technology	AS	C
Gas and Electric Welding	AS	C
Numerical Control Programming	AS	C
<b>Mathematics</b>		
Mathematics	AA	
<b>Media Arts</b>		
Journalism	AA	
Photography	AS	C
Photojournalism	AA	
Public Relations	AA	C
<b>Modern Languages</b>		
American Sign Language Studies	AA	
American Sign Language/Interpreting	AA	C
French	AA	
Italian	AA	
Japanese	AA	
Latin American Studies	AA	
Spanish	AA	
<b>Nursing</b>		
Nursing	AS	

**Performing Arts**

Music	AA	
Recording Arts		SC
Theater	AA	
Theater: Costume	AA	
Theater: Technical	AA	C

**Physics and Planetary Sciences**

Pre-Engineering	AS	
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**Political Science, Economics, Criminal Justice and Chicano Studies**

Chicano Studies	AA	
Criminal Justice	AA	

**Psychology**

Addiction Studies	AA	C
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**DEGREE****Associate Degrees for Transfer**

Administration of Justice	AS-T
Agriculture Animal Science	AS-T
Agriculture Plant Science	AS-T
Anthropology	AA-T
Art History	AA-T
Biology	AS-T
Business Administration	AS-T
Communication Studies	AA-T
Early Childhood Education	AS-T
Economics	AA-T
Elementary Teacher Education	AA-T
English	AA-T
Film, Television, and Electronic Media	AS-T
Geography	AA-T
Geology	AS-T
History	AA-T
Journalism	AA-T
Kinesiology	AA-T
Mathematics	AS-T
Music	AA-T
Philosophy	AA-T
Physics	AS-T
Political Science	AA-T
Psychology	AA-T
Social Justice Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Studio Arts	AA-T
Theatre Arts	AA-T

If you're starting out at a California community college and know which major you want to study but haven't decided which UC campuses to apply to, there is a simple way to keep your options open as you prepare for your major.

Although following a pathway doesn't guarantee admission to UC, it gives you a clear roadmap to prepare for your major and be well positioned to graduate on time from any UC campus.

An important note: The pathways guide students who want to make themselves competitive across the UC system; some campuses may want fewer courses for admission, but none will expect more. We strongly encourage students to apply to multiple campuses to improve their chances of admission.

Complete details and expected coursework can be found at <http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html>

#### University of California Transfer Pathways

Anthropology*
Biochemistry
Biology*
Business Administration*
Cell Biology
Chemistry
Communication*
Computer Science
Economics*
Electrical Engineering
English*
Film and Media Studies
History*
Mathematics*
Mechanical Engineering
Molecular Biology
Philosophy*
Physics*
Political Science*
Psychology*
Sociology*

\*Los Angeles Pierce College offers an Associate Degree for Transfer (ADT) for this major.

### Noncredit Certificate of Competency

Pursuant to title 5, section 55151, Los Angeles Pierce College may offer a sequence of noncredit courses that culminate in a Certificate of Competency or a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. A noncredit Certificate of Competency means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares him/her to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

### Noncredit Certificate of Completion

Pursuant to title 5, section 55151, Los Angeles Pierce College offers a sequence of noncredit courses that culminate in a Certificate of Completion or a certificate leading to improved employability or job opportunities. A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares him/her to progress in a career path or to take degree-applicable credit courses.

#### Noncredit Certificates of Completion

Bookkeeper
Community Health Worker
Custodial Scheduling Supervisor Training
Custodial Technician Preparation
Dog Grooming
EKG Technician
Geriatric Caregiver
Medical Assistant: Front and Back Office

Phlebotomy Technician I
Speaking English as a Second Language
Workplace Success
Writing in English as a Second Language

### 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.

### Associate Degree Requirements and Procedures

Refer to pages 23-28 for Associate Degree requirements and procedure for requesting a degree.

### Transfer Students

Completing the Associate Degree does not necessarily meet the university admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. Degrees with an AA-T or AS-T designation allow students to transfer to a California State University as an upper division student. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

#### UNIVERSITY OF CALIFORNIA

If you're starting out at a California community college and know which major you want to study but haven't decided which UC campuses to apply to, there is a simple way to keep your options open as you prepare for your major.

Follow one of the new Transfer Pathways, a single set of courses you can take to prepare for your major on any of the nine UC undergraduate campuses.

The Transfer Pathways cover the most popular majors which are listed in the following section of this catalog, or for a complete list visit <http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html>.

Although following a pathway doesn't guarantee admission to UC, it gives you a clear roadmap to prepare for your major and be well positioned to graduate on time from any UC campus.

An important note: The pathways guide students who want to make themselves competitive across the UC system; some campuses may want fewer courses for admission, but none will expect more. We strongly encourage students to apply to multiple campuses to improve their chances of admission.





### CALIFORNIA STATE UNIVERSITY

California community colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California community college students who are awarded an AA-T or AS-T degree will have completed lower-division major preparation requirements for the particular degree at a participating California State University (CSU) campus, are guaranteed admission with junior standing somewhere in the CSU system, and are given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. Following transfer to a participating CSU campus, students will be required to complete no more than 60 semester units or 90 quarter units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation.

Please note: Priority Admission does not guarantee admission to specific majors or campuses. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system.

To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [http://www.piercecollege.edu/offices/transfer\\_center/associatedegreetransfer.asp](http://www.piercecollege.edu/offices/transfer_center/associatedegreetransfer.asp). Current and prospective community college students are encouraged to meet with a Pierce counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

### REQUIREMENTS

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Educational Programs section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass/no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (See pages 30-31 for CSU GE Certified Plan and IGETC).

# Associate Degrees for Transfer

## ADMINISTRATION OF JUSTICE

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 32523)

See also *Associate of Arts in Criminal Justice* on page 129.

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Students completing this associate degree will have completed lower-division major preparation requirements for a criminal justice/criminology degree, an emphasis or option within a criminal justice/criminology degree, or a degree considered similar to criminal justice/criminology at a participating California State University (CSU) campus. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- **Critical Thinking:** The student will demonstrate proficiency in defining issues, problems, questions, and assumptions; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions when dealing with the three components of the criminal justice system: law enforcement, courts, and correction.

- **Research and Information Literacy:** The student will demonstrate proficiency in modes of inquiry specific to criminal justice, and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making.
- **Multicultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and sociological understanding of, cultural practices and social structures.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
<b>List A: Select two courses from the following:</b>		<b>6</b>
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles and Procedures of the Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 008	Juvenile Procedures	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3
<b>List B: Select two courses from the following:</b>		<b>6-8</b>
Any course from List A not already used		
ADM JUS 160	Police Organization and Administration	3
MATH 227*	Statistics	4
<b>OR</b>		
MATH 228B*	Statistics Pathway Part II	5
<b>OR</b>		
STAT 001*	Elementary Statistics I for the Social Sciences	3
PSYCH 001	General Psychology I	3
SOC 001	Introduction to Sociology	3
<b>MAJOR - TOTAL UNITS</b>		<b>18-20</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan	.39 units
IGETC	Intersegmental GE Transfer Curriculum	.37 units

\*See Catalog course description for prerequisites and/or corequisites.



## AGRICULTURE ANIMAL SCIENCE

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 37217)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

An Animal Science major prepares students for careers in animal production, animal agriculture, and biotechnology. Animal Science includes a foundation in the sciences and the study of animals that produce food. Animal Science covers a broad range of topics including animal husbandry, animal production, animal nutrition, animal welfare, reproduction practices, basic veterinary skills, concepts in herd health, biosecurity practices, and farm management. The goal of the Associate of Science for Transfer Degree in Animal Science degree is to provide students with a basic understanding of the field of Animal Science and a strong academic foundation in this field that would allow them to engage in upper-division coursework at a California State University campus. Thus, this Associate of Science Degree for Transfer degree prepares students to continue their education at a California State University campus and pursue a baccalaureate degree.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Compare and contrast animal-related industries on a regional, national, and global level, and will be able to analyze them in a legal and political context.
- Compare and contrast species and breed differences in such critical areas as nutritional requirements, genetics, health, reproduction, animal welfare, and general management.
- Describe fundamental economic principles and their application to animal industries.

- Demonstrate a basic understanding of the chemical and physical makeup of animals that comprises animal biology.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ANML SC 501	Principles of Animal Science . . . . .	3
CHEM 101*	General Chemistry . . . . .	5
ECON 001*	Principles of Economics . . . . .	3
MATH 227*	Statistics . . . . .	4
<b>List A: Area 1 . . . . .</b>		<b>6</b>
ANML SC 530*	Poultry Production . . . . .	2
<b>AND</b>		
ANML SC 531*	Poultry Production Laboratory . . . . .	1
<b>AND</b>		
ANML SC 596C*	Agricultural Enterprise Projects . . . . .	3
<b>OR</b>		
ANML SC 507*	Small Ruminant Health and Management . . . . .	3
<b>AND</b>		
ANML SC 596C*	Agricultural Enterprise Projects . . . . .	3
<b>List A: Area 2 . . . . .</b>		<b>8</b>
ANML SC 505	Animal Nutrition . . . . .	3
ANML SC 596A*	Agricultural Enterprise Projects . . . . .	1
ANML SC 596D*	Agricultural Enterprise Projects . . . . .	4
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>29</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Patterns:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	.39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	.37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## AGRICULTURE PLANT SCIENCE

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 35307)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

The AS-T in Agriculture Plant Science is an interdisciplinary degree that includes coursework in plant and soil science, chemistry, economics, and statistics. Students will be introduced to a broad range of topics including plant propagation, conducting research, conservation practices, basic laboratory skills, ornamental horticulture, and plant breeding and biotechnology. This program is formative for students interested in working in the ornamental horticulture or farming industries. The goal of this degree is to provide students with a basic understanding of the field of plant science and a strong academic foundation in this field of endeavor from which to engage in upper division coursework at a California State University campus. The Associate of Science Degree prepares students to continue their education at the California State University campus leading to a baccalaureate degree.

Associate in Science in Agriculture Plant Science for Transfer Degree (AS-T in Agriculture Plant Science) is intended for students who plan to transfer and complete a bachelor's degree in Plant Science at a CSU campus. Students completing the AS-T degree in Agriculture Plant Science are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Agriculture Plant Science may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Apply knowledge of chemical reactions in the soil and biological pathways to plant nutrition problems.
- Apply the fundamentals of biotechnology and plant genetics to address food security challenges in the context of a growing population.
- Utilize plant propagation techniques such as micro-propagation, grafting, budding, and propagation from seeds and cuttings.
- Research using basic laboratory and field data collection techniques, analyze data, and interpret graphs, charts, figures, and the significance of scientific results.
- Manage greenhouse, landscape, and field crops using economics, soil science, and horticultural principles.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CHEM 101*	General Chemistry I .....	5
ECON 001*	Principles of Economics I.....	3
MATH 227*	Statistics .....	4
PLNT SC 103	Introduction to Soil Science .....	3
PLNT SC 711	Introduction to Plant Science .....	3
PLNT SC 714	Principles of Horticulture.....	3
PLNT SC 757	Plant Propagation and Production.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>24</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	37 units

\*See Catalog course description for prerequisites and/or corequisites.

**ANTHROPOLOGY**

**Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 33110)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate in Arts in Anthropology for Transfer Degree (AA-T in Anthropology) is intended for students who plan to transfer and complete a bachelor's degree in Anthropology at a CSU campus. Students completing the AA-T degree in Anthropology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Anthropology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Identify and compare the core concepts and theoretical perspectives in anthropology, including the physical, archaeological, cultural, and linguistic subfields.



- Demonstrate the ability to apply methods used by contemporary anthropologists to explore human biological and cultural change through time.
- Analyze and interpret anthropological data as it is applied within anthropology, including the physical archaeological, cultural, and linguistic subfields.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ANTHRO 101	Human Biological Evolution .....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
ANTHRO 106	Introduction to Archaeology.....	4
<b>List A: Choose one course from the following: .....</b>		
ANTHRO 111	Laboratory in Human Biological Evolution .....	2
ANTHRO 161	Introduction to Language and Linguistics.....	3
MATH 227*	Statistics .....	4
MATH 228B*	Statistics Pathway Part II.....	5
<b>List B: Choose one to two courses from the following: .....</b>		
Any course from List A not already used		
ANATOMY 001	Introduction to Human Anatomy .....	4
GEOG 025	Introduction to Geographic Information Systems and Laboratory.....	4
<b>OR</b>		
GIS 025	Introduction to Geographic Information Systems and Laboratory.....	4
<b>List C: Choose one course from the following: .....</b>		
Any course from List A or B not already used		
ANTHRO 105	Prehistoric Peoples .....	3
ANTHRO 109	Gender, Sex and Culture.....	3
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft.....	3
ANTHRO 141	Culture, Illness and Healing.....	3
GEOG 002	Cultural Elements of Geography .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>19-25</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	37 units

*Recommended: Adding Anthropology 111 (2 units) meets the CSUGE and IGETC laboratory requirement.*

*\*See Catalog course description for prerequisites and/or corequisites.*

**ART HISTORY****Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 35975)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate in Arts in Art History for Transfer Degree (AA-T in Art History) is intended for students who plan to transfer and complete a bachelor's degree in Studio Art - Art with an Emphasis or Concentration in Art History at a CSU campus. Students completing the AA-T in Art History are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Art History may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

**To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional levels of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate functional levels of painting.
- Demonstrate an understanding of two- and/or three-dimensional design concepts, vocabulary, materials and processes through the construction of two- and/or three-dimensional objects or images.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 201	Drawing I.....	3
<b>List A: Select one course from the following:.....3</b>		
ART 105	History of Asian Art.....	3
ART 107	Mexican Art-Modern.....	3
ART 109	The Arts of Africa, Oceania, and Ancient America.....	3
<b>List B: Select one course from the following:.....3</b>		
ART 204*	Life Drawing I.....	3
ART 307	Oil Painting I.....	3
ART 501	Beginning Two-Dimensional Drawing.....	3
ART 502	Beginning Three-Dimensional Drawing.....	3
ART 604	Graphic Design I.....	3
ART 700	Introduction to Sculpture.....	3
ART 708	Introduction to Ceramics.....	3
<b>List C: Select one course from the following:.....3</b>		
Any List A or List B course not already used		
ART 111	History of Contemporary Art.....	3
ART 137	Architectural History I: Prehistory to the Middle Ages....	3
ART 138	Architectural History II: Late Middle Ages to Modern....	3
ART 139	Architectural History III: Modern Architecture.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>18</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	37 units

\*See Catalog course description for prerequisites and/or corequisites.

**BIOLOGY**

**Associate of Science for Transfer Degree (AS-T)**

(STATE CODE 35979)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

Associate of Science in Biology for Transfer Degree (AS-T in Biology) is intended for students who plan to transfer and complete a bachelor's degree in Biology at a CSU campus. Students completing the AS-T degree in Biology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Biology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AS-T degree in Biology if they complete the 33 units required for the major along with the IGETC or CSU GE Plan and electives.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate knowledge of the structure and function of living things from the molecular to the organismal level.
- Demonstrate conceptual understanding of fundamental biological processes of molecular, cellular, and organismal biology, genetics, evolution, and ecology.
- Demonstrate proficiency in biological tools and techniques, including microscopy, dissection, experimental design, and biotechnology.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 006*	General Biology I.....	5
BIOLOGY 007*	General Biology II.....	5
CHEM 101*	General Chemistry I.....	5
CHEM 102*	General Chemistry II.....	5
MATH 261*	Calculus I.....	5
PHYSICS 006*	General Physics I.....	4
PHYSICS 007*	General Physics II.....	4
<b>MAJOR - TOTAL UNITS.....</b>		<b>33</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE for STEM	CSU GE Breadth Certification Plan.....	33 units
IGETC for STEM	Intersegmental GE Transfer Curriculum.....	31 units

\*See Catalog course description for prerequisites and/or corequisites.



## BUSINESS ADMINISTRATION

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 30948)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Upon successful completion of the Los Angeles Pierce College Associate of Science in Business Administration for Transfer degree requirements, the student will have demonstrated an understanding of business, accounting and economics. This coursework will satisfy the lower division business administration requirements at some of the California State University campuses.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Describe the three major forms of business ownership and advantages.
- Describe the basic management functions.
- Outline the components of the two major financial statements.
- Apply and analyze the elements of a contract.
- Apply communication strategies to solve business problems.
- Apply computer applications to solve business problems.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
ACCTG 002*	Introductory Accounting II.....	5
ECON 001*	Principles of Economics I.....	3
ECON 002*	Principles of Economics II.....	3
BUS 005	Business Law I.....	3

List A: Choose one course from the following: ..... 4-5

MATH 227\* Statistics ..... 4

MATH 238\* Calculus for Business and Social Science I..... 5

List B: Choose two courses from the following: ..... 6

Any List A course not already used

CAOT 082 Microcomputer Software Survey in the Office ..... 3

OR

CO SCI 501 Introduction to Computers and Their Uses..... 3

CAOT 032\* Business Communications..... 3

**MAJOR - TOTAL UNITS..... 29-30**

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE NOT AVAILABLE WITH THIS MAJOR

CSU GE CSU GE Breadth Certification Plan.....39 units

IGETC Intersegmental GE Transfer Curriculum .....37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## COMMUNICATION STUDIES

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 33769)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Students pursuing the Associate in Arts in (AA-T) in Communication Studies for Transfer Degree will engage in the study of oral, written, interpersonal, intercultural, and group communication studies, as well as argumentation. In addition, students will improve their critical thinking and understanding of human communication. The goal of the Communication Studies degree is to provide students with a basic understanding of the field and a strong academic foundation in the social sciences from which to engage in coursework in Communication Studies at a California State University campus. This degree will help students with a seamless transfer to the California State University system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Students will be able to employ communication competence necessary to engage in personal, professional, civic, and intercultural relationships.
- Students will be able to demonstrate and apply critical thinking skills in a variety of communication contexts.
- Students will be able to analyze their communication through self-reflection.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
COMM 101	Public Speaking.....	3
<b>List A: Select two courses from the following:..... 6</b>		
COMM 104	Argumentation and Debate.....	3
COMM 121	Interpersonal Communication.....	3
COMM 151	Small Group Communication.....	3
<b>List B: Select two courses from the following:..... 6</b>		
Any List A course not already used		
COMM 100	Introduction to Communication Studies.....	3
COMM 122	Intercultural Communication.....	3
COMM 130	Introduction to Oral Interpretation of Literature.....	3
<b>List C: Select one course from the following:..... 3</b>		
Any List A or B course not already used		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
COMM 190	Communication and New Media.....	3
ENGLISH 103*	Composition and Critical Thinking.....	3
PSYCH 001	General Psychology I.....	3
SOC 001	Introduction to Sociology.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>18</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	CSU GE Breadth Certification Plan.....39 units
IGETC	Intersegmental GE Transfer Curriculum.....37 units

\*See Catalog course description for prerequisites and/or corequisites.

## EARLY CHILDHOOD EDUCATION

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 32408)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Early Childhood Education focuses on the teaching and care of young children by providing the theoretical background of child development and developmentally appropriate practices of education of young children. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.





- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Apply evidence-based theoretical and practical concepts with typically and atypically developing young children and their families in the field of early care and education.
- Demonstrate competence in facilitating the development of young children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.
- Identify, appreciate, and demonstrate respect for inclusive practices and diversity within individuals, families, cultures and communities.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development .....	3
CH DEV 002	Early Childhood: Principles and Practices .....	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education .....	3
CH DEV 010	Health, Safety and Nutrition .....	3
CH DEV 011	Child, Family and Community .....	3
CH DEV 022*	Practicum in Child Development I .....	4
CH DEV 034	Observing and Recording Children’s Behavior .....	3
CH DEV 042	Teaching in a Diverse Society .....	3
<b>MAJOR - TOTAL UNITS .....</b>		<b>25</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## ECONOMICS

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 33773)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Economics is the science that deals with the production, distribution and consumption of goods and services. Economists attempt to understand the economy and the way it responds to various influences such as changes in federal interest rates. While there are many subdivisions in the study of economics, two major ones are macroeconomics and microeconomics. Macroeconomics is the study of the entire system of economics. Microeconomics is the study of how the system affects one business or parts of the economic system.

Do you ever ask yourself these questions? Why do gas prices behave so strangely? How are we going to pay for health care? Why does the dollar move in value? Why are some nations poor and others prosperous? Is the flat tax the best tax? Are we using energy efficiently? What explains income inequality? Why do financial crises occur? If so, you should consider studying economics.

Economic education develops analytical and abstract skills that can be applied in a wide range of exciting careers such as consulting work in both the private and public sectors, employment prospects in government, journalism, administration, sales, finance, investment banking, and venture capital are enhanced with an Economics degree. Work in these fields requires superior analytical ability, so one’s employment prospects will be further improved by supplementing study in economics with skills in statistics, mathematics, and computer science.

The Associate of Arts Degree in Economics also provides foundational coursework for students transferring as business majors. Students completing the degree in Economics are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice.

**To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of "C-" or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a "C" or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- **Critical Thinking:** Demonstrate proficiency in defining resource allocation decisions, constraints and model assumptions; distinguish facts, opinions and biases; use evidence and reasoning to support conclusions and predictions regarding the price system and public policies.
- **Research and Information Literacy:** Demonstrate proficiency in gathering data using multiple, reputable sources to build relevant models for discussing, analyzing, and forecasting microeconomic decisions and macroeconomic policies.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** Demonstrate awareness of the complex nature of institutions as they apply to regulation of microeconomic activities and formation of macroeconomic policies in a diverse democratic society.
- **Multicultural Awareness:** Demonstrate proficiency in searching for and incorporating diverse cultural practices, preferences and norms to objectively and inclusively model their role in determining commercial activities, market structures and regulatory outcomes.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
CAOT 032*	Business Communications.....	3
ECON 001*	Principles of Economics I.....	3
ECON 002*	Principles of Economics II.....	3
MATH 227*	Statistics.....	4
MATH 238*	Calculus for Business and Social Science I.....	5
	<i>OR</i>	
MATH 261*	Calculus I.....	5
<b>MAJOR - TOTAL UNITS.....</b>		<b>23</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**ELEMENTARY TEACHER EDUCATION**

**Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 35464)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate of Arts for Transfer (AA-T) in Elementary Teacher Education is designed for prospective California State University (CSU) transfer students who are preparing for careers as Elementary School Teachers. Completion of the Elementary Teacher Education degree will provide a streamlined pathway for transfer to a CSU campus with a Liberal Studies or similar major.

**To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of "C" or better (or "P" if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of "C-" or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a "C" or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

*The Associate of Arts in Elementary Teacher Education for Transfer Degree (AA-T in Elementary Teacher Education) is intended for students preparing for careers as Elementary School Teachers. Completion of this degree provides a streamlined pathway for transfer to a California State University (CSU) campus. Based on the guidelines for California Academic Content Standards and the California Teacher Performance Expectations, upon completion of this program, students will:*

- Demonstrate a familiarity of the legal guidelines and professional ethics for both teachers and students;
- Create age-appropriate lesson plans that conform to the State Academic Content Standards for California Public Schools that are related to the National Standards, as they begin to work toward creating effective environments that support students in learning;
- Compare and contrast teaching styles and teaching philosophies through classroom observations, in an effort to identify and



develop their own philosophy and potential style of teaching in a multicultural and diverse educational environment; and

- Transfer to CSU campuses that offer Bachelor's Degrees in Liberal Studies.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 003	Introduction to Biology .....	4
CH DEV 001	Child Growth and Development .....	3
COMM 101	Public Speaking .....	3
EARTH 003	Earth Science Lecture and Laboratory .....	4
EDUC 001	Introduction to Teaching .....	3
ENGLISH 101*	College Reading and Composition I .....	3
ENGLISH 102*	College Reading and Composition II .....	3
GEOG 007	World Regional Geography .....	3
HISTORY 011	Political and Social History of the United States I .....	3
HISTORY 086	Introduction to World Civilization I .....	3
MATH 215*	Principles of Mathematics I .....	3
PHYS SC 004	Physical Science and Laboratory .....	4
POL SCI 001	The Government of the United States .....	3
<b>List A: Select one course from the following:</b> .....		<b>3</b>
ENGLISH 103*	Composition and Critical Thinking .....	3
PHILOS 005*	Critical Thinking and Composition .....	3
<b>List B: Select one course from the following:</b> .....		<b>3</b>
ART 101	Survey of Art History I .....	3
ART 102	Survey of Art History II .....	3
ART 103	Art Appreciation I .....	3
ART 105	History of Asian Art .....	3
ART 109	The Arts of Africa, Oceania, and Ancient America .....	3
MUSIC 111	Music Appreciation I .....	3
THEATER 100	Introduction to the Theater .....	3
<b>List C: Select one course from the following:</b> .....		<b>3</b>
EDUC 203	Education in American Society .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>51</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	37 units

\*See Catalog course description for prerequisites and/or corequisites.

## ENGLISH

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 35898)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Associate in Arts in English for Transfer Degree (AA-T in English) is intended for students who plan to transfer and complete a bachelor's degree in English, English Literature or Creative Writing at a CSU campus. Students completing the AA-T degree in English are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in English may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AA-T degree in English if they complete the 21 units required for the major along with the IGETC or CSU GE Plan and electives.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply active reading strategies in order to critically analyze rhetorical and thematic elements of college-level fiction and non-fiction;
- Compose unified, coherent essays, including a research paper, that employ critical arguments with minimal errors in Standard English grammar, mechanics, and MLA format;
- Demonstrate command of rules regarding plagiarism and academic ethics, as defined by the California Education Code;

- Demonstrate an understanding of how diverse cultural narratives informed and are informed by literature.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ENGLISH 102*	College Reading and Composition II	3
ENGLISH 206*	English Literature II	3
<b>List A: Select two courses from the following:</b>		<b>6</b>
ENGLISH 203*	World Literature I	3
ENGLISH 204*	World Literature II	3
ENGLISH 205*	English Literature I	3
ENGLISH 207*	American Literature I	3
ENGLISH 208*	American Literature II	3
<b>List B: Select two courses from the following:</b>		<b>6</b>
Any List A course not already used		
COMM 104	Argumentation and Debate	3
ENGLISH 127*	Creative Writing	3
ENGLISH 211*	Fiction	3
<b>List C: Select one course from the following:</b>		<b>3</b>
Any List A or B course not already used		
ENGLISH 210*	The Twentieth Century Novel	3
ENGLISH 214*	Contemporary Literature	3
ENGLISH 215*	Shakespeare I	3
ENGLISH 216*	Shakespeare II	3
ENGLISH 218*	Children's Literature	3
ENGLISH 219*	The Literature of American Ethnic Groups	3
ENGLISH 239*	Women in Literature	3
ENGLISH 240*	Literature and the Motion Picture I	3
ENGLISH 250*	Mythology and Literature	3
ENGLISH 252*	The English Bible as Literature	3
ENGLISH 270*	Science Fiction - Fantasy	3
SPANISH 012	Survey of Mexican Literature	3
THEATER 100	Introduction to the Theater	3
<b>MAJOR - TOTAL UNITS</b>		<b>21</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan	39 units
IGETC	Intersegmental GE Transfer Curriculum	37 units

\*See Catalog course description for prerequisites and/or corequisites.

**FILM, TELEVISION, AND ELECTRONIC MEDIA**

**Associate of Science for Transfer Degree (AS-T)**

(STATE CODE 35462)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

Students pursuing the Associate in Science for Transfer Degree (AS-T) in Film, Television, and Electronic Media engage in the study of film, television and electronic media. In addition, they improve their critical thinking, communication skills, writing skills and visual communication and literacy. The goal of this degree is to provide students a basic understanding of the field of film, television, and electronic media and a strong academic foundation in the social sciences from which to engage in upper division coursework in radio-television-film, or television, video, film and electronic arts at a California State University campus.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/ no pass basis) in all courses required for the major or area of emphasis.

Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate knowledge of the historical, cultural, and economic influences on the cinema, broadcasting and digital media industries in relationship to global mass communications in society.
- Demonstrate an understanding of the ethical concepts, legal implications, considerations, and practices that guide the cinema, broadcasting and digital media.
- Demonstrate the ability to apply tools and technologies appropriate for the production, editing and presentation of motion pictures, visual, aural, textual, or other media content.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select two courses from the following:</b> . . . . . 6		
CINEMA 005	Introduction to Screenwriting. . . . .	3
CINEMA 107	Understanding Motion Pictures . . . . .	3
JOURNAL 100	Social Values in Mass Communication . . . . .	3
<b>List A: Select one audio and one video course from the following:</b> . . . . . 6		
<b>Audio:</b>		
BRDCSTG 010	Radio Programming and Production. . . . .	3
MEDIART 110	Digital Film/Video Audio . . . . .	3
<b>Video:</b>		
MEDIART 101	Introduction to Digital Film/Video Production . . . . .	3
<b>List B: Select one course from the following:</b> . . . . . 3		
Any course not already used above		
CINEMA 003	History of Motion Pictures . . . . .	3
<b>List C: Select one course from the following:</b> . . . . . 3-6		
Any course not already used above or		
BRDCSTG 001	Fundamentals of Television and Radio Broadcasting . . . . .	3
BRDCSTG 050*	Radio Documentary Production . . . . .	6
BRDCSTG 103	Voice and Diction for Radio and Television . . . . .	3
CINEMA 003	History of Motion Pictures . . . . .	3
CINEMA 104	History of Documentary Film. . . . .	3
CINEMA 113	History of Animation . . . . .	3
MEDIART 104	Photoshop for Motion Pictures and Television. . . . .	3
MEDIART 109*	Beginning Documentary Production Workshop . . . . .	3
MEDIART 120	Digital Film/Video Editing . . . . .	3
MEDIART 801	Digital Media Storytelling. . . . .	3
MEDIART 802	Introduction to Podcast . . . . .	1
MEDIART 803	Introduction to Webcasting. . . . .	2
MEDIART 807	Interactive Media for Mobile Platforms . . . . .	3
PHOTO 009	Introduction to Cameras and Composition . . . . .	3
PHOTO 027A	History & Aesthetics of Photography A. . . . .	3
PHOTO 027B	History & Aesthetics of Photography B. . . . .	3
PHOTO 037*	Visual Journalism: Photography, Video and Multimedia. . . . .	4
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>18-21</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan. . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

\*See Catalog course description for prerequisites and/or corequisites.

**GEOGRAPHY****Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 33088)

Faculty Advisors: Professor Adrian Youhanna, Professor Jason Finley

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate in Arts in Geography for Transfer Degree (AA-T in Geography) is intended for students who plan to transfer and complete a bachelor's degree in Geography at a CSU campus. Students completing the AA-T degree in Geography are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Geography may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate ability to apply scientific systems of measurement to describe natural phenomena.
- Demonstrate knowledge of the geographic character of human society and activities, and aspects of globalization in contemporary life.
- Analyze and interpret geographic patterns using maps, graphs, GIS and other analytic tools employed by geographers.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
GEOG 001 & 015*	Physical Geography & . . . . .	3
	Physical Geography Laboratory . . . . .	2
	<b>OR</b>	
GEOG 017	Physical Geography and Laboratory . . . . .	5
GEOG 002	Cultural Elements of Geography . . . . .	3
<b>List A: Choose two courses from the following: . . . . . 6-7</b>		
GEOG 007	World Regional Geography . . . . .	3
GEOG 014	Geography of California . . . . .	3
GEOG 025	Introduction to Geographic Information Systems and Laboratory . . . . .	4
	<b>OR</b>	
GIS 025	Introduction to Geographic Information Systems and Laboratory . . . . .	4
GEOG 003	Introduction to Weather and Climate . . . . .	3
	<b>OR</b>	
METEOR 003	Introduction to Weather and Climate . . . . .	3
<b>List B: Choose two courses from the following: . . . . . 6</b>		
Any course from List A not already used		
ANTHRO 102	Humans Ways of Life: Cultural Anthropology . . . . .	3
GEOLOGY 001	Physical Geology . . . . .	3
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>20-21</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

\*See Catalog course description for prerequisites and/or corequisites.

**GEOLOGY**

**Associate of Science for Transfer Degree (AS-T)**

(STATE CODE 35282)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

Associate in Science in Geology for Transfer Degree (AS-T in Geology) is intended for students who plan to transfer and complete a bachelor's degree in Geology at a CSU campus. Students completing the AS-T degree in Geology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Geology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AS-T degree in Geology if they complete the 30 units required for the major, along with the 37 units using the IGETC GE Plan.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Understand the various scales of change on or near Earth’s surface due to tectonic processes.
- Recognize the relationship between human needs and activities and the geosphere.
- Demonstrate a comprehension of the relationship of geology to other sciences, including chemistry, physics, and biology.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
GEOLOGY 001	Physical Geology . . . . .	3
GEOLOGY 006*	Physical Geology Laboratory . . . . .	2
GEOLOGY 002	Earth History . . . . .	3
GEOLOGY 007*	Earth History Laboratory . . . . .	2
CHEM 101*	General Chemistry I . . . . .	5
CHEM 102*	General Chemistry II . . . . .	5
MATH 261*	Calculus I . . . . .	5
MATH 262*	Calculus II . . . . .	5
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>30</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

\*See Catalog course description for prerequisites and/or corequisites.



## HISTORY

**Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 33721)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate in Arts in History for Transfer Degree (AA-T in History) is intended for students who plan to transfer and complete a bachelor's degree in History at a CSU campus. Students completing the AA-T degree in History are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in History may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate proficiency in their understanding of the field of history including skills in critical analysis of historical events and diverse peoples.
- Demonstrate proficiency in their ability to critically analyze and evaluate primary sources of history including context and perspective.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
HISTORY 011	Political and Social History of the United States I . . . . .	3
HISTORY 012	Political and Social History of the United States II . . . . .	3
<b>List A: Select two courses from the following:</b> . . . . .		<b>6</b>
HISTORY 001	Introduction to Western Civilization I . . . . .	3
<b>OR</b>		
HISTORY 086	Introduction to World Civilization I . . . . .	3
HISTORY 002	Introduction to Western Civilization II . . . . .	3
<b>OR</b>		
HISTORY 087	Introduction to World Civilization II . . . . .	3
<b>List B Area 1: Select one course from the following:</b> . . . . .		<b>3</b>
Any List A course not already used		
HISTORY 005	History of the Americas I . . . . .	3
HISTORY 006	History of the Americas II . . . . .	3
HISTORY 029	Asian Civilization: The Middle East . . . . .	3
HISTORY 041	The African American in the History of the U.S. I . . . . .	3
HISTORY 042	The African American in the History of the U.S. II . . . . .	3
HISTORY 043	The Mexican-American in the History of the United States I . . . . .	3
HISTORY 044	The Mexican American in the History of the United States II . . . . .	3
HISTORY 052	The Role of Women in the History of the U.S. . . . .	3
HISTORY 056	American Environmental History . . . . .	3
HISTORY 086	Introduction to World Civilization I <sup>(if not already used)</sup> . . . . .	3
<b>OR</b>		
HISTORY 087	Introduction to World Civilization II <sup>(if not already used)</sup> . . . . .	3
HUMAN 006	Great People, Great Ages . . . . .	3
HUMAN 031	People in Contemporary Society . . . . .	3
<b>List B Area 2: Any course from List A or List B Area 1:</b> . . . . .		<b>3</b>
ART 101	Survey of Art History I . . . . .	3
ART 102	Survey of Art History II . . . . .	3
ENGLISH 203*	World Literature I . . . . .	3
ENGLISH 204*	World Literature II . . . . .	3
ENGLISH 207*	American Literature I . . . . .	3
ENGLISH 208*	American Literature II . . . . .	3
HISTORY 013	The United States in the Twentieth Century . . . . .	3
HISTORY 029	Asian Civilization: The Middle East <sup>(if not already used)</sup> . . . . .	3
HISTORY 056	American Environmental History <sup>(if not already used)</sup> . . . . .	3
HUMAN 006	Great People, Great Ages <sup>(if not already used)</sup> . . . . .	3
HUMAN 031	People in Contemporary Society <sup>(if not already used)</sup> . . . . .	3
PHILOS 012	History of Greek Philosophy . . . . .	3
PHILOS 014	History of Modern European Philosophy . . . . .	3
POL SCI 001	The Government of the United States . . . . .	3
POL SCI 002	Modern World Governments . . . . .	3
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>18</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

\*See Catalog course description for prerequisites and/or corequisites.

## JOURNALISM

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 32621)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Students pursuing the Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism) will engage in the study of journalism. In addition they will improve their critical thinking, communication skills and writing skills. The goal of this degree is to provide students a basic understanding of the field of Journalism and a strong academic foundation in the social sciences from which to engage in upper division coursework in Journalism at a California State University campus.

The Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism) is intended for students who plan to transfer and complete a bachelor's degree in Journalism, or a similar major such as Communications/Media Arts and Marketing at a CSU campus. Students completing the AA-T degree in Journalism are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Journalism may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system. Student journalists are encouraged to participate in campus media and internships as productivity is key to success in this rapidly evolving profession.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate the ability to conduct research, gather information, write clearly and correctly, and present relevant news or persuasive information at a professional level.
- Think critically, creatively, and independently; evaluate their own work and the work of others for accuracy, fairness, clarity, style, and correctness.
- Demonstrate an understanding of the history of mass communications (journalism, cinema, broadcasting), the diversity of groups in a global society in relationship to communications, and the role of mass communications in society.
- Demonstrate an understanding of the ethical concepts, legal implications, considerations, and practices that guide the mass media professions.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
JOURNAL 100	Social Values in Mass Communication . . . . .	3
JOURNAL 101	Collecting and Writing News . . . . .	3
<b>JOURNAL 217 &amp; 219*</b>		
	Publication Laboratory . . . . .	2
	& Techniques for Staff Editors . . . . .	1
	<b>OR</b>	
JOURNAL 220	Magazine Production . . . . .	3
	<b>OR</b>	
BRDCSTG 010	Radio Programming and Production . . . . .	3
<b>List A: Select one course from the following: . . . . . 3-4</b>		
JOURNAL 202*	Advanced Newswriting . . . . .	3
JOURNAL 218*	Practical Editing . . . . .	3
JOURNAL 251	Visual Communication in Mass Media . . . . .	3
MEDIART 801	Digital Media Storytelling . . . . .	3
PHOTO 020	Beginning Photojournalism . . . . .	4
PUB REL 001	Principles of Public Relations . . . . .	3
<b>List B: Select two courses from the following: . . . . . 6-7</b>		
COMM 104	Argumentation and Debate . . . . .	3
ENGLISH 103*	Composition and Critical Thinking . . . . .	3
MATH 227*	Statistics . . . . .	4
	<b>OR</b>	
STAT 001*	Elementary Statistics I for the Social Sciences . . . . .	3
PHOTO 101	Beginning Digital Photography . . . . .	3
POL SCI 001	The Government of the United States . . . . .	3
POL SCI 002	Modern World Governments . . . . .	3
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>18-20</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

\*See Catalog course description for prerequisites and/or corequisites.

## KINESIOLOGY

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 35460)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major





requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

### PROGRAM INFORMATION

Kinesiology is the study of the art and science of human movement throughout the lifespan. The professional field of Kinesiology is dedicated to improving the quality and quantity of life through exercise, sports, dance, therapy, yoga, and optimal physical health lifestyle management. Movement is a biological necessity for survival and through various ranges of motion, increasing an individual's body awareness, physical, intellectual, emotional, psychological and spiritual health status. Students selecting to pursue a Kinesiology AA degree at Los Angeles Pierce College are required to learn the principles of fitness and health necessary to improve a healthy life style and prevent lifestyle-related chronic diseases and manage genetic factors. Students will learn how to motivate and educate others, to move with intention, and participate in the many physical activities that prevent sedentary lifestyles.

Students completing the Associate in AS-T in Kinesiology for Transfer Degree will have satisfied the lower division major preparation in Kinesiology at most CSU's.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate how to become physically educated and physically active by discerning and demonstrating safe and effective exercises, using proper form, technique and skill progression.
- Incorporate learned fitness principles into of the live of clients, patients, and community members who will incorporate anatomical and physiological adaptation to exercise, thereby, improving health status that influences the prevention of disease and illness.
- Value physical activity and respect the role physical activity plays in the pursuit of life long health and well-being.
- Demonstrate self-expression and diversity within the discipline through thus enhancing the mind/body connection, values, beliefs, and personal and professional attitudes. Students will lead by example by modeling a healthy lifestyle.

- Capitalize on their knowledge of kinesiology to find solutions to improve our global health crisis related to sedentary lifestyles, obesity, lack of proper nutrition education all leading to chronic diseases, such as cardiovascular disease and diabetes.
- Become our fitness leaders, educators, coaches, and health care practitioners.

### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ANATOMY 001	Introduction to Human Anatomy .....	4
KIN MAJ 100	Introduction to Kinesiology .....	3
PHYSIOL 001*	Introduction to Human Physiology.....	4

#### Movement-based courses:

Select one course maximum from any three of the following areas:..... 3

#### Area 1: Aquatics

KIN 201	Swimming Skills .....	1
KIN 301-1	Swimming Skills I.....	1

#### Area 2: Combatives

KIN 316	Karate .....	1
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#### Area 3: Dance

DANCETQ 121	Jazz Dance Techniques I.....	1
DANCETQ 141	Modern Dance Techniques I.....	1
DNCESPC 171	Hip-Hop Dance Techniques I.....	1
DNCESPC 441	Latin Social and Salsa Dance I.....	1

#### Area 4: Fitness

DANCETQ 101	Dance to Fitness .....	1
KIN 229	Body Conditioning Skills.....	1
KIN 250	Weight Training Skills.....	1
KIN 251	Yoga Skills.....	1
KIN 327	Lifelong Fitness Lab.....	1
KIN 329	Body Conditioning .....	1
KIN 350	Weight Training .....	1

#### Area 5: Individual Sports

KIN 268	Golf Skills.....	1
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#### Area 6: Team Sports

KIN 266	Badminton Skills.....	1
KIN 271	Tennis Skills.....	1
KIN 287	Basketball Skills.....	1
KIN 289	Soccer Skills.....	1
KIN 291-1	Volleyball Skills I.....	1

List A: Select two courses from the following:..... 8-9

BIOLOGY 003	Introduction to Biology .....	4
CHEM 051*	Fundamentals of Chemistry I .....	5
<b>OR</b>		
CHEM 101*	General Chemistry I .....	5
MATH 227*	Statistics .....	4
PHYSICS 006*	General Physics I.....	4

**MAJOR - TOTAL UNITS..... 22-23**

### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan .....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	.37 units

\*See Catalog course description for prerequisites and/or corequisites.

## MATHEMATICS

### Associate of Science for Transfer Degree (AS-T)

(STATE CODE 30908)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Upon successful completion of the Los Angeles Pierce College Associate in Science in Mathematics for Transfer degree requirements, the student will have demonstrated an understanding of Calculus of one and several variables, Linear Algebra, Differential Equations, and Mechanics. This coursework will satisfy the lower division mathematics requirements at the some of the California State University campuses.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Model and solve applied problems using derivatives, integrals, systems of equations, and/or differential equations as appropriate.
- Interpret values of functions and solutions of equations in an applied context.
- Evaluate derivatives, integrals, and solutions to differential equations whether the problem is given algebraically, graphically, numerically, or verbally.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
MATH 261*	Calculus I .....	5
MATH 262*	Calculus II .....	5
MATH 263*	Calculus III .....	5
MATH 270*	Linear Algebra.....	3

Select one course from the following: .....		3-5
MATH 275*	Ordinary Differential Equations.....	3
PHYSICS 101*	Physics for Engineers and Scientists I .....	5
CO SCI 539*	Programming in C .....	3
CO SCI 575	Programming Fundamentals for Computer Science .....	3

**MAJOR - TOTAL UNITS..... 21-23**

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	CSU GE Breadth Certification Plan.....39 units
IGETC	Intersegmental GE Transfer Curriculum .....

*\*See Catalog course description for prerequisites and/or corequisites.*

## MUSIC

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 33055)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Associate in Arts in Music for Transfer Degree (AA-T in Music) is intended for students who plan to transfer and complete a bachelor’s degree in Music at a CSU campus. Students completing the AA-T degree in Music are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Music may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it,
- employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature,
- utilize print materials, concert attendance, and electronic media to perform research related to music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions,
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
MUSIC 216-1*	Music Theory I .....	3
MUSIC 216-2*	Music Theory II .....	3
MUSIC 216-3*	Music Theory III .....	3
MUSIC 217-1*	Musicianship I .....	1
MUSIC 217-2*	Musicianship II .....	1
MUSIC 217-3*	Musicianship III .....	1
MUSIC 181*	Applied Music I .....	0.5
MUSIC 182*	Applied Music II .....	0.5
MUSIC 183*	Applied Music III .....	0.5
MUSIC 184*	Applied Music IV .....	0.5
<b>Large Ensemble: 4 units in 4 semesters selected from the following: .....</b>		<b>4</b>
MUSIC 501	College Choir .....	1
MUSIC 705	Chamber Music .....	1
MUSIC 721	Orchestra .....	1
MUSIC 745	Symphonic Band .....	1
MUSIC 755	Brass Ensemble .....	1
MUSIC 781	Studio Jazz Band .....	1
<b>List A: .....</b>		<b>3-4</b>
MUSIC 216-4*	Music Theory IV .....	3
MUSIC 217-4*	Musicianship IV .....	1
<b>MAJOR - TOTAL UNITS .....</b>		<b>21-22</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	NOT AVAILABLE WITH THIS MAJOR
IGETC	Intersegmental GE Transfer Curriculum .....37 units

\*See Catalog course description for prerequisites and/or corequisites.

**PHILOSOPHY****Associate of Arts for Transfer Degree (AA-T)**

(STATE CODE 35196)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The Associate in Arts in Philosophy for Transfer Degree (AA-T in Philosophy) is intended for students who plan to transfer and complete a bachelor's degree in Philosophy at a CSU campus. Students completing the AA-T degree in Philosophy are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Philosophy may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Discover and recognize philosophical themes in literature, novels, stories, and plays.
- Analyze historical and current arguments on metaphysics, epistemology, ethics, and aesthetics.
- Develop an understanding of arguments on the existence of God, good vs. evil, pleasure vs. pain, friends vs. enemies and the search for happiness.
- Construct well-reasoned arguments based on moral, political, and social issues.
- Understand and apply fundamental logical concepts including, but not limited to, validity, soundness, and cogency.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
PHILOS 009	Symbolic Logic I.....	3
PHILOS 001	Introduction to Philosophy.....	3
	<i>OR</i>	
PHILOS 020	Ethics.....	3
<b>List A: Select three courses from the following:.....</b>		<b>9</b>
PHILOS 002	Society and Values.....	3
PHILOS 006	Logic in Practice.....	3
PHILOS 012	History of Greek Philosophy.....	3
PHILOS 014	History of Modern European Philosophy.....	3
PHILOS 030	Asian Philosophy.....	3
<b>List B: Select one course from the following:.....</b>		<b>3</b>
Any course from List A not already used		
PHILOS 015	History of Contemporary Philosophy.....	3
PHILOS 019	Contemporary Problems in Bioethics.....	3
PHILOS 028	Environmental Ethics.....	3
PHILOS 040	Introduction to the Philosophy of Art.....	3
PHILOS 041	Introduction to Philosophy and Literature.....	3
PHILOS 042	Philosophy and Cinema.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>18</b>

**GENERAL EDUCATION – REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	37 units

**PHYSICS**

**Associate of Science for Transfer Degree (AS-T)**

(STATE CODE 35334)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

Associate of Science in Physics for Transfer Degree (AS-T in Physics) is intended for students who plan to transfer and complete a bachelor's degree in Physics at a CSU campus. Students completing the AS-T degree in Physics are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Physics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AS-T degree in Physics if they complete the 30 units required for the major, along with the 37 units using the IGETC GE Plan.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Use algebra, calculus, and vector analysis to solve quantitative problems in classical and modern physics.
- Conceptually reason using the laws of classical and modern physics to make qualitative predictions, explain real-world phenomena, and draw and interpret graphs and diagrams.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
PHYSICS 101*	Physics for Engineers and Scientists I.....	5
PHYSICS 102*	Physics for Engineers and Scientists II.....	5
PHYSICS 103*	Physics for Engineers and Scientists III.....	5
MATH 261*	Calculus I.....	5
MATH 262*	Calculus II.....	5
MATH 263*	Calculus III.....	5
<b>MAJOR - TOTAL UNITS.....</b>		<b>30</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	NOT AVAILABLE WITH THIS MAJOR	
IGETC	Intersegmental GE Transfer Curriculum.....	37 units

*\*See Catalog course description for prerequisites and/or corequisites.*



## POLITICAL SCIENCE

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 32520)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

The goal of the Political Science Program at Los Angeles Pierce College is to prepare students to develop a fundamental understanding of the systematic study of theories, institutions, and processes related to the distribution of power and its use in the maintenance of order and promotion of equality and justice. The core courses in the Political Science major will introduce students to the fields in the discipline: Political Theory which includes the study of major philosophic works related to power and politics, American Government, the study of institutions and linkage organizations that characterize government in the United States, Comparative Politics which studies the political systems of other countries and exposure to the comparative method, and International Relations which analyzes phenomena related to the interaction between sovereign states and other actors in the international system.

The Associate in Arts in Political Science for Transfer degree (AA-T in Political Science) prepares students to continue their education at a California State University campus leading to a baccalaureate degree. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- **Critical Thinking:** The student will demonstrate proficiency in defining issues, problems, questions, and assumptions; analyzing

data (quantitative and qualitative) and relevant information; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.

- **Research and Information Literacy:** The student will demonstrate proficiency in modes of political inquiry, and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide decision-making in our political system.
- **Multicultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and political understanding of, cultural practices and social structures.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
POL SCI 001	The Government of the United States.....	3
<b>List A: Select three courses from the following:..... 9-10</b>		
POL SCI 002	Modern World Governments .....	3
POL SCI 005	The History of Western Political Thought.....	3
POL SCI 007	Contemporary World Affairs .....	3
MATH 227*	Statistics .....	4
<b>OR</b>		
POL SCI 050	Introduction to Research in Political Science .....	3
<b>OR</b>		
STAT 001 <sup>1</sup>	Elementary Statistics I for the Social Sciences.....	3
<b>List B: Select two courses from the following:..... 6</b>		
Any course from List A not already used		
ADM JUS 001	Introduction to Administration of Justice .....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
ECON 010	Economic History of the United States .....	3
HISTORY 011	Political and Social History of the United States I.....	3
HISTORY 012	Political and Social History of the United States II.....	3
POL SCI 014	Government and Politics in the Middle East.....	3
POL SCI 019	Women in Politics .....	3
POL SCI 030	The Political Process.....	3
SOC 001	Introduction to Sociology .....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>18-19</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	CSU GE Breadth Certification Plan.....39 units
IGETC	Intersegmental GE Transfer Curriculum.....37 units

<sup>1</sup>This course also meets CSU math General Education requirement area B4.

\*See Catalog course description for prerequisites and/or corequisites.

## PSYCHOLOGY

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 36294)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Associate in Arts in Psychology for Transfer Degree (AA-T in Psychology) is intended for students who plan to transfer and complete a bachelor's degree in Psychology at a CSU campus. Students completing the AA-T degree in Psychology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Psychology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

*The Associate in Arts in Psychology for Transfer Degree (AA-T in Psychology) is intended for students who are planning to transfer into a Bachelor's of Arts Psychology program at a California State University (CSU) campus. Based on the guidelines for the undergraduate psychology major provided by the American Psychological Association (APA), upon completion of this program, students will:*

- Demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings to discuss how psychological principles apply to behavioral problems.
- Develop scientific reasoning and problem-solving in interpreting behavior, studying research, and applying research design principles to drawing conclusions about psychological phenomena.

- Demonstrate familiarity with the formal regulations that govern professional ethics in psychology and begin to embrace the values that contribute to positive outcomes in work settings and in building a society responsive to multicultural and global concerns.
- Demonstrate competence in writing a cogent scientific argument, presenting information using a scientific approach, engaging in discussion of psychological concepts, explaining ideas of others, and expressing their own ideas with clarity.
- Develop work habits and ethics to succeed in academic settings through application of psychology-specific content and skills, effective self-reflection, project-management skills, teamwork skills, and career preparation.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
PSYCH 001	General Psychology I.....	3
PSYCH 074	Research Methods in the Behavioral Sciences.....	3
STAT 101*	Statistics for the Social Sciences .....	4
<b>List A: Select one of the following courses: .....</b>		<b>3</b>
PSYCH 002*	Biological Psychology .....	3
<b>List B: Select one of the following courses: .....</b>		<b>3</b>
PSYCH 013	Social Psychology .....	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age.....	3
<b>List C: Select one of the following courses or any List B course not already used: .....</b>		<b>3</b>
PSYCH 014	Abnormal Psychology.....	3
PSYCH 016	Intimacy, Marriage and Family Relationships .....	3
PSYCH 032	Psychology of Women.....	3
PSYCH 040	Psychology of Parent Child Relations.....	3
PSYCH 052	Psychological Aspects of Human Sexuality .....	3
PSYCH 060	Stress Management.....	3
PSYCH 069	Psychology in Film.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>19</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan.....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	.37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## SOCIAL JUSTICE STUDIES

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 36027)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

The Associate in Arts in Social Justice Studies for Transfer Degree (AA-T in Social Justice Studies) is intended for students who plan to transfer and complete a bachelor's degree in Social Justice Studies at a CSU campus. Students completing the AA-T degree in Social Justice



Studies are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Social Justice Studies may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AA-T degree in Social Justice Studies if they complete the 18 units required for the major along with the IGETC or CSU GE Plan and electives.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- **Critical Thinking:** The student will demonstrate proficiency in defining issues, problems, questions, and assumptions; analyzing data (quantitative and qualitative) and relevant information; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making in our political system.
- **Multicultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and political understanding of, cultural practices and social structures.
- **Quantitative Analysis and Scientific Reasoning:** The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
SOC 011	Race and Ethnic Relations	3
SOC 031	Sociology of Gender	3

Select one of the following courses: . . . . . 3

ANTHRO 109 <sup>1</sup>	Gender, Sex and Culture	3
ANTHRO 132 <sup>1</sup>	Native People of North America	3
CHICANO 002 <sup>1</sup>	The Mexican-American in Contemporary Society	3
HEALTH 008	Women's Personal Health	3

List A: Select three courses from at least two of the following areas: . . . . . 9-11

#### Area 1

HISTORY 011	Political and Social History of the United States I	3
HISTORY 012	Political and Social History of the United States II	3
HISTORY 013	The United States in the Twentieth Century	3
POL SCI 019	Women in Politics	3

#### Area 2

ART 105	History of Asian Art	3
ART 109 <sup>1</sup>	The Arts of Africa, Oceania, and Ancient America	3
ENGLISH 219*	The Literature of American Ethnic Groups	3
ENGLISH 239*	Women in Literature	3

#### Area 3

CHICANO 020	The Mexican-American in California	3
CHICANO 080	Chicano Politics	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 041 <sup>1</sup>	The African American in the History of the U.S. I	3
HISTORY 042 <sup>1</sup>	The African American in the History of the U.S. II	3
HISTORY 043 <sup>1</sup>	The Mexican-American in the History of the United States I	3
HISTORY 044 <sup>1</sup>	The Mexican American in the History of the United States II	3
HISTORY 052 <sup>1</sup>	The Role of Women in the History of the U.S.	3
PSYCH 032	Psychology of Women	3
SPANISH 010	Latin-American Civilization	3
SPANISH 026	Understanding Latin America Through Film	3

#### Area 4

MATH 227*	Statistics	4
	<b>OR</b>	
MATH 228B*	Statistics Pathway Part II	5
	<b>OR</b>	
STAT 001* <sup>1</sup>	Elementary Statistics I for the Social Sciences	3

#### Area 5

ANTHRO 109 <sup>1</sup>	Gender, Sex and Culture	3
ANTHRO 132 <sup>1</sup>	Native People of North America	3
CHICANO 002 <sup>1</sup>	The Mexican-American in Contemporary Society	3
HISTORY 041 <sup>1</sup>	The African American in the History of the U.S. I	3
HISTORY 042 <sup>1</sup>	The African American in the History of the U.S. II	3
HISTORY 043 <sup>1</sup>	The Mexican-American in the History of the United States I	3
HISTORY 044 <sup>1</sup>	The Mexican American in the History of the United States II	3
HISTORY 052 <sup>1</sup>	The Role of Women in the History of the U.S.	3

MAJOR - TOTAL UNITS . . . . . 18-20

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan	.39 units
IGETC	Intersegmental GE Transfer Curriculum	.37 units

<sup>1</sup>Course may only be used in one area.

\*See Catalog course description for prerequisites and/or corequisites.

## SOCIOLOGY

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 35897)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

The Associate in Arts in Sociology for Transfer Degree (AA-T in Sociology) is intended for students who plan to transfer and complete a Bachelor's degree in Sociology at a CSU campus. Students completing the AA-T degree in Sociology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Sociology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. Students can only attain an AA-T degree in Sociology if they complete the 18-20 units required for the major along with the IGETC or CSU GE Plan and electives.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Students will be able to use the sociological imagination; that is the ability to situate their life in a social context and to understand the impact of social forces on the individual.
- Students will be able to use the three main sociological perspectives (symbolic interactionism, conflict and functionalist theory), to examine and evaluate how the social structure and institutions of American society lead to the emergence of social problems, issues, norms, values and suggest possibly policy solutions where applicable.

- Students will be able to explain and analyze the main research approaches in sociology and apply them to an array of social issues. They will be able to use quantitative and qualitative methods of sociological analysis.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
SOC 001	Introduction to Sociology	3
<b>Select two courses from the following:</b>		<b>6-8</b>
SOC 002	American Social Problems	3
SOC 004*	Sociological Analysis	3
STAT 001*	Elementary Statistics I for the Social Sciences	3
<b>OR</b>		
MATH 227*	Statistics	4
<b>OR</b>		
MATH 228B	Statistics Pathway Part II	5
<b>List A: Select two courses from the following:</b>		<b>6</b>
SOC 003	Crime and Delinquency	3
SOC 011	Race and Ethnic Relations	3
SOC 013	Society and Personality	3
SOC 028	The Family: A Sociological Approach	3
SOC 031	Sociology of Gender	3
<b>List B: Select one course from the following:</b>		<b>3</b>
Any course not already used above		
SOC 015	Religion and American Society	3
SOC 021	Human Sexuality	3
SOC 029	The U.S. and Terrorism	3
SOC 035	The Labor Movement	3
SOC 037	Introduction to Political Sociology	3
SOC 086	Popular Culture	3
SOC 087	Sociology and Deviant Behavior	3

**MAJOR - TOTAL UNITS** ..... **18-20**

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	CSU GE Breadth Certification Plan .....39 units
IGETC	Intersegmental GE Transfer Curriculum .....37 units

*\*See Catalog course description for prerequisites and/or corequisites.*





## SPANISH

**Associate of Arts for Transfer Degree (AA-T)****(STATE CODE 32620)**

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

**PROGRAM INFORMATION**

The goal of the Associate in Arts in Spanish for Transfer Degree (AA-T in Spanish) is to develop competence in the ability to understand, speak, read, and write Spanish, and to provide an understanding and appreciation of the Spanish language and the cultures of the Spanish-speaking world, including the US Latino experience. The Associate in Arts in Spanish for Transfer Degree (AA-T in Spanish) prepares students to continue their education at a California State University campus leading to a baccalaureate degree. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate intermediate-level oral proficiency in the Spanish language as defined by the ACTFL guidelines.
- Demonstrate intermediate-level proficiency in the grammar structure, tense, mood and syntax.
- Demonstrate intermediate-level proficiency in writing and reading comprehension in the Spanish language.
- Demonstrate general knowledge of the social, political, cultural and economic conditions in the countries in which Spanish is spoken.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>EITHER</b>		
SPANISH 001	Elementary Spanish I . . . . .	5
SPANISH 002*	Elementary Spanish II . . . . .	5
SPANISH 003*	Intermediate Spanish I . . . . .	5
SPANISH 004*	Intermediate Spanish II . . . . .	5
<b>OR (FOR STUDENTS WHO SPEAK SPANISH AT HOME)</b>		
SPANISH 035 <sup>1</sup>	Spanish for Heritage Speakers I . . . . .	5
SPANISH 036* <sup>1</sup>	Spanish for Heritage Speakers II . . . . .	5
<b>AND</b>		
List A: Select one course from the following: . . . . .		3-5
ACCTG 001	Introductory Accounting I . . . . .	5
CO SCI 501	Introduction to Computers and Their Uses . . . . .	3
COMM 100	Introduction to Communication Studies . . . . .	3
COMM 121	Interpersonal Communication . . . . .	3
ENGLISH 102*	College Reading and Composition II . . . . .	3
ENGLISH 103*	Composition and Critical Thinking . . . . .	3
ENGLISH 203*	World Literature I . . . . .	3
HISTORY 005	History of the Americas I . . . . .	3
HISTORY 006	History of the Americas II . . . . .	3
PHILOS 005*	Critical Thinking and Composition . . . . .	3
SPANISH 005*	Advanced Spanish I . . . . .	5
SPANISH 006*	Advanced Spanish II . . . . .	5
SPANISH 009	Hispanic Civilization . . . . .	3
SPANISH 010	Latin-American Civilization . . . . .	3
SPANISH 027	Cultural Awareness Through Advanced Conversation . . . . .	3
SPANISH 037* <sup>1</sup>	Composition and Conversation for Spanish Speakers . . . . .	5
<b>Additional Substitution Courses<sup>2</sup></b>		
SPANISH 011	Great Books of Spanish Literature . . . . .	3
SPANISH 012	Survey of Mexican Literature . . . . .	3
SPANISH 015	Great Books of Latin American Literature . . . . .	3
SPANISH 016	Mexican Civilization . . . . .	3
SPANISH 025	Spanish American Short Story in Translation . . . . .	3
SPANISH 026	Understanding Latin America Through Film . . . . .	3
SPANISH 065	Mexican Literature and Culture . . . . .	3
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>18-25</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR
CSU GE	CSU GE Breadth Certification Plan . . . . . 39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . . 37 units

<sup>1</sup>Students who speak Spanish at home but have not been schooled in Spanish should begin the A.A.-T with Spanish 035, and complete the core with Spanish 036 and Spanish 037 or Spanish 004.

<sup>2</sup>If a student places out of any of the required core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required. Suggested substitutions can be taken from the "Additional Substitution Courses" list or any List A course not already used as a major elective.

*Note: Language courses must be taken in sequence and must include either SPANISH 004 or SPANISH 036. Consult with the department regarding where to begin the sequence.*

\*See Catalog course description for prerequisites and/or corequisites.

## STUDIO ARTS

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 32484)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

Students completing this associate degree will have completed lower-division major preparation requirements for a studio arts degree, an emphasis or option within a studio arts degree or a degree considered similar to a studio arts at a participating California State University (CSU) campus. Students who complete this degree may enter with junior status to the California State University system, and will be given priority admission to the CSU system.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Identify major movements and/or artist working in drawing.
- Convey ideas and concepts about artwork.
- Demonstrate knowledge and mastery of design and color.
- Possess knowledge and mastery of a variety of art making skills.
- Identify major movements/ and or artists working in 3-D.
- Identify and demonstrate knowledge of art objects and architecture from the Renaissance to Modern Periods.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ART 102	Survey of Art History II	3
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3

List A: Select one course from the following: . . . . . 3

ART 101	Survey of Art History I	3
ART 105	History of Asian Art	3
ART 109	The Arts of Africa, Oceania, and Ancient America	3
ART 111	History of Contemporary Art	3

List B: Select three courses from the following: . . . . . 9

ART 204*	Life Drawing I	3
ART 307	Oil Painting I	3
ART 400	Introduction to Printmaking	3
ART 604	Graphic Design I	3
ART 700	Introduction to Sculpture	3
ART 708	Introduction to Ceramics	3
PHOTO 101	Beginning Digital Photography	3

MAJOR - TOTAL UNITS . . . . . 24

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan	.39 units
IGETC	Intersegmental GE Transfer Curriculum	.37 units

\*See Catalog course description for prerequisites and/or corequisites.

## THEATRE ARTS

### Associate of Arts for Transfer Degree (AA-T)

(STATE CODE 33036)

This degree is intended for students transferring to a California State University campus. It is not a requirement for transfer but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

#### PROGRAM INFORMATION

The goal of the Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) at Los Angeles Pierce College is to prepare students to develop a fundamental understanding of theater. Major coursework includes the history of theater and provides skill foundation and building in acting, design, lighting and costume. The Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) prepares students to continue their education at a California State University campus leading to a baccalaureate degree.

To complete the degree, students must fulfill the following Associate Degree for Transfer requirements (pursuant to SB1440):

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.



- A grade of “C” or better (or “P” if the course is taken on a pass/no pass basis) in all courses required for the major or area of emphasis.

*Note: Complete either the CSU GE or IGETC general education pattern. Effective Fall 2017, CSU GE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher per CSU EO 1100. All courses applied toward IGETC must be completed with a “C” or higher per the IGETC Standards.*

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Research, identify, and describe major historical periods, cultural influences, notable figures, key terminology, and defining events in the development of world theatre.
- Develop and strengthen critical thinking, creative writing and observation skills through script analysis, self-reflective journal assignments, and written reviews of staged theater performances.
- Critically analyze and interpret a theatrical text; distinguish a play’s various dramatic components, such plot, character, language, action, imagery, structure, style, genre, and theme.
- Convey an understanding of the actor’s process in creating a character and describe the physical, vocal, mental and emotional methods of preparing for the performance of a role.
- Express, dramatize, or demonstrate a required skill level as a valued member of a theatrical production team, thereby gaining confidence, experience and expertise in specific areas, such as, acting, directing, stage managing, costuming, makeup, lighting, sound, scenic design, set construction and special effects.
- Examine, illustrate and discuss the collaborative nature of live theatre as an art form.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater . . . . .	3
	<i>OR</i>	
THEATER 110	History of the World Theater . . . . .	3
THEATER 270	Beginning Acting . . . . .	3
<b>Complete 3 semester units from the following:</b> . . . . .		<b>3</b>
THEATER 291 <sup>1</sup>	Rehearsals and Performances I . . . . .	1
	<i>AND/OR</i>	
THEATER 292 <sup>1</sup>	Rehearsals and Performances II . . . . .	2
	<i>OR</i>	
THEATER 342 <sup>2</sup>	Technical Stage Production . . . . .	2
<b>List A: Select 9 semester units from the following:</b> . . . . .		<b>9</b>
THEATER 114	Script Study for Theatre Performance, Production, and Appreciation . . . . .	3
THEATER 271*	Intermediate Acting . . . . .	3
THEATER 300	Introduction to Stage Craft . . . . .	3
THEATER 305	Introduction to Design for Theatre . . . . .	3
THEATER 310	Introduction to Theatrical Lighting . . . . .	3
THEATER 411	Costuming for the Theater . . . . .	3
THEATER 450	Beginning Stage Make-Up . . . . .	3
THEATER 291 <sup>1</sup>	Rehearsals and Performances I . . . . .	1
	<i>AND/OR</i>	
THEATER 292 <sup>1</sup>	Rehearsals and Performances II . . . . .	2
	<i>OR</i>	
THEATER 342 <sup>2</sup>	Technical Stage Production . . . . .	2
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>18</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	NOT AVAILABLE WITH THIS MAJOR	
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

<sup>1</sup>*Theater 291 and 292 may be repeated to earn 3 units and any combination of the courses is acceptable to earn 3 units, including repeating one of the courses to total 3 units.*

<sup>2</sup>*Theater 342 may be repeated to meet the 3 unit minimum requirement.*

*\*See Catalog course description for prerequisites and/or corequisites.*

# Associate Degrees & Certificate Programs

## Agriculture

### AGRICULTURE: GENERAL

#### Associate of Science Degree

(STATE CODE 02808)

##### PROGRAM INFORMATION

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.

##### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

##### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply the fundamental tenets of animal science disciplines to practical experiences with a range of livestock, and poultry. These experiences include creating and demonstrating the use of behavioral, environmental, and nutritional enrichment to maximize animal welfare considerations.
- Apply the fundamental tenets of plant science, including soils and general horticulture, to the preparation, planting, maintenance, and harvesting of one or more food animal crops.
- Recognize the difference between injurious and noxious plants from native species commonly consumed by livestock.
- Demonstrate safe and effective restraint of poultry and livestock species for the administration of medicines and application of common husbandry procedures.
- Create nutritionally sound diets for poultry and major livestock species based on animal requirements and sound economics.

##### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ANML SC 501	Principles of Animal Science	3
ANML SC 505	Animal Nutrition	3
PLNT SC 103	Introduction to Soil Science	3
PLNT SC 714	Principles of Horticulture	3
PLNT SC 901	Natural Resources Conservation	3

##### MAJOR - ELECTIVE COURSES

Select one course from each group: . . . . . 5 Minimum

##### GROUP 1:

ANML SC 120	Ethical Issues of Using Animals	3
ANML SC 180	Animal Care Experience	1

##### GROUP 2:

ANML SC 506*	Urban Farm Animal Health Techniques	2
ANML SC 510	Animal Health and Disease Control	3
ANML SC 511	Anatomy and Physiology of Animals	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory	1
ANML SC 515*	Applied Animal Reproduction	2
ANML SC 516*	Artificial Insemination Laboratory	1
ANML SC 520*	Beef Production	3
ANML SC 521*	Beef Production Laboratory	1
ANML SC 530*	Poultry Production	2
ANML SC 531*	Poultry Production Laboratory	1
ANML SC 535*	Sheep Production	3
ANML SC 537*	Sheep Production Laboratory	1
ANML SC 540	Livestock Management Techniques	2
ANML SC 579*	Fitting and Showing Livestock	3
ANML SC 596A*	Agriculture Enterprise Projects	1
ANML SC 596B*	Agriculture Enterprise Projects	2
ANML SC 596C*	Agriculture Enterprise Projects	3
ANML SC 596D*	Agriculture Enterprise Projects	4

##### GROUP 3:

ANML SC 577	Horse Judging	2
ANML SC 601	Horse Production	3
ANML SC 602	Horse Husbandry	3
ANML SC 603A	Equine Management Techniques	2
ANML SC 603B*	Equine Management Techniques	2
ANML SC 603C*	Equine Management Techniques	2
ANML SC 603D*	Equine Management Techniques	2
ANML SC 616*	Equestrian Activities	2
ANML SC 620	Basic Equitation	1
ANML SC 621*	Horseback Riding Laboratory	1
ANML SC 630	Beginning Equine Training	2
ANML SC 631*	Advanced Equine Training	2
ANML SC 640	Horseshow Organization and Management	2
ANML SC 650*	Equine Health and First Aid	2

##### GROUP 4:

PLNT SC 701	Floral Design and Practices I	2
PLNT SC 711	Introduction to Plant Science	3
PLNT SC 716	Arboriculture I (Care of Trees and Shrubs)	1
PLNT SC 756	Greenhouse Plant Production	3
PLNT SC 757	Plant Propagation and Production	3

##### GROUP 5:

PLNT SC 800	Plant Identification and Use I	3
PLNT SC 801	Plant Identification and Use II	3
PLNT SC 806	Landscape Planning and Design	4
PLNT SC 807*	Advanced Landscape Planning and Design	4
PLNT SC 812	Landscape Installation and Maintenance I	3
PLNT SC 816	Grading and Drainage Planning	3
PLNT SC 818	Basic Construction Techniques	3



PLNT SC 820	Irrigation Design and Installation	3
PLNT SC 826	Computer Landscape Design	3
PLNT SC 827	Sustainable Gardening for Landscapes (Horticulture)	3
PLNT SC 828	Sustainable Water Management & Conservation	3
PLNT SC 829	Sustainable Plant Selection	3
PLNT SC 830	Sustainable Pest Control	3
PLNT SC 896A	Horticulture Projects	1
PLNT SC 896B	Horticulture Projects	2
<b>Select 20 semester units from the courses below: . . . . . 20</b>		
ANML SC 120	Ethical Issues of Using Animals	3
ANML SC 180	Animal Care Experience	1
ANML SC 181A	Field Work	1
ANML SC 181B	Field Work	2
ANML SC 181C	Field Work	3
ANML SC 181D	Field Work	4
ANML SC 401	Orientation to Veterinary Science	1
ANML SC 510	Animal Health and Disease Control	3
ANML SC 511	Anatomy and Physiology of Animals	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory	1
ANML SC 515*	Applied Animal Reproduction	2
ANML SC 516*	Artificial Insemination Laboratory	1
ANML SC 520*	Beef Production	3
ANML SC 521*	Beef Production Laboratory	1
ANML SC 530*	Poultry Production	2
ANML SC 531*	Poultry Production Laboratory	1
ANML SC 535*	Sheep Production	3
ANML SC 537*	Sheep Production Laboratory	1
ANML SC 540	Livestock Management Techniques	2
ANML SC 579*	Fitting and Showing Livestock	3
ANML SC 601	Horse Production	3
ANML SC 602*	Horse Husbandry	3
ANML SC 620*	Basic Equitation	1
ANML SC 621*	Horseback Riding Laboratory	1
ANML SC 630*	Beginning Equine Training	2
ANML SC 631*	Advanced Equine Training	2
ANML SC 640	Horseshow Organization and Management	2
ANML SC 650*	Equine Health and First Aid	2
GEOG/GIS 025	Introduction to Geographic Information Systems and Laboratory	4
PLNT SC 701	Floral Design and Practices I	2
PLNT SC 711	Introduction to Plant Science	3
PLNT SC 716	Arboriculture I (Care of Trees and Shrubs)	1
PLNT SC 800	Plant Identification and Use I	3
PLNT SC 801	Plant Identification and Use II	3
PLNT SC 806	Landscape Planning and Design	4
PLNT SC 807*	Advanced Landscape Planning and Design	4
PLNT SC 812	Landscape Installation and Maintenance I	3
PLNT SC 816	Grading and Drainage Planning	3
PLNT SC 818	Basic Construction Techniques	3
PLNT SC 820	Irrigation Design and Installation	3
PLNT SC 826	Computer Landscape Design	3
PLNT SC 827	Sustainable Gardening for Landscapes (Horticulture)	3
PLNT SC 828	Sustainable Water Management & Conservation	3
PLNT SC 829	Sustainable Plant Selection	3
PLNT SC 830	Sustainable Pest Control	3

**MAJOR - TOTAL UNITS . . . . . 40-52**

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan	.21 units
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CSU GE	CSU GE Breadth Certification Plan	.39 units
IGETC	Intersegmental GE Transfer Curriculum	.34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## EQUINE SCIENCE

### Associate of Science Degree

(STATE CODE 02809)

*Faculty Advisor: Professor Paddy Warner*

#### PROGRAM INFORMATION

This is a 2-year program in Horse Science that provides in-depth course work and hands-on experience for students who wish to work in the horse industry. Completion of the Associate of Science degree will provide employment opportunities in Stable/Ranch Management, Horse Training, Veterinary Assisting, Riding Instruction, Event Management and other Horse Industry related businesses. Instruction emphasizes hands-on experience and includes horse husbandry, handling, riding and training as well as event planning, business operations and facility management and maintenance.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Provide horses with the care and feeding recommended by experts and accepted by industry.
- Work with horses safely, effectively and efficiently both on the ground and under saddle.
- Maintain equestrian facilities in a manner consistent with industry standards.
- Plan and manage equestrian events.
- Use current best-practices in the operation of a horse-industry business.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ANML SC 601	Horse Production	3
ANML SC 602*	Horse Husbandry	3
ANML SC 603A*	Equine Management Techniques	2
ANML SC 603B*	Equine Management Techniques	2
ANML SC 603C*	Equine Management Techniques	2
ANML SC 603D*	Equine Management Techniques	2
ANML SC 620*	Basic Equitation	1
ANML SC 621*	Horseback Riding Laboratory	1
ANML SC 630*	Beginning Equine Training	2

ANML SC 650*	Equine Health and First Aid	2
<b>Group 1: Riding/Training Electives - Select two courses from the following:</b>		
ANML SC 616*	Equestrian Activities	2
ANML SC 622*	Horseback Riding Laboratory - Intermediate	1
ANML SC 623*	Horseback Riding Laboratory - Advanced	1
ANML SC 631*	Advanced Equine Training	2
<b>Group 2: Facility/Event Management Electives - Select one course from the following:</b>		
ANML SC 604*	Equine Facility Management	2
ANML SC 640	Horseshow Organization and Management	2
<b>Group 3: Enterprise/Industry Electives - Select one course from the following:</b>		
BUS 001	Introduction to Business	3
CAOT 032*	Business Communications	3
CAOT 078	Microcomputer Acctg Applications for the Electronic Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
MARKET 001	Principles of Selling	3
MGMT 013	Small Business Entrepreneurship	3
<b>Group 4: Select 12 additional semester units from the following OR from courses under Group 1 and Group 2:</b>		
ANML SC 185	Directed Study - Animal Science	1
ANML SC 285	Directed Study - Animal Science	2
ANML SC 385	Directed Study - Animal Science	3
ANML SC 501	Principles of Animal Science	3
ANML SC 505	Animal Nutrition	3
ANML SC 510	Animal Health and Disease Control	3
ANML SC 511	Anatomy and Physiology of Animals	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory	1
ANML SC 596A*	Agricultural Enterprise Projects	1
ANML SC 596B*	Agricultural Enterprise Projects	2
ANML SC 596C*	Agricultural Enterprise Projects	3
ANML SC 596D*	Agricultural Enterprise Projects	4
CAOT 097	Internet for Business	3
COMM 101	Public Speaking	3
COMM 121	Interpersonal Communication	3
COMM 122	Intercultural Communication	3
COMM 151	Small Group Communication	3
JOURNAL 100	Social Values in Mass Communication	3
JOURNAL 251	Visual Communication in Mass Media	3
PHOTO 009	Introduction to Cameras and Composition	3
PHOTO 020	Beginning Photojournalism	4
PHOTO 101	Beginning Digital Photography	3
PLNT SC 103	Introduction to Soil Science	3
SPANISH 002 <sup>1</sup>	Elementary Spanish II	5
SPANISH 035 <sup>1</sup>	Spanish for Spanish Speakers I	5
<b>MAJOR - TOTAL UNITS</b>		<b>39-43</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan	.21 units
CSU GE	CSU GE Breadth Certification Plan	.39 units
IGETC	Intersegmental GE Transfer Curriculum	.34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

<sup>1</sup>Credit is awarded for Spanish 002 or Spanish 035, but not for both.

**EQUINE SCIENCE**

**Certificate of Achievement**

(STATE CODE 21781)

**PROGRAM INFORMATION**

This is a 29 unit program in Horse Science that provides in-depth course work and hands-on experience for students who wish to work in the horse industry. Completion of the Certificate will provide entry-level employment opportunities in Stable/Ranch Management, Horse Training, Veterinary Assisting, Riding Instruction, Horse Care/Grooming, Event Management, and Horse Industry Retail Sales. Instruction emphasizes hands-on experience and includes horse husbandry, handling, riding and training as well as event planning and facility management and maintenance.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Provide horses with the care and feeding recommended by experts and accepted by industry.
- Work with horses safely, effectively and efficiently both on ground and under saddle.
- Maintain equestrian facilities in a manner consistent with industry standards.
- Use current best-practices in the operation of a horse-industry business.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ANML SC 601	Horse Production	3
ANML SC 602*	Horse Husbandry	3
ANML SC 603A*	Equine Management Techniques	2
ANML SC 603B*	Equine Management Techniques	2
ANML SC 620*	Basic Equitation	1
ANML SC 621*	Horseback Riding Laboratory	1
ANML SC 630*	Beginning Equine Training	2
ANML SC 650*	Equine Health and First Aid	2

**CERTIFICATE - ELECTIVE COURSES**

Group 1: Elective Courses in Horse Science subjects - Select two courses from the following:

ANML SC 185	Directed Study - Animal Science	1
ANML SC 285	Directed Study - Animal Science	2
ANML SC 385	Directed Study - Animal Science	3
ANML SC 596A*	Agricultural Enterprise Projects	1
ANML SC 596B*	Agricultural Enterprise Projects	2
ANML SC 596C*	Agricultural Enterprise Projects	3
ANML SC 596D*	Agricultural Enterprise Projects	4
ANML SC 603C*	Equine Management Techniques	2
ANML SC 603D*	Equine Management Techniques	2
ANML SC 604*	Equine Facility Management	2
ANML SC 616*	Equestrian Activities	2



ANML SC 622*	Horseback Riding Laboratory - Intermediate	1
ANML SC 623*	Horseback Riding Laboratory - Advanced	1
ANML SC 631*	Advanced Equine Training	2
ANML SC 640	Horseshow Organization and Management	2

**Group 2: Elective Courses in Enterprise/Industry - Select one course from the following:**

BUS 001	Introduction to Business	3
CAOT 032*	Business Communications	3
CAOT 078	Microcomputer Acctg Applications for the Electronic Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 097	Internet for Business	3
MARKET 001	Principles of Selling	3
MGMT 013	Small Business Entrepreneurship	3

**Group 3: Select 8 additional semester units from the following courses OR from courses under Group 1 or Group 2:**

ANML SC 501	Principles of Animal Science	3
ANML SC 505	Animal Nutrition	3
ANML SC 510	Animal Health and Disease Control	3
ANML SC 511	Anatomy and Physiology of Animals	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory	1
COMM 101	Public Speaking	3
COMM 121	Interpersonal Communication	3
COMM 122	Intercultural Communication	3
COMM 151	Small Group Communication	3
JOURNAL 100	Social Values in Mass Communication	3
JOURNAL 251	Visual Communication in Mass Media	3
PHOTO 009	Introduction to Cameras and Composition	3
PHOTO 020	Beginning Photojournalism	4
PHOTO 101	Beginning Digital Photography	3
PLNT SC 103	Introduction to Soil Science	3
SPANISH 002 <sup>1</sup>	Elementary Spanish II	5
SPANISH 035 <sup>1</sup>	Spanish for Spanish Speakers I	5

**CERTIFICATE - TOTAL UNITS** ..... 29-34

\*See Catalog course description for prerequisites and/or corequisites.

<sup>1</sup>Credit is awarded for Spanish 002 or Spanish 035, but not for both.

## FLORAL DESIGN AND MANAGEMENT

### Certificate of Achievement

(STATE CODE 21800)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Using the elements and principles of floral design and basic color theory as well as industry standards, create basic floral arrangements and corsages.
- Identify by common and botanical names numerous flower and foliage varieties and determine the post-harvest care and handling procedures.
- Create industry-standard floral designs for categories of special events, such as wedding décor, sympathy tributes, window displays, permanent botanicals, and event designs.
- Apply business concepts to the management of a floral business, including issues related to accounting, marketing, and general management.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
PLNT SC 701	Floral Design and Practices I	2
PLNT SC 711	Introduction to Plant Science	3
PLNT SC 714	Principles of Horticulture	3
PLNT SC 896A	Horticulture Projects	1
PLNT SC 896B	Horticulture Projects	2

**CERTIFICATE - ELECTIVE COURSES**

Select 8-9 semester units from the following: ..... 8-9

ACCTG 001	Introductory Accounting I	5
ART 201	Drawing I	3
BUS 005	Business Law I	3
MGMT 013	Small Business Entrepreneurship	3
PLNT SC 757	Plant Propagation and Production	3
PLNT SC 829	Sustainable Plant Selection	3

Other courses may be substituted with prior approval of the Department Chair.

**CERTIFICATE - TOTAL UNITS** ..... 19-20

## GARDENING: ADVANCED

### Certificate of Achievement

(STATE CODE 10726)

**PROGRAM INFORMATION**

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 the courses listed below or other courses approved by the department.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Identify and practice the safe use of tools, equipment, and supplies used in horticulture careers, including the maintenance of trees and shrubs from youth to specimen maturity, in such careers as gardening or landscape technician.
- Propagate, grow, and maintain plants in horticulture production systems utilizing fundamental principles of soils, botany, and principles of horticulture.
- Identify and categorize regional and California plants by common name, growth, morphological characteristics, genus, and species.
- Install and maintain irrigation systems meeting varying specifications as outlined by blueprint drawings.
- Develop solutions for a wide variety of plant health issues, including common pests and microbial diseases.

**CERTIFICATE - REQUIRED COURSES**

Select 20 semester units from the following:.....20

PLNT SC 103	Introduction to Soil Science .....	3
PLNT SC 701	Floral Design and Practices I .....	2
PLNT SC 711	Introduction to Plant Science .....	3
PLNT SC 714	Principles of Horticulture.....	3
PLNT SC 716	Arboriculture I (Care of Trees and Shrubs).....	1
PLNT SC 756	Greenhouse Plant Production.....	3
PLNT SC 800	Plant Identification and Use I .....	3
PLNT SC 801	Plant Identification and Use II .....	3
PLNT SC 806	Landscape Planning and Design.....	4
PLNT SC 807*	Advanced Landscape Planning and Design .....	4
PLNT SC 812	Landscape Installation and Maintenance I.....	3
PLNT SC 816	Grading and Drainage Planning.....	3
PLNT SC 818	Basic Construction Techniques.....	3
PLNT SC 826	Computer Landscape Design .....	3
PLNT SC 827	Sustainable Gardening for Landscapes (Horticulture).....	3
PLNT SC 829	Sustainable Plant Selection.....	3
PLNT SC 830	Sustainable Pest Control.....	3
PLNT SC 896A	Horticulture Projects.....	1
PLNT SC 896B	Horticulture Projects.....	2

**CERTIFICATE - TOTAL UNITS .....**20

\*See Catalog course description for prerequisites and/or corequisites.

**HORTICULTURE: GENERAL**

**Associate of Science Degree**

(STATE CODE 02811)

**PROGRAM INFORMATION**

The General Horticulture AS program serves students who wish to expand their plant knowledge which may lead to a career in orchard or tree care, nursery, greenhouse, or sales. Students receive a broad base of knowledge from which they can further specialize. Skills attained include measurements, dilutions, greenhouse management, micropropagation, use of plant growth regulators, soil conservation, integrated pest management, irrigation, and mineral nutrition.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university

and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Identify and practice the safe use of tools, equipment, and supplies used in horticulture careers, including the maintenance of trees and shrubs from youth to specimen maturity.
- Propagate, grow, and maintain plants in horticulture production systems utilizing fundamental principles of soils, botany, and principles of horticulture.
- Identify and categorize regional and California plants by common name, growth, morphological characteristics, genus, and species.
- Develop solutions for a wide variety of plant health issues, including common pests and microbial diseases.
- Install and care for plants and trees in indoor, outdoor, and greenhouse operations.
- Gain knowledge and apply the fundamentals of field, nursery, greenhouse, and orchard management, including propagation, the use of plant growth regulators, variety development, and biological controls.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>REQUIRED COURSES</b>		
PLNT SC 103	Introduction to Soil Science .....	3
PLNT SC 711	Introduction to Plant Science .....	3
PLNT SC 714	Principles of Horticulture.....	3
PLNT SC 716	Arboriculture I (Care of Trees and Shrubs).....	1
PLNT SC 726	Agricultural Genetics.....	2
	<b>OR</b>	
PLNT SC 727	Plant Breeding Techniques.....	2
PLNT SC 756	Greenhouse Plant Production.....	3
	<b>OR</b>	
PLNT SC 757	Plant Propagation and Production.....	3
PLNT SC 800	Plant Identification and Use I .....	3
PLNT SC 828	Sustainable Water Management & Conservation.....	3
PLNT SC 829	Sustainable Plant Selection.....	3
PLNT SC 830	Sustainable Pest Control.....	3
PLNT SC 896A	Horticulture Projects.....	1
PLNT SC 896B	Horticulture Projects.....	2

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select 2-3 units from the following courses:.....</b> 2-3		
PLNT SC 701	Floral Design and Practices I .....	2
PLNT SC 718	General Fruit Production I .....	3
PLNT SC 801	Plant Identification and Use II .....	3
PLNT SC 818	Basic Construction Techniques.....	3
PLNT SC 820	Irrigation Design and Installation .....	3
PLNT SC 901	Natural Resources Conservation .....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>32-33</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:





LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## LANDSCAPE DESIGN AND MANAGEMENT

### Associate of Science Degree

(STATE CODE 08311)

#### PROGRAM INFORMATION

The Landscape Design A.S. program at Pierce College prepares budding landscape designers to embark on an entrepreneurial endeavor with confidence. Part of the preparation involves intimate knowledge of blueprints, gardening, and the ability to design and use plant materials, all fastened to a firm foundation in soil and plant science. By the end, students will be familiar with over 500 ornamental, sustainable, and California native plants and trees. With this fluency, students are well-prepared to analyze site conditions and create an aesthetically pleasing and artistic landscape that considers long-term environmental suitability.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Identify and practice the safe use of tools, equipment, and supplies used in horticulture careers, including the maintenance of trees and shrubs from youth to specimen maturity.
- Design irrigation systems meeting varying specifications as outlined by blueprint drawings and estimate costs.
- Design, construct, and install plants for both indoor and outdoor landscape projects. Select plants in horticulture production systems utilizing fundamental principles of soils, botany, and principles of horticulture.
- Identify and categorize regional and California plants by common name, growth, morphological characteristics, genus, and species.
- Develop solutions for a wide variety of plant health issues, including common pests and microbial diseases.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
PLNT SC 103	Introduction to Soil Science .....	3
PLNT SC 711	Introduction to Plant Science .....	3
PLNT SC 716	Arboriculture I (Care of Trees and Shrubs).....	1
PLNT SC 800	Plant Identification and Use I .....	3

PLNT SC 801	Plant Identification and Use II .....	3
PLNT SC 812	Landscape Installation and Maintenance I.....	3
PLNT SC 816	Grading and Drainage Planning .....	3
PLNT SC 818	Basic Construction Techniques.....	3
PLNT SC 820	Irrigation Design and Installation .....	3
PLNT SC 826	Computer Landscape Design .....	3
PLNT SC 830	Sustainable Pest Control.....	3

#### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
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Choose two courses from one of the following emphases listed below:

##### Design Emphasis

PLNT SC 806	Landscape Planning and Design .....	4
PLNT SC 807*	Advanced Landscape Planning and Design .....	4
PLNT SC 827	Sustainable Gardening for Landscapes (Horticulture) .....	3

##### Turf Emphasis

PLNT SC 714	Principles of Horticulture.....	3
PLNT SC 822	Turf and Ground Cover Management .....	3

##### Water Management Emphasis

PLNT SC 828	Sustainable Water Management & Conservation.....	3
PLNT SC 901	Natural Resources Conservation .....	3

**MAJOR - TOTAL UNITS..... 37-39**

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	NOT AVAILABLE WITH THIS MAJOR	
IGETC	NOT AVAILABLE WITH THIS MAJOR	

\*See Catalog course description for prerequisites and/or corequisites.

## PRE-VETERINARY MEDICINE

### Associate of Science Degree

(STATE CODE 08308)

Faculty Advisor: Dr. Lu Dao

#### PROGRAM INFORMATION

The Los Angeles Pierce College Pre-Veterinary Degree is an academically rigorous program that provides a solid foundation to students interested in applying to veterinary college. Over 200 Los Angeles Pierce College students have been accepted into 22 different veterinary colleges. Students should be aware that some veterinary schools, such as UC Davis, require a four year degree prior to application while some schools do not. It is incumbent upon the student to research the requirements for each individual veterinary school they want to apply to, and plan their academic coursework accordingly. It is highly recommended to meet with the Pre-vet advisor prior to starting the program and every semester until completion of the degree. Clinical 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 Los Angeles 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Students will demonstrate capabilities in the safe restraint of multiple species of animals; in the taking of TPRs, and the recording of animal observations.
- Students will develop and balance appropriate rations for herbivores (grazing animals), carnivores, and omnivores.
- Students will create and demonstrate the use of behavioral enrichment, environmental enrichment and nutritional enrichment to maximize animal welfare considerations in poultry, sheep, goats, cattle and horses.
- Students will differentiate species and breeds of livestock and poultry as to their nutritional and reproductive needs, basic husbandry requirements, genetics, disease control and prevention, and general management of respective herds and flocks.
- Students will demonstrate a clear understanding in using common SOAP protocol in the assessment, observations, diagnosis, treatment of very common disorders in companion animals, livestock and poultry under the direction of a CA licensed veterinarian.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ANML SC 120^	Ethical Issues of Using Animals.....	3
ANML SC 181A	Field Work .....	1
ANML SC 401	Orientation to Veterinary Science .....	1
ANML SC 501	Principles of Animal Science .....	3
ANML SC 505^	Animal Nutrition .....	3
ANML SC 506*	Urban Farm Animal Health Techniques .....	2
ANML SC 511	Anatomy and Physiology of Animals .....	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory .....	1
BIOLOGY 006*	General Biology I .....	5
BIOLOGY 007*	General Biology II .....	5
CHEM 101*	General Chemistry I .....	5
CHEM 102*	General Chemistry II.....	5
CHEM 211*1	Organic Chemistry for Science Majors I .....	5
CHEM 221*	Biochemistry for Science Majors .....	5
ENGLISH 102*	College Reading and Composition II.....	3
	<b>OR</b>	
ENGLISH 103*	Composition and Critical Thinking .....	3
MATH 227*	Statistics .....	4
MICRO 001*	Introductory Microbiology .....	5
PHYSICS 006*	General Physics I.....	4
PHYSICS 007*	General Physics II.....	4

PHYSIOL 001\* Introduction to Human Physiology..... 4

**PRE-VETERINARY EXPERIENTIAL TRAINING**

Select at least one course (minimum 1 semester unit) from the following:..... 1-4

ANML SC 411*	Animal Nursing I Laboratory .....	1
ANML SC 421*	Clinical Procedures in Animal Care I Laboratory .....	1
ANML SC 431*	Veterinary Clinical Pathology Laboratory.....	1
ANML SC 436*	Veterinary Radiography Laboratory .....	1
ANML SC 441	Large Animal Nursing Laboratory.....	2
ANML SC 516*	Artificial Insemination Laboratory .....	1
ANML SC 521*	Beef Production Laboratory .....	1
ANML SC 531*	Poultry Production Laboratory.....	1
ANML SC 537*	Sheep Production Laboratory.....	1
ANML SC 540	Livestock Management Techniques.....	2
ANML SC 596A*	Agricultural Enterprise Projects .....	1
ANML SC 596B*	Agricultural Enterprise Projects .....	2
ANML SC 596C*	Agricultural Enterprise Projects .....	3
ANML SC 596D*	Agricultural Enterprise Projects .....	4
ANML SC 650*	Equine Health and First Aid .....	2

**MAJOR - TOTAL UNITS..... 72-75**

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

Note: Some colleges of veterinary medicine may require Chem 211 and Chem 212. See the prerequisite courses for the college of veterinary medicine that you intend to apply to.

Note: Some colleges of veterinary medicine may require Eng 102 and Eng 103. See the prerequisite courses for the college of veterinary medicine that you intend to apply to.

^ANML SC 120 Offered Spring semester of even numbered years only.

^ANML SC 505 Offered Fall semester only.

\*See Catalog course description for prerequisites and/or corequisites.

**VETERINARY TECHNOLOGY**

**Associate of Science Degree**

(STATE CODE 02810)

Faculty Advisor: Professor Jennifer Adelini

**PROGRAM INFORMATION**

Earning an A.S. degree in Veterinary Technology from Los Angeles 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.

The Veterinary Technology Major is accredited by the American Veterinary Medical Association. Academic counseling is strongly recommended prior to starting the RVT program.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Be proficient in the Essential Tasks as required by the AVMA.
- Possess the knowledge, skills and abilities to pass state and national board exams.
- Develop the ability to assess and respond appropriately to routine and emergency medical conditions.
- Gain an understanding of the role of the Registered Veterinary Technician on a veterinary team.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY LEVEL - REQUIRED COURSES</b>		
ANML SC 180	Animal Care Experience.....	1
ANML SC 181A	Field Work.....	1
ANML SC 401	Orientation to Veterinary Science.....	1
ANML SC 501	Principles of Animal Science.....	3
ANML SC 510	Animal Health and Disease Control.....	3
ANML SC 511	Anatomy and Physiology of Animals.....	3
ANML SC 512*	Anatomy and Physiology of Animals Laboratory.....	1
BIOLOGY 003	Introduction to Biology.....	4
CHEM 051 or higher*	Fundamentals of Chemistry I.....	5
MICRO 020*	General Microbiology.....	4
<b>ADVANCED VETERINARY TECHNOLOGY CLASSES</b>		
ANML SC 410*	Animal Nursing I.....	2
ANML SC 411*	Animal Nursing I Laboratory.....	1
ANML SC 412*	Animal Nursing II.....	2
ANML SC 413*	Animal Nursing II Laboratory.....	1
ANML SC 420*	Clinical Procedures in Animal Care I.....	2
ANML SC 421*	Clinical Procedures in Animal Care I Laboratory.....	1
ANML SC 422*	Clinical Procedures in Animal Care II.....	2
ANML SC 423*	Clinical Procedures in Animal Care II Laboratory.....	1
ANML SC 430*	Veterinary Clinical Pathology.....	2
ANML SC 431*	Veterinary Clinical Pathology Laboratory.....	1
ANML SC 435	Veterinary Radiography.....	2
ANML SC 436*	Veterinary Radiography Laboratory.....	1
ANML SC 441	Large Animal Nursing Laboratory.....	2
ANML SC 470	Laboratory Animal Care.....	3
ANML SC 480*	Clinical Experience for Veterinary Technicians I.....	3

ANML SC 481*	Clinical Experience for Veterinary Technicians II.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>55</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

Note: Students enrolled in advanced level veterinary technology classes must participate in daily kennel duty, including weekends.

\*See Catalog course description for prerequisites and/or corequisites.

## Anthropological and Geographical Sciences

### GEOGRAPHIC INFORMATION SYSTEMS

#### Associate of Arts Degree

(STATE CODE 35153)

**PROGRAM INFORMATION**

In collaboration with industry, the college faculty have developed the program shown below which leads to an Associate of Arts in Geographic Information Systems. The updates are being made in order to meet the current and projected future needs for technologically skilled GIS users in the interdisciplinary fields, such as crime analysis, architecture, business, and archaeology to name a few.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of the course the student will be able to perform a real-world task requiring Introduction to Geographic Information Systems and Laboratory that demonstrates meaningful application of essential knowledge and skills. Examples of essential knowledge and skills at the Introduction to GIS and Lab level may include but are not limited to:

- Describing key terms and concepts central to the understanding of Geographic Information Systems (for example: GIS, data models and formats, data symbolization and classification, map projections and coordinate systems, relational databases, data queries, and remote sensing.
- Using basic ArcGIS desktop software functions to display, modify, and analyze maps.
- Independently planning, organizing, and presenting a GIS research project to solve a real-world problem.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
GIS/GEOG 025	Introduction to Geographic Information Systems and Laboratory.....	4
GIS/GEOG 033	Intermediate GIS Applications.....	3
GIS/GEOG 036*	Cartography and Base Map Development.....	3
GIS/GEOG 037	Introduction to Global Positioning Systems (GPS).....	1
GIS/GEOG 038*	Spatial Analysis and Modeling.....	3
GIS 040*	GIS Internship.....	1

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 9 units from the following:.....		
ARC 162	Computer-Aided Design and Drafting.....	3
CO INFO 533	Databases Using Access and SQL.....	3
CO INFO 561	Data Analysis for Computer Information Systems with Python.....	3
EGD TEK 111	2-D Computer-Aided Drafting.....	3
GEOG 001	Physical Geography.....	3

**MAJOR - TOTAL UNITS.....24**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	.21 units
CSU GE	CSU GE Breadth Certification Plan.....	.39 units
IGETC	Intersegmental GE Transfer Curriculum.....	.37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**GEOGRAPHIC INFORMATION SYSTEMS**

**Certificate of Achievement**

(STATE CODE 35019)

**PROGRAM INFORMATION**

This program gives students skills and knowledge needed to either enter, or advance their careers in Geographic Information Systems in today's job market. The GIS program at Pierce offers students the opportunity to learn technical skills that can be applied in a multitude of occupations, such as crime analysis, agriculture, business and architecture.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Plan, organize, and present a GIS research project to solve a real-world problem.
- Identify spatial relationships between varying sets of geospatial data layers.
- Distinguish principles of advanced cartographic designs and GIS map productions.
- Use a GPS unit to find locations and integrate GPS and GIS technologies successfully.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO INFO 533	Databases Using Access and SQL.....	3
<b>OR</b>		
CO INFO 561	Data Analysis for Computer Information Systems with Python.....	3
GIS/GEOG 025	Introduction to Geographic Information Systems Laboratory.....	4
GIS/GEOG 033	Intermediate GIS Applications.....	3
GIS/GEOG 036*	Cartography and Base Map Development.....	3
GIS/GEOG 037	Introduction to Global Positioning Systems (GPS).....	1
GIS/GEOG 038*	Spatial Analysis and Modeling.....	3
GIS 040*	GIS Internship.....	1

**CERTIFICATE - TOTAL UNITS.....18**

*\*See Catalog course description for prerequisites and/or corequisites.*

**Art and Architecture**

**ARCHITECTURAL TECHNOLOGY**

**Associate of Arts Degree**

(STATE CODE 02814)

**PROGRAM INFORMATION**

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 Los Angeles Pierce College faculty.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Recognize and critically analyze the elements and principles of architectural design and construction.
- Display competency with graphic communication of ideas.
- Create architectural projects utilizing research, planning, analysis, and concept.
- Develop critical understanding of the practice of architecture and its components.
- Recognize and express structural, material and building system components as well as the code, safety, and site factors that go into construction and design.



- Recognize and execute cognitive, cultural, physical, social and sustainable factors in planning construction and the execution of architectural designs.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture.....	1
ARC 111	Methods of Construction.....	2
ARC 121	Freehand Drawing I.....	2
ARC 151*	Materials of Construction.....	3
ARC 152	Equipment of Buildings.....	3
ARC 162	Computer-Aided Design and Drafting.....	3
ARC 172	Architectural Drawing I.....	3
ARC 173*	Architectural Drawing II.....	3
ARC 201*	Architectural Design I.....	3
ARC 202*	Architectural Design II.....	3
ARC 221*	Architectural Rendering.....	2
ARC 271*	Architectural Drawing III.....	3
ARC 272*	Architectural Drawing IV.....	3
ENV 101	Foundations of Design I.....	3

**MAJOR - TOTAL UNITS.....37**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*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.*

*\*See Catalog course description for prerequisites and/or corequisites.*

**ARCHITECTURAL TECHNOLOGY****Certificate of Achievement**

(STATE CODE 21801)

**PROGRAM INFORMATION**

This program is designed to prepare students for employment working alongside architects, contractors, construction managers, engineers and other built environment professionals within a sustainability framework. Students will also be prepared for transfer into accredited architecture schools. This program provides students with opportunities to gain proficiency in both high tech digital tools and manual and low level technology. Skill development includes design, sustainability, drafting, both manual and CAD and building information modeling (BIM), 3D visualization as well as sustainable construction systems and methodologies.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Recognize and critically analyze the elements and principles of architectural design and construction.
- Display competency with graphic communication of ideas.
- Create architectural projects utilizing research, planning, analysis, and concept.
- Develop critical understanding of the practice of architecture and its components.
- Recognize and express structural, material and building system components as well as the code, safety, and site factors that go into construction and design.
- Recognize and execute cognitive, cultural, physical, social and sustainable factors in planning construction and the execution of architectural designs.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture.....	1
ARC 111	Methods of Construction.....	2
ARC 121	Freehand Drawing I.....	2
ARC 151*	Materials of Construction.....	3
ARC 152	Equipment of Buildings.....	3
ARC 162	Computer-Aided Design and Drafting.....	3
ARC 172	Architectural Drawing I.....	3
ARC 173*	Architectural Drawing II.....	3
ARC 201*	Architectural Design I.....	3
ARC 202*	Architectural Design II.....	3
ARC 221*	Architectural Rendering.....	2
ARC 271*	Architectural Drawing III.....	3
ENV 101	Foundations of Design I.....	3

**CERTIFICATE - TOTAL UNITS.....34**

*\*See Catalog course description for prerequisites and/or corequisites.*

**ART****Associate of Arts Degree**

(STATE CODE 02834)

**PROGRAM INFORMATION**

This degree is designed to provide students with a broad depth of exposure to the Art discipline.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional levels of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate functional levels of painting.
- Demonstrate an understanding of two- and/or three-dimensional design concepts, vocabulary, materials and processes through the construction of two- and/or three-dimensional objects or images.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 201	Drawing I.....	3
ART 202	Drawing II.....	3
ART 204	Life Drawing I.....	3
ART 307	Oil Painting I.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 503	Intermediate Design.....	3
ART 700	Introduction to Sculpture.....	3
ART 708	Introduction to Ceramics.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>33</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

**CERAMIC DESIGN**

**Associate of Arts Degree**

(STATE CODE 10736)

**PROGRAM INFORMATION**

This degree is designed for students wishing to study ceramics.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.

- Demonstrate functional level of drawing skills with varied media and subjects. Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate an understanding of three-dimensional design concepts, vocabulary, materials and processes through the construction of two and/or three-dimensional objects.
- Demonstrate an understanding of design concepts appropriate to ceramics, vocabulary, materials and processes through the construction of three-dimensional objects.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 111	History of Contemporary Art.....	3
ART 201	Drawing I.....	3
ART 202*	Drawing II.....	3
<b>OR</b>		
ART 503*	Intermediate Design.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 700	Introduction to Sculpture.....	3
ART 708	Introduction to Ceramics.....	3
ART 709*	Ceramics I.....	3
ART 710*	Ceramics II.....	3
ART 711*	Ceramics III.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>36</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**DRAWING**

**Associate of Arts Degree**

(STATE CODE 10733)

**PROGRAM INFORMATION**

This degree is for students majoring in Drawing.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*



- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional level of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate an understanding of three-dimensional design concepts, vocabulary, materials and processes through the construction of two and/or three-dimensional objects.
- Demonstrate an understanding of drawing concepts, vocabulary, materials and processes through the creation of two-dimensional works.
- Demonstrate functional levels of painting.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 111	History of Contemporary Art.....	3
ART 201	Drawing I.....	3
ART 202*	Drawing II.....	3
ART 203*	Drawing III.....	3
	<i>OR</i>	
ART 207*	Life Drawing IV.....	3
	<i>OR</i>	
ART 400	Introduction to Printmaking.....	3
ART 204*	Life Drawing I.....	3
ART 205*	Life Drawing II.....	3
ART 206*	Life Drawing III.....	3
ART 307	Oil Painting I.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 503*	Intermediate Design.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>39</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	.21 units
CSU GE	CSU GE Breadth Certification Plan.....	.39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**GRAPHIC DESIGN****Associate of Arts Degree**

(STATE CODE 08328)

**PROGRAM INFORMATION**

This program is planned for students who expect to make advertising art or graphic design their vocation.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this

goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional levels of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate functional levels of painting.
- Demonstrate an understanding of two- and/or three-dimensional design concepts, vocabulary, materials and processes through the construction of two- and/or three-dimensional objects or images.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 111	History of Contemporary Art.....	3
	<i>OR</i>	
MULTIMD 110	Visual Communication.....	3
ART 603	Typography I.....	3
ART 604	Graphic Design I.....	3
ART 605*	Graphic Design II.....	3
ART 606*	Graphic Design III.....	3
MULTIMD 200	Digital Imaging.....	3
MULTIMD 210	Digital Editing.....	3
MULTIMD 340	Vector Graphics.....	3
MULTIMD 650	Designing for the Web.....	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<i>Select one course from the following:.....</i>		
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 201	Drawing I.....	3
ART 204*	Life Drawing.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 620*	Illustration I.....	3
ART 621*	Illustration II.....	3
ART 622*	Illustration for the Graphic Artist.....	3
MULTIMD 651	Animation for the Web.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>30</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	.21 units
CSU GE	CSU GE Breadth Certification Plan.....	.39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## GRAPHIC DESIGN

### Certificate of Achievement

(STATE CODE 21816)

#### PROGRAM INFORMATION

This program provides specialized training in Graphic Design for employment.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional levels of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate functional levels of painting.
- Demonstrate an understanding of two- and/or three-dimensional design concepts, vocabulary, materials and processes through the construction of two- and/or three-dimensional objects or images.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ART 603	Typography I .....	3
ART 604	Graphic Design I .....	3
ART 605*	Graphic Design II .....	3
ART 606*	Graphic Design III .....	3
MULTIMD 110	Visual Communication .....	3
MULTIMD 200	Digital Imaging .....	3
MULTIMD 210	Digital Editing .....	3
MULTIMD 340	Vector Graphics .....	3

**CERTIFICATE - TOTAL UNITS** ..... 24

\*See Catalog course description for prerequisites and/or corequisites.

## GRAPHIC DESIGN FOR THE WEB

### Certificate of Achievement

(STATE CODE 15084)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion,

please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate an understanding of two- and/or three-dimensional design concepts, vocabulary, materials and processes through the construction of two- and/or three-dimensional objects or images.
- Demonstrate the ability to design website graphics and animation that communicate original ideas.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ART 604	Graphic Design I .....	3
ART 605*	Graphic Design II .....	3
MULTIMD 110	Visual Communication .....	3
MULTIMD 200	Digital Imaging .....	3
MULTIMD 210	Digital Editing .....	3
MULTIMD 340	Vector Graphics .....	3
MULTIMD 650	Designing for the Web .....	3
MULTIMD 651	Animation for the Web .....	3

**CERTIFICATE - TOTAL UNITS** ..... 24

\*See Catalog course description for prerequisites and/or corequisites.

## PAINTING

### Associate of Arts Degree

(STATE CODE 10734)

#### PROGRAM INFORMATION

This degree is for students majoring in Painting.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Research/utilize resources and practice aesthetic and technical problem solving in the painting process.
- Demonstrate functional level of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.





- Demonstrate an understanding of two and three-dimensional design concepts, vocabulary, materials and processes through the construction of two and/or three-dimensional work.
- Demonstrate an understanding of drawing concepts, vocabulary, materials and processes through the creation of two-dimensional works.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 111	History of Contemporary Art.....	3
ART 201	Drawing I.....	3
ART 202*	Drawing II.....	3
ART 203*	Drawing III.....	3
	<b>OR</b>	
ART 207*	Life Drawing IV.....	3
	<b>OR</b>	
ART 400	Introduction to Printmaking.....	3
ART 204*	Life Drawing I.....	3
ART 205*	Life Drawing II.....	3
ART 206*	Life Drawing III.....	3
ART 307	Oil Painting I.....	3
ART 308*	Oil Painting II.....	3
ART 309*	Oil Painting III.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 503*	Intermediate Design.....	3

**MAJOR - TOTAL UNITS.....45**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**SCULPTURE****Associate of Arts Degree**

(STATE CODE 10735)

**PROGRAM INFORMATION**

This degree is for students majoring in Sculpting.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Articulate foundational knowledge of the history of art, inclusive of methods, media and cultural context.
- Demonstrate functional level of drawing skills with varied media and subjects.
- Demonstrate a working vocabulary articulating concepts as they relate to studio applications.
- Demonstrate an understanding of three-dimensional design concepts, vocabulary, materials and processes through the construction of two and/or three-dimensional objects.
- Demonstrate an understanding of sculpture concepts, vocabulary, materials and processes through the construction of three-dimensional objects.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 111	History of Contemporary Art.....	3
ART 201	Drawing I.....	3
ART 202*	Drawing II.....	3
	<b>OR</b>	
ART 503*	Intermediate Design.....	3
ART 204*	Life Drawing I.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 700	Introduction to Sculpture.....	3
ART 701*	Sculpture I.....	3
ART 702*	Sculpture II.....	3
ART 703*	Sculpture III.....	3

**MAJOR - TOTAL UNITS.....36**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

# Business Administration

## ACCOUNTING

### Associate of Arts Degree

(STATE CODE 02817)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Describe the major parts of an accounting system and explain the role of journals and ledgers within it.
- Apply transaction analysis and input transactions into an accounting system.
- Explain how managers use accounting information and other business data in decision making and planning.
- Classify an individual's tax data into the components of an individual tax return.
- Describe the major characteristics of organization's payroll system.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
ACCTG 002*	Introductory Accounting II.....	5
ACCTG 015*	Tax Accounting I.....	3
ACCTG 017*	Payroll Accounting.....	2
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
CAOT 032*	Business Communications.....	3
CAOT 078	Microcomputer Acctg Applications for the Electronic Office.....	3
FINANCE 001	Principles of Finance.....	3
MGMT 013	Small Business Entrepreneurship.....	3

#### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Select 15 semester units from the following:.....</b>		
BUS 010^	Fundamentals of Tax Return Preparation.....	3
FINANCE 002	Investments.....	3
FINANCE 008	Personal Finance and Investments.....	3
INTBUS 001	International Trade.....	3
MARKET 001	Principles of Selling.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 002	Organization and Management Theory.....	3
MGMT 033	Human Capital Management.....	3
SUPV 001	Elements of Supervision.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>48</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

^Volunteer Income Tax Assistance course.

\*See Catalog course description for prerequisites and/or corequisites.

## FINANCE

### Skills Certificate

Note: Skills Certificates will not appear on the students' official transcripts.

#### PROGRAM INFORMATION

This certificate prepares students for entry-level positions in the financial services industry, including banking, insurance, brokerage and real estate. Many of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration or Business Administration for Transfer Degree. All courses are CSU transferable.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
FINANCE 001	Principles of Finance.....	3
FINANCE 002	Investments.....	3
FINANCE 008	Personal Finance and Investments.....	3
<b>CERTIFICATE - TOTAL UNITS.....</b>		<b>14</b>



## GENERAL BUSINESS

### Associate of Arts Degree

(STATE CODE 02816)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Describe the three major forms of business ownership and the advantages.
- Demonstrate how the integration of technology into an organization can affect the success of a business.
- Describe the basic management functions.
- Outline the components of the two major financial statements.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
CAOT 032*	Business Communications.....	3
CAOT 082	Microcomputer Software Survey in the Office.....	3
MARKET 001	Principles of Selling.....	3
MARKET 011	Fundamentals of Advertising.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 002	Organization and Management Theory.....	3
MGMT 013	Small Business Entrepreneurship.....	3

#### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Select 15 semester units from the following:..... 15</b>		
ACCTG 002*	Introductory Accounting II.....	5
FINANCE 001	Principles of Finance.....	3
FINANCE 002	Investments.....	3
FINANCE 008	Personal Finance and Investments.....	3
GEOG/GIS 025	Introduction to Geographic Information Systems and Laboratory.....	4
INTBUS 001	International Trade.....	3
MARKET 031	Retail Merchandising.....	3
MGMT 031	Human Relations for Employees.....	3
MGMT 033	Human Capital Management.....	3
PUB REL 001	Principles of Public Relations.....	3

REAL ES 001	Real Estate Principles.....	3
SUPV 001	Elements of Supervision.....	3

**MAJOR - TOTAL UNITS..... 47-49**

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## GENERAL BUSINESS

### Skills Certificate

Note: Skills Certificates will not appear on the students' official transcripts.

#### PROGRAM INFORMATION

This certificate prepares students for entry-level employment and offers other majors a basic preparation in business administration. 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.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3

#### CERTIFICATE - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Select one course from the following:..... 3</b>		
FINANCE 001	Principles of Finance.....	3
INTBUS 001	International Trade.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 002	Organization and Management Theory.....	3

**CERTIFICATE - TOTAL UNITS..... 14**

## INSURANCE

### Skills Certificate

*Note: Skills Certificates will not appear on the students' official transcripts.*

#### PROGRAM INFORMATION

This certificate is designed to prepare students for entry-level positions in the insurance industry. These positions include appraiser, agent, customer service, administrative assistant, sales representative, and underwriting. Coursework required for the certificate is intended to help prepare students for insurance industry certifications as well.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
INSUR 101	Principles of Property and Liability Insurance.....	3
INSUR 102	Personal Insurance.....	3
INSUR 103	Commercial Insurance.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>15</b>

## INTERNATIONAL BUSINESS

### Certificate of Achievement

(STATE CODE 08316)

#### PROGRAM INFORMATION

The Los Angeles 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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Explain basic trade theory and the foreign currency markets.
- Design a marketing plan for consumer and industrial products in the global marketplace.
- Apply important U.S. government export and import regulations to traded goods and correctly use export and import documentation.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
GEOG 002	Cultural Elements of Geography.....	3
INTBUS 001	International Trade.....	3
INTBUS 006	International Marketing I.....	3
INTBUS 018	Basics of Exporting.....	1
INTBUS 019	Basics of Importing.....	1
INTBUS 022	International Management.....	3

MARKET 021	Principles of Marketing.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>20</b>

## INTERNATIONAL BUSINESS

### Skills Certificate

*Note: Skills Certificates will not appear on the students' official transcripts.*

#### PROGRAM INFORMATION

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. All courses are CSU transferable.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
INTBUS 001	International Trade.....	3
INTBUS 006	International Marketing I.....	3
INTBUS 018	Basics of Exporting.....	1
INTBUS 019	Basics of Importing.....	1
INTBUS 022	International Management.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>14</b>

## MANAGEMENT

### Skills Certificate

*Note: Skills Certificates will not appear on the students' official transcripts.*

#### PROGRAM INFORMATION

This certificate prepares students for first level management jobs, support positions in personnel management, and positions in any firm utilizing self-managed teams. Many of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Management, or Business Administration for Transfer, and all are CSU transferable.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
MGMT 002	Organization and Management Theory.....	3

#### CERTIFICATE - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Select two courses from the following:</b> .....		
MGMT 013	Small Business Entrepreneurship.....	3
MGMT 031	Human Relations for Employees.....	3
MGMT 033	Human Capital Management.....	3
SUPV 001	Elements of Supervision.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>15</b>



## MANAGEMENT AND SUPERVISION

### Associate of Arts Degree

(STATE CODE 08315)

#### PROGRAM INFORMATION

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 our Business Advisory Committee. 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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Explain the importance of managing in today's business environment and the necessary skills needed by effective managers.
- Outline the components of the communication process.
- Analyze a company's strengths and weaknesses against the opportunities and threats in the outside environment.
- Develop a planning and decision making process.
- Apply critical thinking, team building, and problem solving skills.
- Apply the primary United States laws and regulations that a manager must understand.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
CAOT 032*	Business Communications.....	3
CAOT 082	Microcomputer Software Survey in the Office.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 002	Organization and Management Theory.....	3
MGMT 031	Human Relations for Employees.....	3
MGMT 033	Human Capital Management.....	3

#### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
Select 12 units from the following courses:.....		12-14
ACCTG 002*	Introductory Accounting II.....	5
FINANCE 001	Principles of Finance.....	3
FINANCE 002	Investments.....	3

FINANCE 008	Personal Finance and Investments.....	3
INTBUS 001	International Trade.....	3
INTBUS 006	International Marketing I.....	3
INTBUS 022	International Management.....	3
MARKET 001	Principles of Selling.....	3
MGMT 013	Small Business Entrepreneurship.....	3
PUB REL 001	Principles of Public Relations.....	3
SUPV 001	Elements of Supervision.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>41-43</b>

#### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## MARKETING

### Associate of Arts Degree

(STATE CODE 02818)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Analyze the business activities of an organization and determine which of them is part of the marketing mix.
- Create and construct a marketing plan for an organization, product, or event.
- Develop an advertising campaign for a product, event, or organization.
- Recognize and describe the components of the communication process.
- Diagram the process of marketing a product.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
CAOT 032*	Business Communications.....	3
CAOT 082	Microcomputer Software Survey in the Office.....	3
MARKET 001	Principles of Selling.....	3
MARKET 011	Fundamentals of Advertising.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 013	Small Business Entrepreneurship.....	3
PUB REL 001	Principles of Public Relations.....	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 15 semester units from the following:..... 15-16		
GEOG/GIS 025	Introduction to Geographic Information Systems and Laboratory.....	4
INTBUS 001	International Trade.....	3
INTBUS 006	International Marketing I.....	3
MARKET 031	Retail Merchandising.....	3
MGMT 002	Organization and Management Theory.....	3
MGMT 031	Human Relations for Employees.....	3
SUPV 001	Elements of Supervision.....	3
<b>MAJOR - TOTAL UNITS.....</b>		<b>47-48</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**MARKETING**

**Certificate of Achievement**

(STATE CODE 15097)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Research and construct a promotional plan for an event, a product, or an organization.
- Prepare and deliver a sales presentation utilizing the consultative selling skills approach.

- Diagram the process of marketing a product.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
MARKET 001	Principles of Selling.....	3
MARKET 011	Fundamentals of Advertising.....	3
MARKET 021	Principles of Marketing.....	3
INTBUS 006	International Marketing I.....	3
<i>OR</i>		
PUB REL 001	Principles of Public Relations.....	3
<b>CERTIFICATE - TOTAL UNITS.....</b>		<b>15</b>

**PAYROLL ACCOUNTING**

**Skills Certificate**

*Note: Skills Certificates will not appear on the students' official transcripts.*

**PROGRAM INFORMATION**

This certificate prepares students for basic entry-level Accounting 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.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
ACCTG 002*	Introductory Accounting II.....	5
ACCTG 017*	Payroll Accounting.....	2
BUS 001	Introduction to Business.....	3
<b>CERTIFICATE - TOTAL UNITS.....</b>		<b>15</b>

\*See Catalog course description for prerequisites and/or corequisites.

**RETAIL MANAGEMENT (W AFC)**

**Certificate of Achievement**

(STATE CODE 14233)

**PROGRAM INFORMATION**

The completion of the Retail Management Certificate program will result in two certificates being issued to the student, one certificate from Los Angeles Pierce College and another certificate from the Western Association of Food Chains. The student will need to apply directly to the W AFC for their certificate.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Enumerate and describe where retailing fits into the process of marketing a product.



- Analyze a retail business operation.
- Construct and communicate a basic merchandising plan.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
CAOT 085	Microcomputer Office Applications: Spreadsheet.....	3
COMM 101	Public Speaking.....	3
MARKET 021	Principles of Marketing.....	3
MARKET 031	Retail Merchandising.....	3
MGMT 002	Organization and Management Theory.....	3
MGMT 031	Human Relations for Employees.....	3
MGMT 033	Human Capital Management.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>26</b>

**SMALL BUSINESS ACCOUNTING****Skills Certificate**

*Note: Skills Certificates will not appear on the students' official transcripts.*

**PROGRAM INFORMATION**

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.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
ACCTG 002*	Introductory Accounting II.....	5
CAOT 078	Microcomputer Acctg Applications for the Electronic Office.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>13</b>

\*See Catalog course description for prerequisites and/or corequisites.

**SMALL BUSINESS ENTREPRENEURSHIP****Skills Certificate**

*Note: Skills Certificates will not appear on the students' official transcripts.*

**PROGRAM INFORMATION**

This Skills Certificate prepares students who intend to open and operate their own small business or accept a management position in a small business. All courses are CSU transferable.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
MARKET 001	Principles of Selling.....	3
MGMT 013	Small Business Entrepreneurship.....	3

**CERTIFICATE - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select one course from the following: .....		3
FINANCE 001	Principles of Finance.....	3

INSUR 103	Commercial Insurance.....	3
MARKET 021	Principles of Marketing.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>15</b>

**TAX PREPARATION****Certificate of Achievement**

(STATE CODE 15101)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Classify an individual's tax data into the components of the individual tax system.
- Demonstrate the process of preparing an individual's tax return.
- Explain how tax accounting fits into an accounting system.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
ACCTG 002*	Introductory Accounting II.....	5
ACCTG 015*	Tax Accounting I.....	3
	<b>OR</b>	
BUS 010^	Fundamentals of Tax Return Preparation.....	3
BUS 001	Introduction to Business.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>16</b>

^Volunteer Income Tax Assistance course.

\*See Catalog course description for prerequisites and/or corequisites.

## Child Development and Education

The Child Development Program offers the student several options. Completion of each program leads to an occupational certificate, transfer option and/or Associate of 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.

Child Development website:

[http://piercecollege.edu/departments/child\\_development](http://piercecollege.edu/departments/child_development)

### CHILD DEVELOPMENT

#### Associate of Arts Degree

(STATE CODE 08330)

##### PROGRAM INFORMATION

All major courses must be completed with a grade of "C" or better.

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. Students apply for the Child Development Permit through the California Commission on Teacher Credentialing [www.ctc.ca.gov](http://www.ctc.ca.gov) or through the Child Development Training Consortium [www.childdevelopment.org](http://www.childdevelopment.org)

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 Permit.

This degree is 60 units with 36 units in Child Development.

##### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

##### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply evidence-based theoretical and practical concepts with typically and atypically developing young children and their families with a high level of technical proficiency in one of the specialization areas: Infants and Toddlers, Special Needs, School Age, or Administration.
- Demonstrate competence in facilitating the development of young children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.
- Identify, appreciate, and demonstrate respect for inclusive practices and diversity within individuals, families, cultures and communities.

##### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development . . . . .	3
CH DEV 002	Early Childhood: Principles and Practices . . . . .	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education . . . . .	3
CH DEV 010	Health, Safety and Nutrition . . . . .	3
CH DEV 011	Child, Family and Community . . . . .	3
CH DEV 022*	Practicum in Child Development I . . . . .	4
CH DEV 034	Observing and Recording Children's Behavior . . . . .	3
CH DEV 042	Teaching in a Diverse Society . . . . .	3
CH DEV 065	Adult Supervision/Early Childhood Mentoring . . . . .	2

##### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
Select three courses from the following: . . . . .		
CH DEV 003	Creative Experiences for Children I . . . . .	3
CH DEV 009	Advanced Curriculum: Art in Early Childhood . . . . .	3
CH DEV 027	Advanced Curriculum: Science and Math in Early Childhood . . . . .	3
CH DEV 028	Advanced Curriculum: Music, Movement and Language Arts Curriculum . . . . .	3
CH DEV 030	Infant/Toddler Development . . . . .	3
CH DEV 031	Infant/Toddler Care and Education . . . . .	3
CH DEV 033	Introduction to the Reggio Emilia Approach . . . . .	3
CH DEV 038	Administration & Supervision of Early Childhood Programs I . . . . .	3
CH DEV 044	Early Intervention for Children with Special Needs . . . . .	3
CH DEV 045	Programs for Children with Special Needs . . . . .	3
CH DEV 046	School Age Programs I . . . . .	3

**MAJOR - TOTAL UNITS . . . . . 36**

##### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.





## CHILD DEVELOPMENT: ASSOCIATE TEACHER

### Certificate of Achievement

(STATE CODE 10350)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Apply evidence-based theoretical and practical concepts with typically and atypically developing young children and their families with a high level of technical proficiency in one of the specialization areas: Infants and Toddlers, Special Needs, School Age, or Administration.
- Demonstrate competence in facilitating the development of young children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Child, Family and Community	3
CH DEV 022*	Practicum in Child Development I	4
CH DEV 034	Observing and Recording Children's Behavior	3
<b>Select one course from the following:</b>		
CH DEV 009	Advanced Curriculum: Art in Early Childhood	3
CH DEV 027	Advanced Curriculum: Science and Math in Early Childhood	3
CH DEV 028	Advanced Curriculum: Music, Movement and Language Arts Curriculum	3
CH DEV 030	Infant/Toddler Development	3
CH DEV 031	Infant/Toddler Care and Education	3
CH DEV 033	Introduction to the Reggio Emilia Approach	3
CH DEV 038	Administration & Supervision of Early Childhood Programs I	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 045	Programs for Children with Special Needs	3
CH DEV 046	School Age Programs I	3
<b>CERTIFICATE - TOTAL UNITS</b>		<b>25</b>

\*See Catalog course description for prerequisites and/or corequisites.

## INFANT CARE TEACHER

### Certificate of Achievement

(STATE CODE 15057)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate a working knowledge of all facets of preschool administration, including legal requirements, staffing issues, fiscal management and parent communication.
- Identify, appreciate, and demonstrate respect for inclusive practices and diversity within individuals, families, cultures and communities.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.
- Identify different leadership styles and evaluate their effectiveness in meeting the needs of parents and staff.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education	3
CH DEV 011	Child, Family and Community	3
CH DEV 030	Infant and Toddler Studies I	3
<b>OR</b>		
CH DEV 031	Infant and Toddler Studies II	3
<b>Select 3 semester units from the following:</b>		<b>3</b>
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 042	Teaching in a Diverse Society	3
<b>CERTIFICATE - TOTAL UNITS</b>		<b>15</b>

## PRESCHOOL

### Certificate of Achievement

(STATE CODE 19008)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate competence in facilitating the development of young children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.
- Apply evidence-based theoretical and practical concepts with typically and atypically developing young children and their families in the field of early care and education.
- Organize and develop resources and materials for implementing creative experiences for children with varying abilities in groups and on an individual basis.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development .....	3
CH DEV 002	Early Childhood: Principles and Practices .....	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education .....	3
CH DEV 011	Child, Family and Community .....	3

**CERTIFICATE - TOTAL UNITS** ..... 12

## PRESCHOOL DIRECTOR

### Certificate of Achievement

(STATE CODE 15032)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate a working knowledge of all facets of preschool administration, including legal requirements, staffing issues, fiscal management and parent communication.
- Identify, appreciate, and demonstrate respect for inclusive practices and diversity within individuals, families, cultures and communities.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.
- Identify different leadership styles and evaluate their effectiveness in meeting the needs of parents and staff.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development .....	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education .....	3
CH DEV 011	Child, Family and Community .....	3
CH DEV 038	Administration & Supervision of Early Childhood Programs I .....	3

**Select one course from the following:** ..... 3

CH DEV 002	Early Childhood: Principles and Practices .....	3
CH DEV 010	Health, Safety and Nutrition .....	3
CH DEV 042	Teaching in a Diverse Society .....	3

**CERTIFICATE - TOTAL UNITS** ..... 15

## PRESCHOOL TEACHER

### Certificate of Achievement

(STATE CODE 10349)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Apply evidence-based theoretical and practical concepts with typically and atypically developing young children and their families with a high level of technical proficiency in one of the specialization areas: Infants and Toddlers, Special Needs, School Age, or Administration.
- Demonstrate competence in facilitating the development of young children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.
- Articulate and demonstrate professional ethics and conduct in all work with agencies, families, and children.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development . . . . .	3
CH DEV 002	Early Childhood: Principles and Practices . . . . .	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education . . . . .	3
CH DEV 010	Health, Safety and Nutrition . . . . .	3
CH DEV 011	Child, Family and Community . . . . .	3
CH DEV 022*	Practicum in Child Development I . . . . .	4
CH DEV 034	Observing and Recording Children's Behavior . . . . .	3
CH DEV 042	Teaching in a Diverse Society . . . . .	3
ENGLISH 028*	Intermediate Reading and Composition . . . . .	3
<b>Select one course from the following: . . . . . 3</b>		
CH DEV 009	Advanced Curriculum: Art in Early Childhood . . . . .	3
CH DEV 027	Advanced Curriculum: Science and Math in Early Childhood . . . . .	3
CH DEV 028	Advanced Curriculum: Music, Movement and Language Arts Curriculum . . . . .	3
CH DEV 030	Infant/Toddler Development . . . . .	3
CH DEV 031	Infant/Toddler Care and Education . . . . .	3
CH DEV 033	Introduction to the Reggio Emilia Approach . . . . .	3
CH DEV 038	Administration & Supervision of Early Childhood Programs I . . . . .	3
CH DEV 044	Early Intervention for Children with Special Needs . . . . .	3
CH DEV 045	Programs for Children with Special Needs . . . . .	3
CH DEV 046	School Age Programs I . . . . .	3
<b>CERTIFICATE - TOTAL UNITS . . . . .</b>		<b>31</b>

\*See Catalog course description for prerequisites and/or corequisites.

**SCHOOL AGE CHILD CARE TEACHER****Certificate of Achievement**

(STATE CODE 15058)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Apply evidence-based theoretical and practical concepts with typically and atypically developing school age children and their families.
- Demonstrate competence in facilitating the development of school age children as unique individuals through the use of developmentally appropriate curriculum that promotes physical, cognitive and socio-emotional development.

- Organize and develop resources and materials for implementing creative experiences for children with varying abilities in groups and on an individual basis.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development . . . . .	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education . . . . .	3
CH DEV 011	Child, Family and Community . . . . .	3
CH DEV 046	School Age Programs I . . . . .	3
<b>Select one course from the following: . . . . . 3</b>		
CH DEV 002	Early Childhood: Principles and Practices . . . . .	3
CH DEV 010	Health, Safety and Nutrition . . . . .	3
CH DEV 042	Teaching in a Diverse Society . . . . .	3
<b>CERTIFICATE - TOTAL UNITS . . . . .</b>		<b>15</b>

**Computer Applications and Office Technologies****ADMINISTRATIVE PROFESSIONAL****Associate of Arts Degree**

(STATE CODE 02820)

**PROGRAM INFORMATION**

The Administrative Professional program prepares students for supervisory and managerial positions in business offices. The 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.

Students may obtain an Associate of Arts degree in Computer Applications and Office Technologies by completing the courses shown below and by satisfying all the requirements shown in the college catalog under Associate Degree Requirements. Students must complete one of the following general education plans for this major: LACCD GE Plan, CSU GE Breadth Certification Plan, or IGETC.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Apply a range of business concepts to the management of office operations, including employee supervision, administrative support, financial statements, and customer service.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, databases, financial records, and Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
CAOT 002	Computer Keyboarding and Document Applications II... 3	
CAOT 031	Business English.....	3
<b>MAJOR - REQUIRED COURSES</b>		
BUS 005	Business Law I.....	3
CAOT 039	Word Processing: Keyboarding and Operations.....	3
CAOT 048	Customer Service.....	3
CAOT 078	Microcomputer Acctg Applications for the Electronic Office.....	3
CAOT 085	Microcomputer Office Applications: Spreadsheet.....	3
CAOT 092	Computer Windows Application.....	2
CAOT 097	Internet for Business.....	3
ECON 002	Principles of Economics II.....	3
<b>CAPSTONE COURSES</b>		
CAOT 032*	Business Communications.....	3
CAOT 079	Word Processing Applications.....	3
CAOT 086	Microcomputer Office Applications: Database.....	3
CAOT 108	Presentation Design for the Office.....	2
CAOT 110	Microcomputer Office Applications: Presentation Design . 3	
<b>MAJOR - TOTAL UNITS.....</b>		<b>48-49</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**ADMINISTRATIVE PROFESSIONAL**

**Certificate of Achievement**

(STATE CODE 21806)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Apply a range of business concepts to the management of office operations, including employee supervision, administrative support, financial statements, and customer service.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, databases, financial records, and Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
ACCTG 001	Introductory Accounting I.....	5
BUS 001	Introduction to Business.....	3
CAOT 002	Computer Keyboarding and Document Applications II... 3	
CAOT 031	Business English.....	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
BUS 005	Business Law I.....	3
CAOT 039	Word Processing: Keyboarding and Operations.....	3
CAOT 048	Customer Service.....	3
CAOT 078	Microcomputer Acctg Applications for the Electronic Office.....	3



CAOT 085	Microcomputer Office Applications: Spreadsheet.....	3
CAOT 092	Computer Windows Application.....	2
CAOT 097	Internet for Business.....	3
ECON 002	Principles of Economics II.....	3

**CAPSTONE COURSES**

CAOT 032*	Business Communications.....	3
CAOT 079	Word Processing Applications.....	3
CAOT 086	Microcomputer Office Applications: Database.....	3
CAOT 108	Presentation Design for the Office.....	2
	<b>OR</b>	
CAOT 110	Microcomputer Office Applications: Presentation Design.....	3

**CERTIFICATE - TOTAL UNITS** ..... 48-49

\*See Catalog course description for prerequisites and/or corequisites.

**BASIC COMPUTERIZED ACCOUNTING****Certificate of Achievement**

(STATE CODE 17794)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate a proficiency level in the use of computerized accounting software by accurately completing a variety of accounting transactions and producing financial reports and documents.
- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate a level of competence in the use of state-of-the-art business-related software to create spreadsheets.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I.....	5
CAOT 078	Microcomputer Acctg Applications for the Electronic Office.....	3
CAOT 082	Microcomputer Software Survey in the Office.....	3
CAOT 085	Microcomputer Office Applications: Spreadsheet.....	3
	<b>OR</b>	
CAOT 087	Excel Concepts for Business Applications.....	2
CAOT 092	Computer Windows Application.....	2
	<b>OR</b>	
CAOT 032*	Business Communications.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>15-17</b>

Note: For an Associate in Arts degree or a two-year certificate in Accounting, see Business Administration: Accounting.

\*See Catalog course description for prerequisites and/or corequisites.

**BASIC INTERNET****Certificate of Achievement**

(STATE CODE 15083)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate intermediate to advanced competence in the use of state-of-the-art business-related software to create documents as well as develop and maintain Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 082	Microcomputer Software Survey in the Office.....	3
	<b>OR</b>	
CAOT 100	Windows Based Computer Applications.....	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
CAOT 039	Word Processing: Keyboarding and Operations.....	3
CAOT 092	Computer Windows Application.....	2
CAOT 097	Internet for Business.....	3
<b>CAPSTONE COURSES</b>		
CAOT 079	Word Processing Applications.....	3
CAOT 109	Web Multimedia for the Office.....	3
CAOT 113	Introduction to Adobe Photoshop for the Office.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>.20</b>

## BASIC WORD PROCESSING: MICROSOFT WORD FOR WINDOWS

### Certificate of Achievement

(STATE CODE 15074)

#### PROGRAM INFORMATION

Students may obtain a basic word processing certificate in Microsoft Word by completing the courses shown below. Completion of the program provides students with the skills required for entry-level employment in offices using Microsoft Word software.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate advanced competence in the use of state-of-the-art business-related software to create documents.
- Create, revise, and evaluate verbal and written business messages demonstrating correct grammar, spelling, punctuation, and language style.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
CAOT 039	Word Processing: Keyboarding and Operations	3
<b>CAPSTONE COURSES</b>		
CAOT 079	Word Processing Applications	3
<b>CERTIFICATE - TOTAL UNITS</b>		<b>17</b>

\*See Catalog course description for prerequisites and/or corequisites.

## BUSINESS INFORMATION WORKER

### Certificate of Achievement

(STATE CODE 36137)

#### PROGRAM INFORMATION

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions— for example, court, municipal, and license clerks; customer service representatives; file clerks; hotel, motel, and resort desk clerks; order clerks; receptionists and information clerks; shipping, receiving, and traffic clerks; secretaries and administrative assistants, except legal, medical, and executive; office clerks, general; and office and administrative support workers, all other. Students will learn the fundamentals of computer systems and basic computer application skills (Word, Excel, Outlook), oral and written communication skills, critical thinking and problem-solving skills, and workplace skills for the business environment.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Basic oral and written communications.
- Basic computer application skills, including beginning Excel, Word, and Outlook.
- The fundamentals of computer systems.
- Critical thinking and problem-solving skills.
- Workplace skills to succeed in the business environment.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CAOT 001	Computer Keyboarding and Document Applications I	3
	<i>OR</i>	
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
	<i>OR</i>	
CAOT 032*	Business Communications	3
	<i>OR</i>	
CAOT 128	Communication Skills for the Business Professional	3
CAOT 039	Word Processing: Keyboarding and Operations	3
CAOT 055	Career Skills for the Workplace	3
	<i>OR</i>	
MGMT 031	Human Relations for Employees	3
CAOT 067	Microsoft Outlook for the Office	2
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 092	Computer Windows Application	2
<b>CERTIFICATE - TOTAL UNITS</b>		<b>22</b>

\*See Catalog course description for prerequisites and/or corequisites.



## CAOT: GENERAL ADMINISTRATIVE

### Associate of Arts Degree

(STATE CODE 08318)

#### PROGRAM INFORMATION

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.

Students may obtain an Associate of Arts degree in Computer Applications and Office Technologies by completing the courses shown below AND by satisfying all the requirements shown in the college catalog under Associate Degree Requirements. Students must complete one of the following general education plans for this major: LACCD GE Plan, CSU GE Breadth Certification Plan, or IGETC.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, databases, financial records, and Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II . . .	3
CAOT 031	Business English . . . . .	3
CAOT 034	Business Terminology . . . . .	2
CAOT 082	Microcomputer Software Survey in the Office . . . . .	3
<b>MAJOR - REQUIRED COURSES</b>		
ACCTG 001	Introductory Accounting I . . . . .	5
CAOT 039	Word Processing: Keyboarding and Operations. . . . .	3
CAOT 067	Microsoft Outlook for the Office. . . . .	2
CAOT 078	Microcomputer Acctg Applications for the Electronic Office . . . . .	3
CAOT 085	Microcomputer Office Applications: Spreadsheet. . . . .	3
CAOT 092	Computer Windows Application. . . . .	2
CAOT 097	Internet for Business . . . . .	3
<b>CAPSTONE COURSES</b>		
CAOT 032*	Business Communications . . . . .	3
CAOT 079	Word Processing Applications. . . . .	3
CAOT 086	Microcomputer Office Applications: Database . . . . .	3
Select 6 semester units from the following: . . . . .		6-7
CAOT 088	Microcomputer Office Applications: Desktop Publishing. .	3
CAOT 096	Adobe Creative Suite Survey for the Office and the Web. .	3
CAOT 108	Presentation Design for the Office. . . . .	2
<b>OR</b>		
CAOT 110	Microcomputer Office Applications: Presentation Design .	3
CAOT 109	Web Multimedia for the Office. . . . .	3
CAOT 113	Introduction to Adobe Photoshop for the Office. . . . .	3
CAOT 125	Microsoft Office Project . . . . .	2
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>47-48</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## CAOT: GENERAL ADMINISTRATIVE

### Certificate of Achievement

(STATE CODE 21807)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion,

please visit the Gainful Employment Disclosure website at:  
<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, databases, financial records, and Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
ACCTG 001	Introductory Accounting I	5
CAOT 039	Word Processing: Keyboarding and Operations	3
CAOT 067	Microsoft Outlook for the Office	2
CAOT 078	Microcomputer Acctg Applications for the Electronic Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 092	Computer Windows Application	2
CAOT 097	Internet for Business	3
<b>CAPSTONE COURSES</b>		
CAOT 032*	Business Communications	3
CAOT 079	Word Processing Applications	3
CAOT 086	Microcomputer Office Applications: Database	3
<b>Select 6 semester units from the following: 6-7</b>		
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 096	Adobe Creative Suite Survey for the Office and the Web	3
CAOT 108	Presentation Design for the Office	2
<b>OR</b>		
CAOT 110	Microcomputer Office Applications: Presentation Design	3
CAOT 109	Web Multimedia for the Office	3
CAOT 113	Introduction to Adobe Photoshop for the Office	3
CAOT 125	Microsoft Office Project	2
<b>CERTIFICATE - TOTAL UNITS</b>		<b>47-48</b>

*\*See Catalog course description for prerequisites and/or corequisites.*

**COMPUTER APPLICATIONS**

**Certificate of Achievement**

(STATE CODE 08320)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:  
<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate basic competence in the use of state-of-the-art business-related software to create documents, spreadsheets, and databases.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Create, revise, and evaluate verbal and written business messages demonstrating correct grammar, spelling, punctuation, and language style.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3
<b>OR</b>		
CAOT 100	Windows Based Computer Applications	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
CAOT 039	Word Processing: Keyboarding and Operations	3
CAOT 067	Microsoft Outlook for the Office	2
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 092	Computer Windows Application	2
CAOT 097	Internet for Business	3
<b>CERTIFICATE - TOTAL UNITS</b>		<b>24</b>

*\*See Catalog course description for prerequisites and/or corequisites.*





## CUSTOMER SERVICE

### Skills Certificate

*Note: Skills Certificates will not appear on the students' official transcripts.*

#### PROGRAM INFORMATION

Provides entry-level customer service job skills to start on the career ladder of business. Customer service is a primary requisite skill to be successful in the business environment. These courses may be applied to other CAOT programs, some of which result in an Associate of Arts Degree.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CAOT 001	Computer Keyboarding and Document Applications I . . . 3	
	<i>OR</i>	
CAOT 002	Computer Keyboarding and Document Applications II . . . 3	
CAOT 048	Customer Service . . . . . 3	
CAOT 082	Microcomputer Software Survey in the Office . . . . . 3	
	<i>OR</i>	
CAOT 100	Windows Based Computer Applications . . . . . 3	
<b>CERTIFICATE - TOTAL UNITS</b> . . . . .		<b>9</b>

## OFFICE ADMINISTRATION: ADVANCED COMPUTER APPLICATIONS

### Certificate of Achievement

(STATE CODE 11814)

#### PROGRAM INFORMATION

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 12 units, 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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate intermediate to advanced competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, databases, and Web sites.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication, research, and e-commerce.

- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Create, revise, and evaluate verbal and written business messages demonstrating correct grammar, spelling, punctuation, and language style.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II . . . 3	
CAOT 031	Business English . . . . . 3	
CAOT 034	Business Terminology . . . . . 2	
CAOT 082	Microcomputer Software Survey in the Office . . . . . 3	
	<i>OR</i>	
CAOT 100	Windows Based Computer Applications . . . . . 3	
<b>CERTIFICATE - REQUIRED COURSES</b>		
CAOT 039	Word Processing: Keyboarding and Operations . . . . . 3	
CAOT 067	Microsoft Outlook for the Office . . . . . 2	
CAOT 085	Microcomputer Office Applications: Spreadsheet . . . . . 3	
CAOT 092	Computer Windows Application . . . . . 2	
CAOT 097	Internet for Business . . . . . 3	

Select 12 semester units from the following: . . . . . 12

CAOT 066	Voice-Recognition Software for Computer Input . . . . . 1	
CAOT 079	Word Processing Applications . . . . . 3	
CAOT 086	Microcomputer Office Applications: Database . . . . . 3	
CAOT 088	Microcomputer Office Applications: Desktop Publishing . . 3	
CAOT 096	Adobe Creative Suite Survey for the Office and the Web . . 3	
CAOT 108	Presentation Design for the Office . . . . . 2	
	<i>OR</i>	
CAOT 110	Microcomputer Office Applications: Presentation Design . 3	
CAOT 109	Web Multimedia for the Office . . . . . 3	
CAOT 113	Introduction to Adobe Photoshop for the Office . . . . . 3	
CAOT 114	Adobe Acrobat for the Office and the Web . . . . . 2	
CAOT 120	Adobe Illustrator for the Office and the Web . . . . . 3	
CAOT 125	Microsoft Office Project . . . . . 2	

**CERTIFICATE - TOTAL UNITS** . . . . . **36**

*\*See Catalog course description for prerequisites and/or corequisites.*

## DESKTOP PUBLISHING

### Certificate of Achievement

(STATE CODE 19006)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate proficiency in the use of graphic design and desktop publishing principles.
- Demonstrate competence in the use of state-of-the-art graphic design software to create professional-looking business documents.
- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 604	Graphic Design I . . . . .	3
CAOT 039	Word Processing: Keyboarding and Operations. . . . .	3
	<i>OR</i>	
CAOT 096	Adobe Creative Suite Survey for the Office and the Web. . . . .	3

**CAPSTONE COURSES**

Select 12-13 units from the following courses: . . . . . 12-13

CAOT 079	Word Processing Applications. . . . .	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing. . . . .	3
CAOT 108	Presentation Design for the Office. . . . .	2
CAOT 113	Introduction to Adobe Photoshop for the Office. . . . .	3
CAOT 114	Adobe Acrobat for the Office and the Web . . . . .	2
CAOT 120	Adobe Illustrator for the Office and the Web . . . . .	3

**CERTIFICATE - TOTAL UNITS . . . . . 18-19**

**LEGAL OFFICE PROCEDURES**

**Associate of Arts Degree**

(STATE CODE 02821)

**PROGRAM INFORMATION**

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.

Students may obtain an Associate of Arts degree in Computer Applications and Office Technologies by completing the courses shown below AND by satisfying all the requirements shown in the college catalog under Associate Degree Requirements. Students must complete one of the following general education plans for this major: LACCD GE Plan, CSU GE Breadth Certification Plan, or IGETC.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate competence in standard legal procedures to communicate effectively with law office personnel and clients and produce appropriate legal correspondence, documents, and records accurately using correct legal vocabulary and format.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, and databases.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication; research, including basic legal research; and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II . . . . .	3
CAOT 031	Business English . . . . .	3
CAOT 034	Business Terminology . . . . .	2
CAOT 082	Microcomputer Software Survey for the Office . . . . .	3

**MAJOR - REQUIRED COURSES**

ACCTG 001	Introductory Accounting I. . . . .	5
CAOT 039	Word Processing: Keyboarding and Operations. . . . .	3
CAOT 067	Microsoft Outlook for the Office. . . . .	2
CAOT 085	Microcomputer Office Applications: Spreadsheet. . . . .	3
CAOT 092	Computer Windows Application. . . . .	2
CAOT 097	Internet for Business . . . . .	3

**CAPSTONE COURSES**

CAOT 023F <sup>2</sup>	Legal Procedures IF . . . . .	2
CAOT 023G <sup>3</sup>	Legal Procedures IG. . . . .	3
CAOT 032*	Business Communications. . . . .	3
CAOT 079	Word Processing Applications. . . . .	3

**MAJOR - TOTAL UNITS. . . . . 40**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

<sup>2</sup>Students may substitute Law 010 offered by other colleges in the Los Angeles Community College District.

<sup>3</sup>Students may substitute Law 011 or Law 014 offered by other colleges in the Los Angeles Community College District.



## LEGAL OFFICE PROCEDURES

### Certificate of Achievement

(STATE CODE 21808)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Develop methods for retaining information about computer software applications so that the information may be applied in practical situations and in solving challenging problems.
- Demonstrate competence in standard legal procedures to communicate effectively with law office personnel and clients and produce appropriate legal correspondence, documents, and records accurately using correct legal vocabulary and format.
- Demonstrate competence in the use of state-of-the-art business-related software to create documents, spreadsheets, presentations, and databases.
- Demonstrate efficiently the use of the Internet to complete the following business-related activities: communication; research, including basic legal research; and e-commerce.
- Develop a proficiency level in the operation of the computer and other office technologies that will ensure a smooth transition into learning new applications and devices.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3
<b>CERTIFICATE - REQUIRED COURSES</b>		
ACCTG 001	Introductory Accounting I	5
CAOT 039	Word Processing: Keyboarding and Operations	3
CAOT 067	Microsoft Outlook for the Office	2
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 092	Computer Windows Application	2
CAOT 097	Internet for Business	3

#### CAPSTONE COURSES

CAOT 023F <sup>2</sup>	Legal Procedures IF	2
CAOT 023G <sup>3</sup>	Legal Procedures IG	3
CAOT 032*	Business Communications	3
CAOT 079	Word Processing Applications	3

**CERTIFICATE - TOTAL UNITS** ..... 40

\*See Catalog course description for prerequisites and/or corequisites.

<sup>2</sup>Students may substitute Law 010 offered by other colleges in the Los Angeles Community College District.

<sup>3</sup>Students may substitute Law 011 or Law 014 offered by other colleges in the Los Angeles Community College District.

## LEGAL OFFICE SKILLS

### Certificate of Achievement

(STATE CODE 18837)

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate basic competence in the use of state-of-the-art business-related software to create documents.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.
- Demonstrate competence in standard legal procedures to communicate effectively with law office personnel and clients and produce appropriate legal correspondence, documents, and records accurately using correct legal vocabulary and format.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 039	Word Processing: Keyboarding and Operations	3

#### CAPSTONE COURSES

CAOT 023F	Legal Procedures IF	2
CAOT 023G	Legal Procedures IG	3
CAOT 032*	Business Communications	3

**CERTIFICATE - TOTAL UNITS** ..... 17

\*See Catalog course description for prerequisites and/or corequisites.

## OFFICE CLERICAL

### Certificate of Achievement

(STATE CODE 17800)

#### PROGRAM INFORMATION

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 2010), basic spreadsheet applications (Microsoft Excel 2010), 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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate basic keyboarding skill to prepare basic business communications.
- Demonstrate basic competence in the use of the Internet, the Windows computer operating system, and state-of-the-art business-related software to create documents and spreadsheets.
- Demonstrate basic competence in records management, telephone practices, work ethics, and job search techniques.
- Create, revise, and evaluate verbal and written business messages demonstrating correct grammar, spelling, punctuation, and language style.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CAOT 001	Computer Keyboarding and Document Applications I . . .	3
CAOT 055	Career Skills for the Workplace . . . . .	3
CAOT 100	Windows Based Computer Applications . . . . .	3
	<i>OR</i>	
CAOT 082	Microcomputer Software Survey in the Office . . . . .	3
CAOT 130	Communication Skills in the Workplace . . . . .	3
	<i>OR</i>	
CAOT 031	Business English . . . . .	3
<b>CERTIFICATE - TOTAL UNITS</b> . . . . .		<b>12</b>

## OFFICE COMMUNICATIONS

### Certificate of Achievement

(STATE CODE 08319)

#### PROGRAM INFORMATION

Students are prepared for employment in business, government, and educational offices. Emphasis is placed on the development of keyboarding and language skills to perform the following functions: prepare business documents, handle telephone inquiries, use an e-mail system, and complete forms. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate intermediate keyboarding skill to prepare basic business communications.
- Compose and create business documents—such as letters, memos, e-mail messages, reports, graphs and charts—using correct grammar, spelling, punctuation, language style, and formats.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
<b>ENTRY-LEVEL COURSES</b>		
CAOT 002	Computer Keyboarding and Document Applications II . . .	3
CAOT 031	Business English . . . . .	3
CAOT 034	Business Terminology . . . . .	2
<b>CAPSTONE COURSES</b>		
CAOT 032*	Business Communications . . . . .	3
	<i>OR</i>	
CAOT 128	Communication Skills for the Business Professional. . . . .	3
CAOT 039	Word Processing: Keyboarding and Operations. . . . .	3
<b>CERTIFICATE - TOTAL UNITS</b> . . . . .		<b>14</b>

*\*See Catalog course description for prerequisites and/or corequisites.*

## WEB SITE CONSTRUCTION AND MAINTENANCE

### Certificate of Achievement

(STATE CODE 17796)

#### PROGRAM INFORMATION

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate proficiency in the use of graphic design and desktop publishing principles.
- Demonstrate competence in the use of state-of-the-art graphic design and Web site authoring software to create and maintain professional-looking, functional Web sites.
- Demonstrate intermediate to advanced competence in the use of state-of-the-art business-related software to create online presentations.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 604	Graphic Design I .....	3
CAOT 108 <sup>^</sup>	Presentation Design for the Office.....	2
	<b>OR</b>	
CAOT 110	Microcomputer Office Applications: Presentation Design .	3
CAOT 113	Introduction to Adobe Photoshop for the Office.....	3
<b>CAPSTONE COURSES</b>		
CAOT 109	Web Multimedia for the Office.....	3
CAOT 114 <sup>^</sup>	Adobe Acrobat for the Office and the Web .....	2
CAOT 120	Adobe Illustrator for the Office and the Web .....	3

**CERTIFICATE - TOTAL UNITS** ..... 16-17

<sup>^</sup>Offered Spring semester only.

## Computer Science- Information Technology

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.

## CLOUD AND NETWORK TECHNOLOGY

### Associate of Science Degree

(STATE CODE 08326)

**PROGRAM INFORMATION**

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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Configure, maintain, and troubleshoot personal computer hardware and operating systems.
- Implement, configure, and maintain servers and server operating systems, network switching topologies.
- Implement, configure, and maintain routers and routing protocols and integrate LAN and WAN technologies successfully, with consideration to basic network security.
- Integrate application software, database software, web technologies, and programming in support of network operations.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO SCI 501	Introduction to Computers and Their Uses.....	3
CO SCI 508	Introduction to Programming Using Visual Basic .....	3
	<b>OR</b>	
CO SCI 575	Programming Fundamentals for Computer Science .....	3
CO INFO 514*	Supporting Windows Desktops .....	3
	<b>OR</b>	
CO INFO 591*	Cloud Computing Architecture.....	3
CO SCI 533*	Databases Using Access and SQL.....	3
CO SCI 534*	Operating Systems .....	3
CO SCI 535*	Supporting Windows Servers .....	3
CO SCI 537*	LAN & VLAN Switching .....	3
CO INFO 538*	Implementing Wide Area Networking.....	3
CO INFO 572	Introduction to Personal Computer Hardware Operating Systems.....	3
	<b>OR</b>	
CO INFO 590	Introduction to Cloud Computing .....	3
CO SCI 578*	Routing and Switching Fundamentals.....	3

CO SCI 584*	Network Security	3
<b>OR</b>		
CO INFO 592*	Security in the Cloud	3
CO INFO 587	Introduction to Computer Networks	3
<b>Technical Electives - Select one course from the following:</b>		
CO INFO 531	Managing and Administering Windows Server	3
CO SCI 550	Introduction to Web Development Using Dreamweaver and CSS	3
CO SCI 553*	Web Site Development Using HTML and JavaScript	3
CO SCI 581*	Personal Computer Upgrade and Repair	3
CO INFO 584*	Network Security	3
CO INFO 590	Introduction to Cloud Computing	3
CO INFO 591*	Cloud Computing Architecture	3
CO INFO 592*	Security in the Cloud	3
<b>MAJOR - TOTAL UNITS</b>		<b>39</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan	21 units
CSU GE	CSU GE Breadth Certification Plan	39 units
IGETC	Intersegmental GE Transfer Curriculum	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**CYBERSECURITY**

**Certificate of Achievement**

(STATE CODE 37976)

**PROGRAM INFORMATION**

The intent of this certificate is to provide graduates with the skills needed to defend networks and information systems against cyber-attacks. It gives students extensive hands-on experience and develops the knowledge and abilities necessary to succeed in protection of an organization's data and operations. It is a rigorous program designed to help students master the fundamentals of cybersecurity by applying industry-accepted and emerging practices to solve real-world security problems. Upon completion of the program, students will be able to evaluate security trends, recognize best practices, and understand IT security products and threats. Some career opportunities associated with this degree include: security analyst, network systems security administrator, security policy analyst, and more.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Examine general security concepts and communication security.
- Harden networks against reconnaissance and penetration.
- Set up and construct a secure peer-to-peer and client server network.
- Identify the risks and threats to an organization's data and provide a structured way to address how to safeguard these areas.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO INFO 501	Introduction to Computers and Their Uses	3
CO INFO 531	Managing and Administering Windows Server	3
CO INFO 572	Introduction to Personal Computer Hardware Operating Systems	3
CO INFO 578	Routing and Switching Fundamentals	3
CO INFO 584	Network Security	3
CO INFO 587	Introduction to Computer Networks	3
CO INFO 592	Security in the Cloud	3
CO INFO 594**	Cybersecurity Operation	4

**CERTIFICATE - TOTAL UNITS** ..... 25

\*See Catalog course descriptions for prerequisites and/or corequisites.

\*\*Course offered in partnership with Cosumnes River College and Fresno City College.

**NETWORKING TECHNOLOGY**

**Certificate of Achievement**

(STATE CODE 08323)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Implement, configure, and maintain servers and server operating systems.
- Implement, configure, and maintain desktop operating systems.
- Understand and implement file system security on a variety of operating system.
- Apply a structured troubleshooting approach to solving system problems.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO INFO 514*	Supporting Windows Desktops	3
<b>OR</b>		
CO INFO 591*	Cloud Computing Architecture	3
CO SCI 534*	Operating Systems	3
CO SCI 535*	Supporting Windows Servers	3
CO SCI 587	Introduction to Computer Networks	3

**CERTIFICATE - TOTAL UNITS** ..... 12

\*See Catalog course description for prerequisites and/or corequisites.



## PERSONAL COMPUTER SERVICE TECHNOLOGY

### Certificate of Achievement

(STATE CODE 15079)

#### PROGRAM INFORMATION

The intent of this program is to provide graduates with on-demand industry skills and knowledge to install, configure, and support hardware and software on personal computers, mobile devices, and small wired and wireless networks.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply the principles of computer hardware including memory, storage, CPUs, ports, video, to install and maintain personal computing systems.
- Apply the principles of computer operating systems software and utility software (including antivirus and related security programs) to implement and support desktop systems.
- Install, maintain, and trouble-shoot small SOHO wired and wireless networks.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CO SCI 501	Introduction to Computers and Their Uses.....	3
CO INFO 514	Supporting Windows Desktops .....	3
	<i>OR</i>	
CO INFO 591*	Cloud Computing Architecture .....	3
CO INFO 572	Introduction to Personal Computer Hardware Operating Systems.....	3
	<i>OR</i>	
CO INFO 581*	Personal Computer Upgrade and Repair .....	3
	<i>OR</i>	
CO INFO 590	Introduction to Cloud Computing .....	3
CO SCI 587	Introduction to Computer Networks .....	3

**CERTIFICATE - TOTAL UNITS** .....12

\*See Catalog course description for prerequisites and/or corequisites.

## PROGRAMMING FOR BUSINESS

### Associate of Arts Degree

(STATE CODE 08322)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Develop, code and debug business-oriented computer programs in multiple languages.
- Design and implement database-driven applications with an accounting foundation.
- Design and implement Web pages and programs using digital images and interactive graphics.
- Understand how networks function and be able to do simple PC hardware troubleshooting.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
CO SCI 501	Introduction to Computers and Their Uses.....	3
CO SCI 508	Introduction to Programming Using Visual Basic .....	3
	<i>OR</i>	
CO SCI 575	Programming Fundamentals for Computer Science .....	3
CO SCI 533*	Databases Using Access and SQL.....	3
CO SCI 550	Introduction to Web Development Using Dreamweaver and CSS.....	3
	<i>OR</i>	
CO SCI 553*	Web Site Development Using HTML and JavaScript .....	3
CO SCI 552*	Programming in Java .....	3
CO INFO 561	Data Analysis for Computer Information Systems with Python .....	3
CO INFO 587	Introduction to Computer Networks .....	3
	<i>OR</i>	
CO INFO 590	Introduction to Cloud Computing .....	3

**Technical Electives - Select 18 semester units from the following:** ..... 18-19

**ADVANCED PROGRAMMING:** CO SCI 508 (3 units), 516\* (3 units), 532\* (3 units), 536\* (3 units), 539\* (3 units), 540\* (3 units), 541\* (3 units), 542\* (3 units), 546\* (3 units), 557\* (3 units), 559\* (3 units), 560\* (3 units), 575 (3 units)

**WEB:** CO SCI 534\* (3 units), 550 (3 units), 553\* (3 units), 554\* (3 units), 555\* (3 units), 556\* (3 units), 558 (3 units)

**NETWORK, CLOUD, OS:** CO INFO 531\* (3 units), 590 (3 units), 591\* (3 units), 592\* (3 units), CO SCI 514\* (3 units), 534\* (3 units), 535\* (3 units), 572 (3 units), 581\* (3 units), 587 (3 units)

**INFORMATION SYSTEMS:** ACCTG 001 (5 units), 002\* (5 units), BUS 005 (3 units), CAOT 032\* (3 units), ECON 001 (3 units), 002 (3 units)

**ONLY ONE COURSE CAN BE TAKEN FROM THE FOLLOWING:** ART 650 (3 units), 651 (3 units), CO SCI 547 (3 units), 548 (3 units), MULTIMD 200 (3 units), PHOTO 049A (3 units)

**MAJOR - TOTAL UNITS** ..... 39-40

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan	..... 21 units
CSU GE	CSU GE Breadth Certification Plan	..... 39 units
IGETC	Intersegmental GE Transfer Curriculum	..... 34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**PROGRAMMING FOR BUSINESS**

**Certificate of Achievement**

(STATE CODE 21810)

**PROGRAM INFORMATION**

The intent of this certificate program is to provide graduates with the skills needed to produce computer programs in a business/ industrial environment.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop, code and debug applications for business environments.
- Use office productivity software, operating systems, and web development tools in support of application development.
- Design and implement integrated applications and databases with a business or accounting foundation.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO SCI 501	Introduction to Computers and Their Uses.....	3
CO SCI 508	Introduction to Programming Using Visual Basic .....	3
	<b>OR</b>	
CO SCI 575	Programming Fundamentals for Computer Science .....	3
CO SCI 533*	Databases Using Access and SQL.....	3
CO SCI 541*	Advanced Database Programming Using Visual C# .....	3
	<b>OR</b>	
CO SCI 552*	Programming in Java .....	3
	<b>OR</b>	
CO SCI 557*	Advanced Programming for Android Devices .....	3
	<b>OR</b>	
CO SCI 559*	Advanced Programming for iOS Devices.....	3
	<b>OR</b>	
CO SCI 560*	Business Systems Design Using Oracle Developer and SQL Server .....	3
CO SCI 550	Introduction to Web Development Using HTML and CSS .....	3
	<b>OR</b>	
CO SCI 553*	Web Site Development Using HTML and JavaScript .....	3
	<b>OR</b>	

CO INFO 561	Data Analysis for Computer Information Systems with Python .....	3
	<b>OR</b>	
CO INFO 590	Introduction to Cloud Computing .....	3
<b>Choose one course from the following:</b> .....		<b>3-5</b>
ACCTG 001	Introductory Accounting I.....	5
BUS 005	Business Law I.....	3
CAOT 032*	Business Communications.....	3
ECON 001	Principles of Economics I.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>18-20</b>

*\*See Catalog course description for prerequisites and/or corequisites.*

**PROGRAMMING FOR COMPUTER SCIENCE**

**Associate of Science Degree**

(STATE CODE 02824)

**PROGRAM INFORMATION**

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 Los Angeles Pierce College counselor in the first semester for transfer education advisement. The student must also contact the transfer institution to determine entrance level.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Be able to develop computer programs in at least 3 programming languages with an emphasis on programming for technical, scientific, and engineering environments.
- Be able to use the classic algorithms, math, data structures and object-oriented programming commonly used in software development.
- Understand the impact that different computer architecture decisions have on system performance.



**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO SCI 501	Introduction to Computers and Their Uses . . . . .	3
CO SCI 516*	Beginning Computer Architecture and Organization . . . . .	3
CO SCI 532*	Advanced Data Structures and Introduction to Databases . . . . .	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
CO SCI 542*	Discrete Structures for Computer Science . . . . .	3
	<b>OR</b>	
PHILOS 009	Symbolic Logic I . . . . .	3
CO SCI 546*	Advanced Computer Architecture and Organization . . . . .	3
CO SCI 552*	Programming in Java . . . . .	3
CO SCI 575	Programming Fundamentals for Computer Science . . . . .	3
MATH 261* <sup>1</sup>	Calculus I . . . . .	5

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 5-7 semester units from the following:		
CO INFO 561	Data Analysis for Computer Information Systems with Python . . . . .	3
CO SCI 542*	Discrete Structures for Computer Science . . . . .	3
COUNSEL 004	Career Planning . . . . .	1
ENG GEN 101	Introduction to Science, Engineering and Technology . . . . .	2
MATH 227*	Statistics . . . . .	4
MATH 262*	Calculus II . . . . .	5
PHILOS 009	Symbolic Logic I . . . . .	3
STAT 001*	Elementary Statistics I for the Social Sciences . . . . .	3
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>40-42</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units**
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

<sup>1</sup>These courses are either graduation requirements and satisfy portions of the general education (GE) requirements in the LACCD General Education Plan. Students seeking either the CSU General Education Certified Plan or the Intersegmental General Education Transfer Curriculum (IGETC) should consult with a college counselor about possible additional/different GE requirements.

\*\*This degree has a minimum of 21 GE courses and satisfies the LACCD GE Plan (Math [5], English [3] and 15 additional GE units). Students needing the CSU or IGETC plans will have additional GE requirements. You should consult with a college counselor for details.

\*See Catalog course description for prerequisites and/or corequisites.

**ROUTING TECHNOLOGY****Certificate of Achievement**

(STATE CODE 35018)

**PROGRAM INFORMATION**

The Certificate of Achievement in Routing and Switching Technologies prepares students to enter or upgrade their careers in the support, design, implementation, maintenance and troubleshooting of local and wide area networks. The program is also designed to help students prepare for industry certifications such as Cisco CCNA R&S, CCENT,

and CompTIA's Network+. Pierce College is a Cisco Networking Academy and students learn industry standards in networking and Cisco device configuration.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Students apply vendor-neutral industry standards to designing and implementing IPv4 and IPv6 (Internet Protocol versions 4 and 6 [there is no version 5 in use in production networks]) addressing schemes for local area and wide area networks (LAN and WAN).
- Students apply the vendor-neutral OSI (Open Systems Interconnection) Seven Layer Model of network functionality and the TCP-IP (Transport Control Protocol – Internet Protocol) Four Layer model of network functionality to troubleshoot networking problems.
- Students utilize vendor-neutral standards and Cisco-specific commands to configure network routers and network switches to provide stable, reliable, scalable, and functional access to Internet networks and apply basic controls to access of the network.
- Students optionally seek industry certifications such as CompTIA's Network+, and Cisco's CCENT and CCNA R&S. These certifications are well respected and serve to help students gain entry or advancement in the computer networking world.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CO SCI 537*	LAN & VLAN Switching . . . . .	3
CO SCI 538*	Implementing Wide Area Networking . . . . .	3
CO SCI 578*	Routing and Switching Fundamentals . . . . .	3
CO SCI 587	Introduction to Computer Networks . . . . .	3
<b>CERTIFICATE - TOTAL UNITS . . . . .</b>		<b>12</b>

\*See Catalog course description for prerequisites and/or corequisites.

**WEBSITE DEVELOPMENT****Certificate of Achievement**

(STATE CODE 17797)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion,

please visit the Gainful Employment Disclosure website at:  
<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Create hand coded web pages using HTML, JavaScript, and CSS.
- Create server-side (active) web pages and applications (like a shopping cart).
- Manipulate graphic images and content to create interactive web pages.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 650	Graphic Design for the World Wide Web . . . . .	3
	<i>OR</i>	
ART 651	Animation for the Web I . . . . .	3
	<i>OR</i>	
CO SCI 547	Digital Image Processing and Programming for the Web . . .	3
	<i>OR</i>	
CO SCI 548	Web Development Using Flash and ActionScript . . . . .	3
	<i>OR</i>	
MEDIART 104	Photoshop for Motion Pictures and Television . . . . .	3
	<i>OR</i>	
MULTIMD 200	Digital Imaging . . . . .	3
	<i>OR</i>	
PHOTO 049A	Photographic Digital Imaging . . . . .	3
CO SCI 508	Introduction to Programming Using Visual Basic . . . . .	3
	<i>OR</i>	
CO SCI 575	Programming Fundamentals for Computer Science . . . . .	3
CO SCI 550	Introduction to Web Development Using Dreamweaver and CSS . . . . .	3
CO SCI 553*	Web Site Development Using HTML and JavaScript . . . . .	3
	<i>OR</i>	
CO SCI 555*	Advanced Website Development Using JavaScript and AJAX . . . . .	3

**CERTIFICATE - TOTAL UNITS** . . . . . **12**

\*See Catalog course description for prerequisites and/or corequisites.

**WEB DEVELOPMENT, PROGRAMMING AND SCRIPTING**

**Certificate of Achievement**

(STATE CODE 15085)

**PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:  
<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Develop a static website containing images, text, tables, forms and other related web page elements where all linked pages have a common design and appearance.
- Create and manipulate web-optimized digital images and interactive/animated content for inclusion in web environments.
- Use a variety of web development tools to create dynamic, data-driven, interactive web pages that include server-side and client-side behaviors.
- Integrate web and database systems to accept, store, analyze, and retrieve data to populate dynamic web content.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ART 650	Graphic Design for the World Wide Web . . . . .	3
	<i>OR</i>	
ART 651	Animation for the Web I . . . . .	3
	<i>OR</i>	
CO SCI 547	Digital Image Processing and Programming for the Web . . .	3
	<i>OR</i>	
CO SCI 548	Web Development Using Flash and ActionScript . . . . .	3
	<i>OR</i>	
MEDIART 104	Photoshop for Motion Pictures and Television . . . . .	3
	<i>OR</i>	
MULTIMD 200	Digital Imaging . . . . .	3
	<i>OR</i>	
PHOTO 049A	Photographic Digital Imaging . . . . .	3
CO SCI 508	Introduction to Programming Using Visual Basic . . . . .	3
	<i>OR</i>	
CO SCI 575	Programming Fundamentals for Computer Science . . . . .	3
CO SCI 533*	Databases Using Access and SQL . . . . .	3
	<i>OR</i>	
CO SCI 556*	Advanced Dreamweaver - Dynamic Website Development	3
CO SCI 550	Introduction to Web Development Using Dreamweaver and CSS . . . . .	3
CO SCI 553*	Web Site Development Using HTML and JavaScript . . . . .	3
	<i>OR</i>	
CO SCI 555*	Advanced Website Development Using JavaScript and AJAX . . . . .	3
CO SCI 554*	Server-Side Programming for the World Wide Web . . . . .	3

**CERTIFICATE - TOTAL UNITS** . . . . . **18**

\*See Catalog course description for prerequisites and/or corequisites.

**General Education Breadth Requirement**

**CSU GE BREADTH CERTIFICATION**

**Certificate of Achievement**

(STATE CODE 18603)

This general education certificate of achievement is awarded to students who receive full certification of the CSU GE Breadth Certification Plan.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- **Communication:** The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.



- **Critical Thinking:** The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- **Research and Information Literacy:** The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making.
- **Quantitative Analysis and Scientific Reasoning:** The student will demonstrate proficiency in the interpretation and description of quantitative data and situations, and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
- **Arts & Cultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

See *LAPC CSU General Education Certified Plan 2019-2020* on page 30.

## IGETC

### Certificate of Achievement

(STATE CODE 18604)

This general education certificate of achievement is awarded to students who receive full certification of the Intersegmental General Education Transfer Curriculum (IGETC).

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- **Communication:** The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
- **Critical Thinking:** The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- **Research and Information Literacy:** The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making.
- **Quantitative Analysis and Scientific Reasoning:** The student will demonstrate proficiency in the interpretation and description of quantitative data and situations, and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
- **Arts & Cultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

See *LAPC Intersegmental General Education Transfer Curriculum (IGETC) 2019-2020* on page 31.

## General Studies with an Area of Emphasis

### Associate of Arts Degree

#### PROGRAM INFORMATION

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who may not be planning to transfer to a university.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- **Communication:** The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
- **Critical Thinking:** The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- **Research and Information Literacy:** The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making.
- **Quantitative Analysis and Scientific Reasoning:** The student will demonstrate proficiency in the interpretation and description of

quantitative data and situations, and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.

- **Arts & Cultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

**CHOOSE A SINGLE AREA OF EMPHASIS**

Complete 18 units in one of the areas of emphasis listed below.

Each course counted toward major and area of emphasis requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

**GENERAL STUDIES: ARTS AND HUMANITIES**

(STATE CODE 19181)

This area of emphasis represents the core courses for students who want to explore a broad area of courses in the arts and humanities including: Art History, Music, Theater, Journalism, Dance, Communication and Modern Languages.

Courses used to satisfy the Area of Emphasis may also count toward general education requirements. Courses from a minimum two (2) academic disciplines must be completed from within the chosen Area of Emphasis. Each course used toward the unit requirement must be completed with a “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

**ANTHRO** 102 (3 units), 105 (3 units), 109 (3 units), 121 (3 units), 161 (3 units); **ART** 101 (3 units), 102 (3 units), 103 (3 units), 105 (3 units), 107 (3 units), 109 (3 units), 111 (3 units), 119 (3 units), 137 (3 units), 138 (3 units), 139 (3 units), 201 (3 units), 202 (3 units), 203 (3 units), 204 (3 units), 205 (3 units), 206 (3 units), 207 (3 units), 209 (3 units), 301 (3 units), 302 (3 units), 307 (3 units), 308 (3 units), 309 (3 units), 400 (3 units), 501 (3 units), 502 (3 units), 503 (3 units), 603 (3 units), 604 (3 units), 605 (3 units), 606 (3 units), 620 (3 units), 621 (3 units), 622 (3 units), 650 (3 units), 651 (3 units), 700 (3 units), 701 (3 units), 702 (3 units), 703 (3 units), 708 (3 units), 709 (3 units), 710 (3 units), 711 (3 units); **A S L** 001 (4 units), 002 (4 units), 003 (4 units), 004 (4 units), 016 (2 units), 025 (2 units), 040 (3 units); **CH DEV** 009 (3 units); **CINEMA** 003 (3 units), 005 (3 units), 104 (3 units), 107 (3 units); **COMM** 190 (3 units); **COUNSEL** 020 (3 units), 040 (3 units); **DANCEST** 452 (2 units), 801 (3 units), 802 (3 units), 805 (3 units), 806 (3 units), 807 (3 units), 814 (2 units), 815 (2 units), 820 (4 units), 821 (4 units), 822 (1 unit), 826 (1 unit); **DANCETQ** 101 (1 unit), 535 (2 units), 536 (2 units); **DNCESPC** 331 (1 unit), 441 (1 unit); **ENGLISH** 127 (3 units), 203 (3 units), 204 (3 units), 205 (3 units), 206 (3 units), 207 (3 units), 208 (3 units), 210 (3 units), 211 (3 units), 214 (3 units), 215 (3 units), 216 (3 units), 218 (3 units), 219 (3 units), 239 (3 units), 240 (3 units), 250 (3 units), 252 (3 units), 270 (3 units); **FRENCH** 001 (5 units), 002 (5 units), 003 (5 units), 004 (5 units), 005 (5 units), 006 (5 units), 008 (2 units), 010 (3 units); **HISTORY** 001 (3 units), 002 (3 units), 041 (3 units), 042 (3 units), 043 (3 units), 044 (3 units), 086 (3 units), 087 (3 units); **HUMAN** 006 (3 units), 031 (3 units); **ITALIAN** 001 (5 units), 002 (5 units), 003 (5 units), 004 (5 units), 005 (5 units), 008 (2 units), 010 (3 units); **JAPAN** 001 (5 units), 002 (5 units), 003 (5 units), 004 (5 units), 027 (3 units); **MUSIC** 111 (3 units), 121 (3 units), 122 (3 units), 251-1 (1 unit), 251-2 (1 unit), 251-3 (1 unit), 299 (1 unit), 321 (2 units), 322 (2 units), 323 (2 units), 324 (2 units), 411 (2 units), 412 (2 units), 413 (2 units), 414 (2 units), 501 (1 unit), 601 (2 units), 611 (2 units), 612 (2 units), 613 (2 units), 614 (2 units), 621 (2 units), 622 (2 units), 623 (2 units), 624 (2 units), 651 (2 units), 705 (1 unit), 721 (1 unit), 755 (1 unit); **PHILOS** 001 (3 units), 002 (3 units), 012 (3 units), 014 (3 units), 015 (3 units), 019 (3 units), 020 (3 units),

028 (3 units), 030 (3 units), 040 (3 units), 041 (3 units), 042 (3 units); **PHOTO** 009 (3 units), 027A (3 units), 027B (3 units), 101 (3 units), 102 (3 units); **SPANISH** 001 (5 units), 002 (5 units), 003 (5 units), 004 (5 units), 005 (5 units), 006 (5 units), 009 (3 units), 010 (3 units), 011 (3 units), 012 (3 units), 015 (3 units), 016 (3 units), 025 (3 units), 026 (3 units), 027 (3 units), 035 (5 units), 036 (5 units), 037 (5 units), 065 (3 units); **THEATER** 100 (3 units), 110 (3 units), 125 (3 units), 270 (3 units), 271 (3 units), 273 (2 units)

**ARTS AND HUMANITIES EMPHASIS TOTAL UNITS. . . . . 18**

**GENERAL STUDIES: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS**

(STATE CODE 19182)

This area of emphasis represents the core courses for students who want to explore a broad area of courses in the Sciences, Technology, Engineering or Mathematics. Students will develop an appreciation and understanding of the scientific method and an understanding of the relationships between science and other human activities.

Courses used to satisfy the Area of Emphasis may also count toward general education requirements. Courses from a minimum two (2) academic disciplines must be completed from within the chosen Area of Emphasis. Each course used toward the unit requirement must be completed with a “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

**ACCTG** 001 (5 units), 002 (5 units); **ANATOMY** 001 (4 units); **ANML SC** 501 (3 units), 510 (3 units), 511 (3 units), 512 (1 unit); **ANTHRO** 101 (3 units), 111 (2 units); **ASTRON** 001 (3 units), 002 (1 unit); **BIOLOGY** 003 (4 units), 006 (5 units), 007 (5 units), 010 (4 units), 011ABC (3 units), 012ABC (3 units), 110 (4 units), 121 (3 units), 122 (2 units), 123 (3 units); **CHEM** 051 (5 units), 060 (5 units), 101 (5 units), 102 (5 units), 211 (5 units), 212 (5 units), 221 (5 units); **CO SCI** 516 (3 units), 532 (3 units), 536 (3 units), 539 (3 units), 540 (3 units), 546 (3 units), 575 (3 units); **EARTH** 003 (4 units); **ELECTRN** 004A (3 units), 004B (1 unit); **ENG GEN** 131 (3 units) **ENV SCI** 001 (3 units), 002 (3 units), 007 (3 units); **GEOG** 001 (3 units), 003 (3 units), 015 (2 units), 017 (5 units), 019 (2 units), 023 (3 units), 025 (4 units), 033 (3 units), 036 (3 units), 037 (1 unit) 038 (3 units); **GIS** 025 (4 units), 036 (3 units), 037 (1 unit); **GEOLOGY** 001 (3 units), 002 (3 units), 006 (2 units), 007 (3 units), 010 (3 units), 012 (3 units); **MATH** 215 (3 units), 227 (4 units), 228B (5 units), 238 (5 units), 240 (3 units), 260 (5 units), 261 (5 units), 262 (5 units), 263 (5 units), 270 (3 units), 275 (3 units); **METEOR** 003 (3 units), 004 (2 units), 005 (3 units); **MICRO** 001 (5 units), 020 (4 units); **OCEANO** 001 (3 units), 010 (2 units); **PHYS SC** 004 (4 units), 006 (3 units); **PHYSICS** 006 (4 units), 007 (4 units), 012 (3 units), 066 (5 units), 067 (5 units), 101 (5 units), 102 (5 units), 103 (5 units); **PHYSIOL** 001 (4 units); **PLNT SC** 103 (3 units), 711 (3 units), 714 (3 units), 828 (3 units), 901 (3 units); **PSYCH** 002 (3 units), 073 (1 unit), **STAT** 101 (4 units)

**SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS EMPHASIS TOTAL UNITS. . . . . 18**

**GENERAL STUDIES: SOCIAL AND BEHAVIORAL SCIENCES**

(STATE CODE 19183)

This area of emphasis represents the core courses for students who want to explore a broad area of courses in the Social and Behavioral Sciences including Anthropology, Economics, Geography, History, Political Science, Psychology and Sociology.

Courses used to satisfy the Area of Emphasis may also count toward general education requirements. Courses from a minimum two (2) academic disciplines must be completed from within the chosen Area of Emphasis.



Each course used toward the unit requirement must be completed with a “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

**ADDICST** 015 (3 units); **ADM JUS** 001 (3 units), 002 (3 units), 004 (3 units), 067 (3 units), 174 (3 units), 305 (3 units); **ANTHRO** 101 (3 units), 102 (3 units), 105 (3 units), 106 (4 units), 109 (3 units), 111 (2 units), 121 (3 units), 132 (3 units), 141 (3 units), 161 (3 units); **ART** 101 (3 units), 102 (3 units), 103 (3 units), 105 (3 units), 109 (3 units), 111 (3 units); **BUS** 005 (3 units); **CAOT** 032 (3 units), 082 (3 units); **CHICANO** 002 (3 units), 007 (3 units), 008 (3 units), 080 (3 units); **CH DEV** 001 (3 units); **COMM** 101 (3 units), 104 (3 units), 121 (3 units), 122 (3 units), 151 (3 units); **COUNSEL** 020 (3 units), 040 (3 units); **ECON** 001 (3 units), 002 (3 units), 010 (3 units); **ENGLISH** 101 (3 units), 102 (3 units), 103 (3 units); **ENV SCI** 001 (3 units), 007 (3 units); **GEOG** 001 (3 units), 002 (3 units), 003 (3 units), 007 (3 units), 014 (3 units), 015 (2 units); **GEOG OR GIS** 025 (4 units), 033 (3 units), 038 (3 units); **HISTORY** 001 (3 units), 002 (3 units), 005 (3 units), 006 (3 units), 011 (3 units), 012 (3 units), 013 (3 units), 029 (3 units), 041 (3 units), 042 (3 units), 043 (3 units), 044 (3 units), 052 (3 units), 056 (3 units), 086 (3 units), 087 (3 units); **JOURNAL** 100 (3 units), 251 (3 units); **MATH** 215 (3 units), 227 (4 units), 228B (5 units), 238 (5 units), 240 (3 units), 260 (5 units), 261 (5 units), 262 (5 units), 263 (5 units); **PHILOS** 005 (3 units), 006 (3 units), 009 (3 units); **POL SCI** 001 (3 units), 002 (3 units), 005 (3 units), 007 (3 units), 014 (3 units), 019 (3 units), 030 (3 units); **PSYCH** 001 (3 units), 002 (3 units), 013 (3 units), 014 (3 units), 016 (3 units), 032 (3 units), 040 (3 units), 041 (3 units), 052 (3 units), 060 (3 units), 066 (3 units), 069 (3 units), 073 (1 unit), 074 (3 units); **SOC** 001 (3 units), 002 (3 units), 003 (3 units), 004 (3 units), 011 (3 units), 013 (3 units), 015 (3 units), 021 (3 units), 028 (3 units), 029 (3 units), 035 (3 units), 037 (3 units), 086 (3 units), 087 (3 units); **SPANISH** 010 (3 units), 016 (3 units); **STAT** 001 (3 units), 101 (4 units)

**SOCIAL AND BEHAVIORAL SCIENCES EMPHASIS TOTAL UNITS ..... 18**

## GENERAL STUDIES: WOMEN’S STUDIES

(STATE CODE 30477)

The Women’s Studies Area of Emphasis 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.

**ANTHRO** 109 (3 units); **CHICANO** 047 (3 units); **ENGLISH** 239 (3 units); **HEALTH** 008 (3 units); **HISTORY** 052 (3 units); **POL SCI** 019 (3 units); **PSYCH** 016 (3 units), 032 (3 units), 052 (3 units); **SOC** 021 (3 units), 028 (3 units), 031 (3 units)

**WOMEN’S STUDIES EMPHASIS TOTAL UNITS ..... 18**

### GENERAL EDUCATION - REQUIRED COURSES

*Students must complete one of the following General Education Plans:*

LACCD GE LACCD General Education Plan .....21 units  
 CSU GE CSU GE Breadth Certification Plan .....39 units  
 IGETC Intersegmental GE Transfer Curriculum ..... 34-37 units

## Industrial Technology

### AUTOMOTIVE EMISSION SPECIALIST

#### Certificate of Achievement

(STATE CODE 15092)

*Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke*

#### PROGRAM INFORMATION

This certificate program prepares the student to become a California Smog Check Technician.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate the knowledge, skills, and abilities to successfully pass California smog license test.
- Knowledge of the California clean air rules and regulations.
- Working knowledge of automotive electronic computer control systems.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S T 003	Engine Diagnosis and Tune-Up .....	5
A S T 004	Starting and Charging Systems/Automotive Electrical Circuits.....	5
A S T 020	Advanced Engine Diagnostics and Performance .....	4
A S T 023	Enhanced Clean Air Car.....	4
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>18</b>

## AUTOMOTIVE LIGHT SERVICE TECHNICIAN

### Certificate of Achievement

(STATE CODE 15093)

Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke

#### PROGRAM INFORMATION

This certificate program prepares the student for employment in a service station, tire store, brake/front end shop, or a general service garage.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Maintain, diagnose, and repair basic automotive systems.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S T 002	Suspension Brakes and Power Systems .....	5
A S T 004	Starting and Charging Systems/Automotive Electrical Circuits .....	5
A S T 007	Air Conditioning .....	3
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>13</b>

## AUTOMOTIVE PERFORMANCE APPLICATIONS

### Certificate of Achievement

(STATE CODE 19007)

Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke

#### PROGRAM INFORMATION

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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Knowledge and skills necessary for entrance and advancement in the automotive performance industry.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S T 041	Precision Lower-End Engine Blueprinting and Assembly ..	3
A S T 042	Performance Chassis and Suspension Systems .....	3
A S T 043	Dyno Tuning for Performance .....	3
A S T 044	Precision Upper-End Engine Assembly .....	3
A S T 045	Chassis, Suspension and Interior Fabrication Techniques ..	3
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>15</b>

## AUTOMOTIVE POWERTRAIN SPECIALIST

### Certificate of Achievement

(STATE CODE 15094)

Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke

#### PROGRAM INFORMATION

This certificate program prepares the student to become an Automotive Heavy Line Technician.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Maintain, diagnose and repair automotive drive line systems.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S T 001	Automotive Engines .....	5
A S T 005	Standard Transmissions, Clutches, Drive Lines & Differentials .....	3
A S T 006	Automatic Transmissions .....	5
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>13</b>

## AUTOMOTIVE SERVICE TECHNOLOGY

### Associate of Science Degree

(STATE CODE 02828)

Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke

#### PROGRAM INFORMATION

The following associate degree is offered to prepare the student to work in the automotive service and repair field. In collaboration with industry, the college faculty have developed the program shown below which leads to an Associate of Science Degree in Automotive Service Technology. An Advisory Committee composed of industry professionals meets regularly to discuss the training and skills required of an automotive technician. Updates to the curriculum are made in order to meet the current and projected future needs for technologically skilled automotive technicians, Smog Check technicians, service writers and shop managers.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Basic knowledge and skills for maintenance and repair of brakes and suspension systems.
- Knowledge and skills for maintenance and repair of electrical and electronic systems.
- Knowledge and skills for maintenance and repair of Powertrain and drive line systems.
- Knowledge and skills for maintenance and repair of Emission systems and Climate-comfort control systems.
- Knowledge of automotive technician performance applications.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
A S T 001	Automotive Engines. ....	5
A S T 002	Suspension Brakes and Power Systems ....	5
A S T 003	Engine Diagnosis and Tune-Up ....	5
A S T 004	Starting and Charging Systems/Automotive Electrical Circuits. ....	5
A S T 005	Standard Transmissions, Clutches, Drive Lines & Differentials ....	3
A S T 006	Automatic Transmissions ....	5
A S T 007	Air Conditioning ....	3
A S T 008*	Shop Operations and Management I. ....	4
A S T 009*	Shop Operations and Management II. ....	4
A S T 020	Advanced Engine Diagnostics and Performance ....	4

Select one course from the following: ..... 3-4

A S T 023	Enhanced Clean Air Car. ....	4
A S T 025	Fundamentals of Auto Mechanics ....	4
A S T 041	Precision Lower-End Engine Blueprinting and Assembly ..	3
A S T 042	Performance Chassis and Suspension Systems. ....	3
A S T 043	Dyno Tuning for Performance ....	3
A S T 044	Precision Upper-End Engine Assembly ....	3
A S T 045	Chassis, Suspension and Interior Fabrication Techniques ..	3
A S T 053	Introduction to Alternative Fuels. ....	3
A S T 055	Hybrid Service and Safety ....	3

**MAJOR - TOTAL UNITS. .... 46-47**

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan ....	.21 units
CSU GE	CSU GE Breadth Certification Plan ....	.39 units
IGETC	Intersegmental GE Transfer Curriculum ....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**AUTOMOTIVE SERVICE TECHNOLOGY****Certificate of Achievement**

(STATE CODE 21812)

For students who wish to complete a minimum of classes in one year to prepare for employment. A minimum of 44 units is required.

Faculty Advisors: Professor Tom Fortune, Professor Mike Van Dyke

**PROGRAM INFORMATION**

The Certificate Program is designed for students wishing to complete only the technical requirements of the Automotive Service Technology Associate Degree program, secure employment and possibly complete the Automotive Service Technology Associate Degree while employed and attending Los Angeles Pierce College part time.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Basic knowledge and skills for maintenance and repair of brakes and suspension systems.
- Knowledge and skills for maintenance and repair of electrical and electronic systems.
- Knowledge and skills for maintenance and repair of Powertrain and drive line systems.
- Knowledge and skills for maintenance and repair of Emission systems and Climate-comfort control systems.
- Knowledge of automotive technician performance applications.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
A S T 001	Automotive Engines. ....	5
A S T 002	Suspension Brakes and Power Systems ....	5
A S T 003	Engine Diagnosis and Tune-Up ....	5
A S T 004	Starting and Charging Systems/Automotive Electrical Circuits. ....	5
A S T 005	Standard Transmissions, Clutches, Drive Lines & Differentials ....	3
A S T 006	Automatic Transmissions ....	5
A S T 007	Air Conditioning ....	3
A S T 008*	Shop Operations and Management I. ....	4
A S T 009*	Shop Operations and Management II. ....	4
A S T 020	Advanced Engine Diagnostics and Performance ....	4

Select one course from the following: ..... 3-4

A S T 023	Enhanced Clean Air Car. ....	4
A S T 025	Fundamentals of Auto Mechanics ....	4
A S T 041	Precision Lower-End Engine Blueprinting and Assembly ..	3
A S T 042	Performance Chassis and Suspension Systems. ....	3
A S T 043	Dyno Tuning for Performance ....	3
A S T 044	Precision Upper-End Engine Assembly ....	3

A S T 045 Chassis, Suspension and Interior Fabrication Techniques . . . 3  
**CERTIFICATE - TOTAL UNITS . . . . . 46-47**

\*See Catalog course description for prerequisites and/or corequisites.

## ELECTRONICS AND ELECTRIC TECHNOLOGY: ELECTRONICS

### Associate of Science Degree

(STATE CODE 02827)

#### PROGRAM INFORMATION

Representatives from the electronics industry and Los Angeles Pierce College faculty have collaborated to design this course of study. Completion of this program prepares the student for employment as an electronics technician.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply principles of electronics and electronic devices, linear circuits, and electronic communications.
- Safely and effectively use a variety of equipment to diagnose, analyze, and build or repair electronics systems.
- Provides the student with knowledge of digital circuits and microprocessors.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
ELECTRN 004A*	Fundamentals of Electronics I . . . . .	3
ELECTRN 004B*	Fundamentals of Electronics I . . . . .	1
ELECTRN 006A*	Fundamentals of Electronics II . . . . .	3
ELECTRN 006B*	Fundamentals of Electronics II . . . . .	1
ELECTRN 008A*	Electron Devices . . . . .	3
ELECTRN 008B*	Electron Devices . . . . .	1
ELECTRN 026	Linear Circuits . . . . .	3
ELECTRN 028	Electronic and Electro-Mechanical Drafting I . . . . .	2
ELECTRN 044*	Communications Electronics . . . . .	3
ELECTRN 045*	Communications Electronics Laboratory . . . . .	1
ELECTRN 048A	Integrated Circuits . . . . .	3
ELECTRN 048B	Integrated Circuits Laboratory . . . . .	1
ELECTRN 060*	Microwave Fundamentals . . . . .	3
ELECTRN 061*	Microwave Fundamentals Laboratory . . . . .	1
ELECTRN 063	Circuit Analysis Laboratory . . . . .	1
ELECTRN 072A*	Digital Circuits I . . . . .	3
ELECTRN 072B*	Digital Circuits I . . . . .	1
ELECTRN 074A*	Digital Circuits II . . . . .	3

ELECTRN 074B\* Digital Circuits II . . . . . 1  
**MAJOR - TOTAL UNITS . . . . . 38**

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

For additional electives, see Electronics Department Advisor.

Please refer to the discipline webpage:

<http://info.piercecollege.edu/departments/electronics/>

\*See Catalog course description for prerequisites and/or corequisites.

### Certificate of Achievement

#### PROGRAM INFORMATION

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 20 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.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### CERTIFICATE PROGRAM CORE REQUIREMENTS

SUBJECT & NO.	COURSE	UNITS
ELECTRN 004A*	Fundamentals of Electronics I . . . . .	3
ELECTRN 004B*	Fundamentals of Electronics I . . . . .	1
ELECTRN 006A*	Fundamentals of Electronics II . . . . .	3
ELECTRN 006B*	Fundamentals of Electronics II . . . . .	1
ELECTRN 008A*	Electron Devices . . . . .	3
ELECTRN 008B*	Electron Devices . . . . .	1

#### CERTIFICATE SPECIALIZATION OPTIONS:

##### Electronics: ANALOG

(STATE CODE 10731)

SUBJECT & NO.	COURSE	UNITS
ELECTRN 026	Linear Circuits . . . . .	3
ELECTRN 048A	Integrated Circuits . . . . .	3
ELECTRN 048B	Integrated Circuits Laboratory . . . . .	1
ELECTRN 063	Circuit Analysis Laboratory . . . . .	1

**CERTIFICATE - TOTAL UNITS . . . . . 20**

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Apply principles of electronics and electronic devices, linear circuits, and electronic communications.
- Safely and effectively use a variety of equipment to diagnose, analyze, and build or repair electronics systems.



**Electronics: COMMUNICATIONS****(STATE CODE 10730)**

SUBJECT & NO.	COURSE	UNITS
ELECTRN 044*	Communications Electronics .....	3
ELECTRN 045*	Communications Electronics Laboratory .....	1
ELECTRN 060*	Microwave Fundamentals .....	3
ELECTRN 061*	Microwave Fundamentals Laboratory .....	1
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>20</b>

**PROGRAM LEARNING OUTCOMES***Upon completion of this program, students will:*

- Apply principles of electronics and electronic devices, linear circuits, and electronic communications.
- Safely and effectively use a variety of equipment to diagnose, analyze, and build or repair electronics systems.
- Provides the student knowledge of communication and microwave electronics.

**Electronics: DIGITAL****(STATE CODE 10729)**

SUBJECT & NO.	COURSE	UNITS
ELECTRN 072A*	Digital Circuits I .....	3
ELECTRN 072B*	Digital Circuits I .....	1
ELECTRN 074A*	Digital Circuits II .....	3
ELECTRN 074B*	Digital Circuits II .....	1
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>20</b>

**PROGRAM LEARNING OUTCOMES***Upon completion of this program, students will:*

- Apply principles of electronics and electronic devices, linear circuits, and electronic communications.
- Safely and effectively use a variety of equipment to diagnose, analyze, and build or repair electronics systems.
- Provides the student with knowledge of digital circuits and microprocessors.

**ENGINEERING GRAPHICS AND DESIGN TECHNOLOGY****Associate of Science Degree****(STATE CODE 32318)***Faculty Advisor: Professor Elizabeth Cheung***PROGRAM INFORMATION**

In collaboration with industry, the college faculty have developed the program shown below which leads to an Associate of Science degree in Engineering Graphics and Design Technology. This associate degree program provides students with competency skills in computer-aided design (CAD) software and knowledge of design and manufacturing processes and drafting standards. Students will achieve a strong skill set to obtain a position as a mechanical drafter or designer in the manufacturing and product development fields.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses.

Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES***Upon completion of this program, students will:*

- Create, modify, and analyze models, assemblies, and drawings using 2D and 3D CAD software.
- Evaluate and apply knowledge of the engineering design process, manufacturing processes, and materials to design and/or manufacturing projects.
- Apply and interpret dimensioning and tolerancing in accordance with industry standards.
- Collaborate and communicate effectively as members of a project team.
- Demonstrate proficiency in the use of computer software to control machine tools.
- Apply skills and knowledge in one or more of the following fields to engineering design: GIS, Architecture, Welding, and/or Electronics.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CAOT 055	Career Skills for the Workplace .....	3
EGD TEK 101*	Engineering Graphics .....	3
EGD TEK 111*	2-D Computer-Aided Drafting .....	3
EGD TEK 210*	3D Computer-Aided Design .....	3
EGD TEK 310*	Engineering Design .....	3
IND TEK 105	Industrial Print Reading with GD&T .....	3
IND TEK 130	Technology of Metal Machining Processes I .....	3
IND TEK 140	Fundamentals of CNC Technology .....	3
IND TEK 346	CAM Programming Using SURFCAM .....	3
<b>Select one course from the following: .....</b>		<b>3-5</b>
MATH 120*	Plane Geometry .....	5
MATH 240*	Trigonometry .....	3
MATH 260*	Precalculus .....	5
MATH 261*	Calculus I .....	5

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select 4-5 semester units from the following: .....</b>		<b>4-5</b>
ARC 162	Computer-Aided Design and Drafting .....	3
ARC 271*	Architectural Drawing III .....	3
ARC 272*	Architectural Drawing IV .....	3
EGD TEK 131*	CAD-Advanced Applications 3-D .....	2
ELECTRN 004A*	Fundamentals of Electronics I .....	3
ELECTRN 004B*	Fundamentals of Electronics I .....	1
ENG GEN 101	Introduction to Science, Engineering and Technology .....	2
ENG GEN 131*	Statics .....	3
GEOG/GIS 025	Introduction to Geographic Information Systems and Laboratory .....	4
IND TEK 161	Oxy-Acetylene Welding I .....	3
IND TEK 162*	Oxy-Acetylene Welding II .....	3
IND TEK 230*	Technology of Metal Machining Processes II .....	3

IND TEK 261* Arc Welding I .....	3
<b>MAJOR - TOTAL UNITS .....</b>	<b>34-37</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**ENGINEERING GRAPHICS AND DESIGN TECHNOLOGY**

**Certificate of Achievement**

(STATE CODE 32336)

Prerequisite: MATH 110 or appropriate skill level demonstrated through the Mathematics placement process. Verification required upon request.

Faculty Advisor: Professor Elizabeth Cheung

**PROGRAM INFORMATION**

In collaboration with industry, the college faculty have developed the program shown below which leads to a Certificate in Engineering Graphics & Design Technology. This certificate program is intended for students who are looking to develop marketable skills in computer-aided design (CAD) software and drafting standards with the completion of 21 semester units. Students may choose to continue their education to pursue an A.S. degree in Engineering Graphics & Design Technology.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Create, modify, and analyze models, assemblies, and drawings using 2D and 3D CAD software.
- Evaluate and apply knowledge of the engineering design process, manufacturing processes, and materials to design and/or manufacturing projects.
- Apply and interpret dimensioning and tolerancing in accordance with industry standards.
- Collaborate and communicate effectively as members of a project team.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CAOT 055	Career Skills for the Workplace.....	3
EGD TEK 101*	Engineering Graphics .....	3
EGD TEK 111*	2-D Computer-Aided Drafting.....	3
EGD TEK 210*	3D Computer-Aided Design.....	3
EGD TEK 310*	Engineering Design .....	3
IND TEK 105	Industrial Print Reading with GD&T.....	3

IND TEK 130 Technology of Metal Machining Processes I .....	3
<b>CERTIFICATE - TOTAL UNITS .....</b>	<b>21</b>

\*See Catalog course description for prerequisites and/or corequisites.

**GAS AND ELECTRIC WELDING**

**Associate of Science Degree**

(STATE CODE 36910)

Faculty Advisor: Professor Darlene Thompson

**PROGRAM INFORMATION**

The Associate of Science in Gas and Electric Welding degree is intended for students who are looking to develop their trade skills in Gas and Electric Welding pursuant to the standards established by the American Welding Society. Students learn hands-on, technical, and calculation skills that can be applied in a multitude of industry occupations such as automotive, construction, transportation, aerospace, and the medical field. This degree also prepares students to transfer to four-year institutions.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Perform trade calculations related to welding construction and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.
- Students will be knowledgeable, and demonstrate welding using Shielded Metal Arc Welding (SMAW) techniques to weld in flat, horizontal, vertical, and overhead position using E7018 electrode.
- Students will have the necessary skill for welding all positions related to plate.
- Students will have the knowledge, aptitude, and skills necessary for employment in welding.
- Students will be able to set-up and operate Shielded Metal Arc Welding equipment, and demonstrate welding techniques.
- Use hand and power tools to perform welding construction and maintenance work, such as grinders, sanders, drill press, and band saw.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
IND TEK 161	Oxy-Acetylene Welding I .....	3
IND TEK 261*	Arc Welding I.....	3
IND TEK 262*	Arc Welding 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 Welding II .....	3
Select one course from the following: .....		3
EGD TEK 101	Engineering Graphics .....	3
IND TEK 105	Industrial Print Reading with GD&T .....	3
IND TEK 130	Technology of Metal Machining Processes I .....	3
IND TEK 140	Fundamentals of CNC Technology .....	3
IND TEK 346	CAM Programming Using SURFCAM .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>24</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**GAS AND ELECTRIC WELDING****Certificate of Achievement**

(STATE CODE 36911)

Faculty Advisor: Professor Darlene Thompson

**PROGRAM INFORMATION**

The Gas and Electric Welding Certificate of Achievement is intended for students who are looking to develop their trade skills in Gas and Electric Welding pursuant to the standards established by the American Welding Society. Students learn hands-on, technical, and calculation skills that can be applied in a multitude of industry occupations such as automotive, construction, transportation, aerospace, and the medical field. Upon successful completion of the program, students are prepared to enter the following career opportunities: welders, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricators.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Perform trade calculations related to welding construction and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.
- Students will be knowledgeable, and demonstrate welding using Shielded Metal Arc Welding (SMAW) techniques to weld in flat, horizontal, vertical, and overhead position using E7018 electrode.
- Students will have the necessary skill for welding all positions related to plate.

- Students will have the knowledge, aptitude, and skills necessary for employment in welding.
- Students will be able to set-up and operate Shielded Metal Arc Welding equipment, and demonstrate welding techniques.
- Use hand a power tools to perform welding construction and maintenance work, such as grinders, sanders, drill press, and band saw.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
IND TEK 161	Oxy-Acetylene Welding I .....	3
IND TEK 261*	Arc Welding I .....	3
IND TEK 262*	Arc Welding 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 Welding II .....	3

Select one course from the following: .....

EGD TEK 101	Engineering Graphics .....	3
IND TEK 105	Industrial Print Reading with GD&T .....	3
IND TEK 130	Technology of Metal Machining Processes I .....	3
IND TEK 140	Fundamentals of CNC Technology .....	3
IND TEK 346	CAM Programming Using SURFCAM .....	3

**CERTIFICATE - TOTAL UNITS** .....

\*See Catalog course description for prerequisites and/or corequisites.

**NUMERICAL CONTROL PROGRAMMING****Associate of Science Degree**

(STATE CODE 02831)

Faculty Advisor: Professor Elizabeth Cheung

**PROGRAM INFORMATION**

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.

Courses may be taken in any sequence, but recommended preparation should be met.

Completion of the following three courses, IND TEK 105, 130 and 140, may provide entry level employment opportunities.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Knowledge to prepare NC programs that control the operation of various manufacturing equipment.
- Safely and effectively use a variety of machine tools. Work with inspection machines, woodworking machines, laser machines and robots.
- Ability to work independently or as a team member.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
IND TEK 105	Industrial Print Reading with GD&T.....	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 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
IND TEK 332*	Projects Laboratory in Metal Machining Processes I.....	3
IND TEK 346	CAM Programming Using SURFCAM.....	3
IND TEK 444*	Projects Laboratory--CNC Lathe Programming.....	3
IND TEK 448*	Projects Laboratory--CNC Mill Programming.....	3

**MAJOR - TOTAL UNITS.....33**

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan.....	.21 units
CSU GE	CSU GE Breadth Certification Plan.....	.39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**NUMERICAL CONTROL PROGRAMMING**

**Certificate of Achievement**

(STATE CODE 21814)

Faculty Advisor: Professor Elizabeth Cheung

**PROGRAM INFORMATION**

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 Los Angeles 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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Knowledge to prepare NC programs that control the operation of various manufacturing equipment.
- Safely and effectively use a variety of machine tools. Work with inspection machines, woodworking machines, laser machines and robots.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
IND TEK 105	Industrial Print Reading with GD&T.....	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 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
IND TEK 332*	Projects Laboratory in Metal Machining Processes I.....	3
IND TEK 346	CAM Programming Using SURFCAM.....	3
IND TEK 444*	Projects Laboratory--CNC Lathe Programming.....	3
IND TEK 448*	Projects Laboratory--CNC Mill Programming.....	3
MATH 125*	Intermediate Algebra or higher.....	3-5

**CERTIFICATE - TOTAL UNITS.....36-38**

\*See Catalog course description for prerequisites and/or corequisites.

**Mathematics**

**Associate of Arts Degree**

(STATE CODE 22923)

**PROGRAM INFORMATION**

A student may earn a Mathematics Associate Degree in Arts by satisfactory completion of at least 18 units in mathematics courses listed below, in addition to the Associate Degree Common Requirements. At least 6 of those units must be from Math 263, Math 270, or Math 275.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Model and solve applied problems using derivatives, integrals, systems of equations, and/or differential equations as appropriate.
- Interpret values of functions and solutions of equations in an applied context.



- Evaluate derivatives, integrals, and solutions to differential equations whether the problem is given algebraically, graphically, numerically, or verbally.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select two courses from the following: . . . . . 6-8</b>		
MATH 263*	Calculus III . . . . .	5
MATH 270*	Linear Algebra. . . . .	3
MATH 275*	Ordinary Differential Equations. . . . .	3
<b>Select three courses from the following: . . . . . 14-15</b>		
MATH 227*	Statistics . . . . .	4
MATH 261*	Calculus I . . . . .	5
MATH 262*	Calculus II . . . . .	5
MATH 263*	Calculus III . . . . .	5
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>20-23</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

## Media Arts

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### JOURNALISM

#### Associate of Arts Degree

(STATE CODE 02822)

*See also Photojournalism for a different AA degree option.*

**PROGRAM INFORMATION**

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 prelaw 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Demonstrate the ability to conduct research, gather information, write clearly and correctly, and present relevant news or persuasive information at a professional level.
- Think critically, creatively, and independently; evaluate their own work and the work of others for accuracy, fairness, clarity, style, and correctness.
- Demonstrate an understanding of the history of mass communications (journalism, cinema, broadcasting), the diversity of groups in a global society in relationship to communications, and the role of mass communications in society.
- Demonstrate an understanding of the ethical concepts, legal implications, considerations, and practices that guide the mass media professions.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
BRDCSTG 001	Fundamentals of Television and Radio Broadcasting . . . . .	3
JOURNAL 100	Social Values in Mass Communication . . . . .	3
JOURNAL 101	Collecting and Writing News . . . . .	3
JOURNAL 108	Article Writing . . . . .	3
<b>OR</b>		
JOURNAL 220	Magazine Production . . . . .	3
JOURNAL 202*	Advanced Newswriting . . . . .	3
JOURNAL 218*	Practical Editing . . . . .	3
JOURNAL 219*	Techniques for Staff Editors. . . . .	1
<b>OR</b>		
LIB SCI 102	Internet Research Methods . . . . .	1
PHOTO 101	Beginning Digital Photography . . . . .	3
MEDIART 801	Digital Media Storytelling . . . . .	3
<b>OR</b>		
PHOTO 020	Beginning Photojournalism . . . . .	4

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select 6 semester units from the following: . . . . . 6</b>		
CO SCI 501	Introduction to Computers and Their Uses. . . . .	3
ENGLISH 102*	College Reading and Composition II . . . . .	3
GEOG 002	Cultural Elements of Geography . . . . .	3
JOURNAL 217*	Publication Laboratory . . . . .	2
PHOTO 021*	News Photography . . . . .	4
POL SCI 001	The Government of the United States. . . . .	3
POL SCI 007	Contemporary World Affairs . . . . .	3
PUB REL 001	Principles of Public Relations . . . . .	3
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>31-33</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

# PHOTOGRAPHY

## Associate of Science Degree

(STATE CODE 36946)

### PROGRAM INFORMATION

The photography program teaches visual communication including producing images that tell stories, illustrate ideas, record events, express moods, make a statement, shape contemporary culture and sell products. Traditionally photography was done with film and wet dark-room processes. We now have a state-of-the-art digital photo lab where students can use Apple Macintosh computers for image processing and printing, as is currently done in the industry. Students will learn photographic skills including lighting, image processing and printing. Skills learned will be further enhanced being part of the Pierce College Media Arts Department publications, the Roundup and the Bull.

Upon completion of this program, degree holders should be able to apply the skill sets in a variety of photography careers, such as commercial and advertising photography, photojournalism and other photography businesses. These skills are also applicable in journalism fields as well as film, television and electronic media. Specific careers related to this degree would include: Photographer; Portrait Photographer; Sports Photographer; Photo Studio Owner; Advertising Photographer; Commercial Photographer; Press Photographer; Photo Editor; Television Camera Operator; Magazine Features Editor; Graphic Designer; Medical Illustrator. Jobs where this could be useful include: Advertising Art Director; Film/Video Editor; Stylist; Visual Merchandiser; Web Content Manager; Web Designer; Digital Marketer.

### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Using various photographic tools students will be able to produce photographs using various digital camera types and apply a variety of lighting techniques to the production of photographs. Students will also be able to produce photographs using various photographic papers and digital output.
- Students will develop a personal visual style which will help them to create a portfolio and related materials for job preparation.
- Students will be able to define business goals and self-promotion strategies to help them in job preparation. Additionally they will be able to describe successful working relationships with clients and subjects, to further this preparation.
- Students will have sufficient mastery of one or more media to complete the technical and formal challenges pertinent to a body of original work and will be able to clearly communicate the content and context of their work visually, orally and in writing.

### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
PHOTO 009	Introduction to Cameras and Composition . . . . .	3
	<i>OR</i>	
PHOTO 101	Beginning Digital Photography . . . . .	3
PHOTO 016*	Fundamental Commercial Photography . . . . .	3
PHOTO 020	Beginning Photojournalism . . . . .	4
PHOTO 027A	History & Aesthetics of Photography A . . . . .	3
	<i>OR</i>	
PHOTO 027B	History & Aesthetics of Photography B . . . . .	3
PHOTO 049A	Photographic Digital Imaging . . . . .	3
PHOTO 102*	Advanced Digital Photography . . . . .	4

### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Choose one course from the following:</b> . . . . .		<b>3-4</b>
PHOTO 021*	News Photography . . . . .	4
PHOTO 027A	History & Aesthetics of Photography A . . . . .	3
PHOTO 027B	History & Aesthetics of Photography B . . . . .	3
PHOTO 035	Travel Photography . . . . .	3
PHOTO 036*	Documentary Photography . . . . .	3
PHOTO 037*	Visual Journalism: Photography, Video and Multimedia . . . . .	4
PHOTO 049B	Advanced Photographic Digital Imaging . . . . .	3
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>23-24</b>

### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

# PHOTOGRAPHY

## Certificate of Achievement

(STATE CODE 36947)

### PROGRAM INFORMATION

The photography program teaches visual communication including producing images that tell stories, illustrate ideas, record events, express moods, make a statement, shape contemporary culture and sell products. Traditionally photography was done with film and wet dark-room processes. We now have a state-of-the-art digital photo lab where students can use Apple Macintosh computers for image processing and printing, as is currently done in the industry. Students will learn photographic skills including lighting, image processing and printing. Skills learned will be further enhanced being part of the Pierce College Media Arts Department publications, the Roundup and the Bull.

Upon completion of this program, degree holders should be able to apply the skill sets in a variety of photography careers, such as commercial and advertising photography, photojournalism and other photography businesses. These skills are also applicable in journalism fields as well as film, television and electronic media. Specific careers related to this degree would include: Photographer; Portrait Photographer; Sports Photographer; Photo Studio Owner; Advertising Photographer; Commercial Photographer; Press Photographer; Photo Editor; Television Camera Operator; Magazine Features Editor; Graphic Designer; Medical Illustrator. Jobs where this could be useful include: Advertising Art Director; Film/Video Editor;



Stylist; Visual Merchandiser; Web Content Manager; Web Designer; Digital Marketer.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Using various photographic tools students will be able to produce photographs using various digital camera types and apply a variety of lighting techniques to the production of photographs. Students will also be able to produce photographs using various photographic papers and digital output.
- Students will develop a personal visual style which will help them to create a portfolio and related materials for job preparation.
- Students will be able to define business goals and self-promotion strategies to help them in job preparation. Additionally they will be able to describe successful working relationships with clients and subjects, to further this preparation.
- Students will have sufficient mastery of one or more media to complete the technical and formal challenges pertinent to a body of original work and will be able to clearly communicate the content and context of their work visually, orally and in writing.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
PHOTO 009	Introduction to Cameras and Composition .....	3
	<b>OR</b>	
PHOTO 101	Beginning Digital Photography .....	3
PHOTO 016*	Fundamental Commercial Photography .....	3
PHOTO 020	Beginning Photojournalism .....	4
PHOTO 027A	History & Aesthetics of Photography A .....	3
	<b>OR</b>	
PHOTO 027B	History & Aesthetics of Photography B .....	3
PHOTO 049A	Photographic Digital Imaging .....	3
PHOTO 102*	Advanced Digital Photography .....	4

#### CERTIFICATE - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
Choose one course from the following: .....		3-4
PHOTO 021*	News Photography .....	4
PHOTO 027A	History & Aesthetics of Photography A .....	3
PHOTO 027B	History & Aesthetics of Photography B .....	3
PHOTO 035	Travel Photography .....	3
PHOTO 036*	Documentary Photography .....	3
PHOTO 037*	Visual Journalism: Photography, Video and Multimedia .....	4
PHOTO 049B	Advanced Photographic Digital Imaging .....	3

**CERTIFICATE - TOTAL UNITS** ..... **23-24**

\*See Catalog course description for prerequisites and/or corequisites.

## PHOTOJOURNALISM

### Associate of Arts Degree

(STATE CODE 08321)

Also see *Journalism* for a different AA degree option.

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate the ability to conduct research, gather information, write clearly and correctly, and present relevant news or persuasive information at a professional level.
- Think critically, creatively, and independently; evaluate their own work and the work of others for accuracy, fairness, clarity, style, and correctness.
- Demonstrate an understanding of the history of mass communications (journalism, cinema, broadcasting), the diversity of groups in a global society in relationship to communications, and the role of mass communications in society.
- Demonstrate an understanding of the ethical concepts, legal implications, considerations, and practices that guide the mass media professions.
- Demonstrate the ability to apply tools and technologies appropriate for the production, editing and presentation of visual, aural, textual, or other media content.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
BRDCSTG 001	Fundamentals of Television and Radio Broadcasting .....	3
JOURNAL 100	Social Values in Mass Communication .....	3
JOURNAL 101	Collecting and Writing News .....	3
JOURNAL 202*	Advanced Newswriting .....	3
PHOTO 101	Beginning Digital Photography .....	3
PHOTO 102*	Advanced Digital Photography .....	4
PHOTO 020	Beginning Photojournalism .....	4
PHOTO 021*	News Photography .....	4
BRDCSTG 010	Radio Programming and Production .....	3
	<b>OR</b>	
MEDIART 801	Digital Media Storytelling .....	3
	<b>OR</b>	

PHOTO 049 A&B Photographic Digital Imaging & Advanced Photographic Digital Imaging ..... 6

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 9 semester units from the following:..... 9-11		
ART 502	Beginning Three-Dimensional Design .....	3
CINEMA 003	History of Motion Pictures .....	3
CINEMA 104	History of Documentary Film .....	3
CINEMA 107	Understanding Motion Pictures .....	3
CO SCI 501	Introduction to Computers and Their Uses.....	3
JOURNAL 217*	Publication Laboratory.....	2
JOURNAL 218*	Practical Editing .....	3
JOURNAL 220	Magazine Production .....	3
PHOTO 016*	Fundamental Commercial Photography .....	3
PUB REL 001	Principles of Public Relations .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>39-44</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**PUBLIC RELATIONS**

**Associate of Arts Degree**

(STATE CODE 32244)

*Also see Journalism for a different AA degree option.*

**PROGRAM INFORMATION**

Public relations courses are taken by those planning careers in public relations, marketing, journalism and business. Because of its emphasis on clear and creative writing, the field of public relations is also popular among advertising students. Students will learn how to recognize news, conduct interviews, develop relationships with the media and to organize and execute campaigns. The use of photography, multimedia, graphics and marketing is also explored in this multidisciplinary certificate/degree. Special emphasis is placed on meeting deadlines and accuracy.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Analyze the effectiveness of persuasive communication in terms of various mass media.
- Apply public relations communication theory in order to create essential public relations tools including news releases and strategic public relations plan for a client.
- Formulate a publicity campaign using effective communication strategies.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
JOURNAL 100	Social Values in Mass Communication .....	3
JOURNAL 101	Collecting and Writing News .....	3
JOURNAL 202*	Advanced Newswriting.....	3
PHOTO 020	Beginning Photojournalism.....	4
PHOTO 101	Beginning Digital Photography .....	3
MEDIART 801	Digital Media Storytelling.....	3
PUB REL 001	Principles of Public Relations .....	3
PUB REL 002	Public Relations Techniques .....	3
MARKET 001	Principles of Selling .....	3
<b>OR</b>		
MARKET 021	Principles of Marketing.....	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 6 semester units from the following:..... 6		
BRDCSTG 010	Radio Programming and Production.....	3
CAOT 082	Microcomputer Software Survey in the Office .....	3
JOURNAL 108	Article Writing .....	3
JOURNAL 185	Directed Study - Journalism.....	1
JOURNAL 217*	Publication Laboratory.....	2
JOURNAL 219*	Techniques for Staff Editors.....	1
JOURNAL 220	Magazine Production .....	3
JOURNAL 251	Visual Communication in Mass Media.....	3
MEDIART 802	Introduction to Podcast .....	1
PHOTO 049 A&B	Photographic Digital Imaging & Advanced Photographic Digital Imaging .....	6
PHOTO 102*	Advanced Digital Photography.....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>34</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan .....	21 units
CSU GE	CSU GE Breadth Certification Plan .....	39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**PUBLIC RELATIONS**

**Certificate of Achievement**

(STATE CODE 33253)

**PROGRAM INFORMATION**

The Public Relations Certificate is a CTE (Career and Technical Education) certificate of which will prepare students to become public relations professionals, either working for a company or starting their own business. The graduates will work under a variety of titles including: public relations specialists, media relations professionals, communications analysts or representatives, press relations, publicists, marketing agents or specialists, communication/marketing specialists





or managers, marketing consultant, public affairs, promotions, communications consultants, communications specialist or strategist, brand manager, social media consultant, media liaison, publicity manager, coordinator or assistant, public information officer, etc. These are a few of the titles under which a graduate can perform this career.

#### GAINFUL EMPLOYMENT

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Analyze the effectiveness of persuasive communication in terms of various mass media.
- Apply public relations communication theory in order to create essential public relations tools including news releases and strategic public relations plan for a client.
- Formulate a publicity campaign using effective communication strategies.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
JOURNAL 100	Social Values in Mass Communication . . . . .	3
JOURNAL 101	Collecting and Writing News . . . . .	3
JOURNAL 202*	Advanced Newswriting . . . . .	3
MEDIART 801	Digital Media Storytelling . . . . .	3
PHOTO 101	Beginning Digital Photography . . . . .	3
PHOTO 020	Beginning Photojournalism . . . . .	4
PUB REL 001	Principles of Public Relations . . . . .	3
PUB REL 002*	Public Relations Techniques . . . . .	3
MARKET 001	Principles of Selling . . . . .	3
	<b>OR</b>	
MARKET 021	Principles of Marketing . . . . .	3
<b>CERTIFICATE - TOTAL UNITS</b> . . . . .		<b>28</b>

\*See Catalog course description for prerequisites and/or corequisites.

## Modern Languages

### AMERICAN SIGN LANGUAGE STUDIES

#### Associate of Arts Degree

(STATE CODE 36785)

#### PROGRAM INFORMATION

The Associate of Arts degree in American Sign Language provides a linguistic exploration of the various components of ASL and an examination of the culture of Deaf people. The objective of the program is to provide a pathway for achieving communicative fluency and complete lower-division major preparation to transfer to a four-year institution. Additionally, students may also apply the language skills and cultural knowledge acquired in the program in an employment-related context. American Sign Language is suited for those interested in learning to communicate with people in the Deaf community, as well as in enhancing their cultural awareness. With additional training,

employment opportunities include counseling, linguistics, interpreting, teaching, and social service. This program does not train students in Interpretation, although it provides the language skills needed to enter the Interpreting program.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Communicate clearly and effectively in ASL, expressing and recognizing specific manual and non-manual language elements.
- Produce college-level American Sign Language and English texts demonstrating knowledge of, and critical inquiry into, key concepts or issues in American Sign Language, the Deaf Community, and Deaf Culture.
- Share critical insight into the nature of the diverse Deaf community, its language and culture through a social justice orientation.
- Demonstrate good citizenship and teamwork through respect, tolerance and cultural awareness of Deaf Culture.
- Employ video technology for self- and peer-feedback for ongoing skills development, assessment, and communication.
- Have the skills to self-assess and professionally develop for life-long learning.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S L 001	American Sign Language I . . . . .	4
A S L 002*	American Sign Language II . . . . .	4
A S L 003*	American Sign Language III . . . . .	4
A S L 004*	American Sign Language IV . . . . .	4
A S L 040*	Introduction to Deaf Culture . . . . .	3
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>19</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## AMERICAN SIGN LANGUAGE/ INTERPRETING

### Associate of Arts Degree

(STATE CODE 08325)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Develop receptive and expressive skills in American Sign Language and Fingerspelling.
- Develop knowledge and awareness of the similarities and differences between the Deaf Culture/Deaf community and the hearing community.
- Accurately interpret and transliterate between ASL and English in educational settings and community settings.
- Apply professional standards, practices, and ethics, not limited to the tenets of the Code of Professional Conduct, to interpreting.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
A S L 004*	American Sign Language IV .....	4
A S L 005*	Introduction to Interpreting .....	3
A S L 006*	English-to-American Sign Language Interpreting/ Transliterating .....	4
A S L 010*	American Sign Language-to-English Interpreting/ Transliterating .....	4
A S L 016*	Creative Signing .....	2
	<b>OR</b>	
A S L 025*	Conversational American Sign Language.....	2
A S L 022*	Professional Issues and Practice I .....	1
A S L 023*	Professional Issues and Practice II .....	1
A S L 030*	Fingerspelling I .....	1
A S L 031*	Fingerspelling II .....	1
A S L 040*	Introduction to Deaf Culture .....	3
A S L 055*	Interpreting .....	4
A S L 065*	Transliterating .....	4

#### MAJOR - ELECTIVE COURSES

SUBJECT & NO.	COURSE	UNITS
<b>Choose one of the following:</b> .....		
ANTHRO 161	Introduction to Language and Linguistics.....	3
	<b>OR</b>	
COMM 101	Public Speaking.....	3
	<b>OR</b>	
COMM 121	Interpersonal Communication .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>35</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	.21 units
CSU GE	CSU GE Breadth Certification Plan .....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## AMERICAN SIGN LANGUAGE/ INTERPRETING

### Certificate of Achievement

(STATE CODE 37234)

#### PROGRAM INFORMATION

This program is designed to prepare for an entry level employment as an ASL/English interpreter for deaf and hearing people. Students will be trained in the various aspects of interpreting and upon successful completion of the program should be prepared for entry-level work in the field (with sufficient processing and language fluency). Interpreters function as cultural and linguistic facilitators between deaf person(s) and hearing person(s) in a variety of settings.

This Certificate of Achievement focuses on the teaching of knowledge and skills regarding the profession of ASL/English Interpreting. To enter the program, students must demonstrate ability to process rapid and complex auditory and visual input and ability to synthesize and quickly translate concepts for meaning into the target language. These skills and abilities are developed in ASL 003 and 004.

The passage of laws such as the ADA the expansion of services and opportunities for Deaf and hard-of-hearing people has created a large market for interpreters. Opportunities for interpreting work are plentiful for pre-certified interpreters in the sample following settings in Southern California: college & university level, vocational training programs, Department of rehabilitation, video relay service and as a independent contractor for interpreting agencies.

#### Note:

- Working as an interpreter in K-12 Education requires a 4.0 score out of a 5.0 scale on the national assessment test, the Educational Interpreter Performance Assessment (EIPA).
- Receiving an AA in ASL/English Interpretation or a Certificate of Achievement in ASL/English Interpretation does not qualify a student for all interpreting assignments.
- Completion of the program does not qualify someone as a "certified" interpreter. Interpreter Certification (currently issued by the Registry of Interpreters for the Deaf (RID)) is a separate process and test. However, the knowledge students



gain in our program will help assist in preparing for National and/or State level certification tests.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Develop receptive and expressive skills in American Sign Language and Fingerspelling.
- Develop knowledge and awareness of the similarities and differences between the Deaf Culture/Deaf community and the hearing community.
- Accurately interpret and transliterate between ASL and English in educational settings and community settings.
- Apply professional standards, practices, and ethics, not limited to the tenets of the Code of Professional Conduct, to interpreting.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
A S L 004*	American Sign Language IV	4
A S L 005*	Introduction to Interpreting	3
A S L 006*	English-to-American Sign Language Interpreting/Transliterating	4
A S L 010*	American Sign Language-to-English Interpreting/Transliterating	4
A S L 016*	Creative Signing	2
<b>OR</b>		
A S L 025*	Conversational American Sign Language	2
A S L 022*	Professional Issues and Practice I	1
A S L 023*	Professional Issues and Practice II	1
A S L 030*	Fingerspelling I	1
A S L 031*	Fingerspelling II	1
A S L 040	Introduction to Deaf Culture	3
A S L 055*	Interpreting	4
A S L 065*	Transliterating	4
<b>CERTIFICATE - TOTAL UNITS</b>		<b>32</b>

\*See Catalog course description for prerequisites and/or corequisites.

**FRENCH**

**Associate of Arts Degree**

(STATE CODE 02838)

**PROGRAM INFORMATION**

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 Los Angeles Pierce College. Native speakers are encouraged to enroll in French 004, 005, or 006.

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 003 combines with French 008 (Conversational French) to increase oral proficiency and also continues to raise the students' ability to read and write.

In French 004, 005, and 006, 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 whenever offered by Los Angeles 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Students will demonstrate oral proficiency in the French language (at the appropriate level as measured by the ACTFL rubric).
- Students will demonstrate proficiency in the grammar (structure, tense, mood and syntax) of the French language.
- Students will demonstrate Intermediate High to Advanced Low proficiency in writing and reading comprehension in the French language.
- Students will exhibit basic knowledge of the social, political, cultural and economic conditions in the countries in which the French language is spoken.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select three courses from the following:</b>		
FRENCH 002*	Elementary French II	5
FRENCH 003*	Intermediate French I	5
FRENCH 004*	Intermediate French II	5

FRENCH 005*	Advanced French I	5
FRENCH 006*	Advanced French II	5
<b>Complete the following required course:</b>		<b>3</b>
FRENCH 010	French Civilization	3
<b>MAJOR - TOTAL UNITS</b>		<b>18</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan	21 units
CSU GE	CSU GE Breadth Certification Plan	39 units
IGETC	Intersegmental GE Transfer Curriculum	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**ITALIAN**

**Associate of Arts Degree**

(STATE CODE 02839)

**PROGRAM INFORMATION**

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 004, 005, or 006.

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 003 combines with Italian 008 (conversational Italian) to increase oral proficiency and also continues to raise the student's ability to read and write.

In Italian 004, 005, 006, 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 whenever offered by Los Angeles 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer

requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Students will demonstrate oral proficiency in the Italian language (at appropriate level as measured by the ACTFL rubric).
- Students will demonstrate proficiency in the grammar (structure, tense, mood and syntax) of the Italian language.
- Students will demonstrate Intermediate High to Advanced Low proficiency in writing and reading comprehension in the Italian language.
- Students will exhibit basic knowledge of the social, political, cultural and economic conditions in the countries in which the Italian language is spoken.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select three courses from the following:</b>		
ITALIAN 001	Elementary Italian I	5
ITALIAN 002*	Elementary Italian II	5
ITALIAN 003*	Intermediate Italian I	5
ITALIAN 004*	Intermediate Italian II	5
ITALIAN 005*	Advanced Italian I	5
<b>Complete the following required courses:</b>		
ITALIAN 008*	Conversational Italian	2
ITALIAN 010	Italian Civilization	3
<b>MAJOR - TOTAL UNITS</b>		<b>20</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan	21 units
CSU GE	CSU GE Breadth Certification Plan	39 units
IGETC	Intersegmental GE Transfer Curriculum	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**JAPANESE**

**Associate of Arts Degree**

(STATE CODE 37957)

**PROGRAM INFORMATION**

The main objectives of the AA program in Japanese are to develop competence in the ability to understand, speak, read, and write Japanese, and to provide an understanding and appreciation of the language and culture.

By the end of the beginning-level sequence (Japanese 001 and 002), students attain mastery of the basic structure of the language and acquire ability to have a conversation on everyday topics, as well as read and write at an elementary level.

In the intermediate-level sequence (Japanese 003 and 004), emphasis is put on gradually raising students' ability to speak, read, and



write on broader topics. Although not required in the degree, a conversation class is available for students who wish to increase their oral proficiency.

Japanese 009, Japanese Civilization, is taught in English and introduces the student to the study of Japanese history and culture.

Students who have taken Japanese courses in high school or at other institutions should consult the department to determine which class best fits their language level.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate intermediate-level oral proficiency in the Japanese language as defined by the ACTFL guidelines.
- Demonstrate intermediate-level proficiency in writing and reading comprehension in the Japanese language.
- Develop the ability to use appropriate speech styles and levels of politeness in communication.
- Articulate fundamental knowledge of the society, culture, and history of Japan.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
JAPAN 002*	Elementary Japanese II .....	5
JAPAN 003*	Intermediate Japanese I .....	5
JAPAN 004*	Intermediate Japanese II .....	5
JAPAN 009	Japanese Civilization .....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>18</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan .....	.21 units
CSU GE	CSU GE Breadth Certification Plan .....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## LATIN AMERICAN STUDIES

### Associate of Arts Degree

(STATE CODE 08333)

Faculty Advisor: Professor Fernando Oleas

Phone: (818) 719-6452 - Faculty Office: 3104

#### PROGRAM INFORMATION

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 in 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 004 or SPANISH 037).
2. Successful completion of one course from each of the designated concentrations.
3. Latin American Studies majors are strongly encouraged to include a study abroad semester or summer in their academic program.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- **Demonstrate** Spanish language proficiency of at least Intermediate MID as defined by ACTFL guidelines in speaking, reading, and writing skills.
- **Identify** the major historical, cultural, social, political, and economic challenges facing Latin American countries.
- **Analyze** Latin American ideas, historical events, and cultural phenomena in the Latin American and the context from which they originate.
- **Identify** the chief historical factors that gave rise to existing institutions and processes in Latin America.
- **Recognize** key movements, works, and figures in Latin American arts and letters.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Spanish Language Proficiency - Select 5 semester units from the following:</b> . . . . . 5		
SPANISH 004*	Intermediate Spanish II . . . . .	5
<b>OR</b>		
SPANISH 037*	Composition and Conversation for Spanish Speakers . . . . .	5
<b>Social Sciences - Select 6 semester units from the following:</b> . . . . . 6		
HISTORY 005	History of the Americas I . . . . .	3
<b>OR</b>		
HISTORY 006	History of the Americas II . . . . .	3
SPANISH 010	Latin-American Civilization . . . . .	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select one course from each of the following concentrations:</b>		
<b>Latin American Humanities Concentration:</b> . . . . . 3-5		
SPANISH 005	Advanced Spanish I . . . . .	5
SPANISH 015	Great Books of Latin American Literature . . . . .	3
SPANISH 025	Spanish American Short Story in Translation . . . . .	3
SPANISH 026	Understanding Latin American Through Film . . . . .	3
SPANISH 027	Cultural Awareness Through Advanced Conversation . . . . .	3
<b>Mexico Concentration:</b> . . . . . 3		
ART 107	Mexican Art-Modern . . . . .	3
HISTORY 019	History of Mexico . . . . .	3
SPANISH 012	Survey of Mexican Literature . . . . .	3
SPANISH 016	Mexican Civilization . . . . .	3
SPANISH 065	Mexican Literature and Culture . . . . .	3
<b>Global Concentration:</b> . . . . . 3-5		
ANTHRO 102	Human Ways of Life: Cultural Anthropology . . . . .	3
GEOG 002	Cultural Elements of Geography . . . . .	3
GEOG 007	World Regional Geography . . . . .	3
SPANISH 006	Advanced Spanish II . . . . .	5
SPANISH 009	Civilization of Spain . . . . .	3
<b>MAJOR - TOTAL UNITS</b> . . . . .		<b>20-24</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

*\*See Catalog course description for prerequisites and/or corequisites.*

**SPANISH**

**Associate of Arts Degree**

(STATE CODE 02840)

**PROGRAM INFORMATION**

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 Los Angeles Pierce College work. Thus recent high school graduates with one, two, three, or four years of high school Spanish will enroll in Spanish 002, 003, 004, or 005 respectively. Exceptions to this basic placement formula may be made after consultation with the Spanish Faculty. Proficient native speakers should enroll in Spanish 004, 005, or 006.

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 003 and 004, emphasis is put on gradually raising the student's ability to speak, read, and write. Spanish 027, Cultural Awareness Through Advanced Conversation, combines with Spanish 004 to increase oral proficiency and prepares a student to live in a foreign country.

Spanish 005 and 006 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Demonstrate intermediate-level oral proficiency in the Spanish language as defined by the ACTFL guidelines.
- Demonstrate intermediate-level proficiency in the grammar structure, tense, mood and syntax.
- Demonstrate intermediate-level proficiency in writing and reading comprehension in the Spanish language.
- Demonstrate general knowledge of the social, political, cultural and economic conditions in the countries in which Spanish is spoken.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Language Requirement - Select 10 semester units from the following: . . . . . 10</b>		
SPANISH 004*	Intermediate Spanish II . . . . .	5
<b>OR</b>		
SPANISH 037*	Composition and Conversation for Spanish Speakers . . . . .	5
SPANISH 005*	Advanced Spanish I . . . . .	5
SPANISH 006*	Advanced Spanish II . . . . .	5
<b>Culture Requirement - Select 6 semester units from the following: . . . . . 6</b>		
SPANISH 009	Civilization of Spain . . . . .	3
SPANISH 010	Latin-American Civilization . . . . .	3
SPANISH 011	Great Books of Spanish Literature . . . . .	3
SPANISH 012	Survey of Mexican Literature. . . . .	3
SPANISH 015	Great Books of Latin American Literature. . . . .	3
SPANISH 016	Mexican Civilization . . . . .	3
SPANISH 025	Spanish American Short Story in Translation. . . . .	3
SPANISH 026	Understanding Latin America Through Film . . . . .	3
SPANISH 027	Cultural Awareness Through Advanced Conversation. . . . .	3
SPANISH 065	Mexican Literature and Culture . . . . .	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select one course from the following: . . . . . 3</b>		
ANTHRO 102	Human Ways of Life: Cultural Anthropology . . . . .	3
ANTHRO 161	Introduction to Language and Linguistics . . . . .	3
HISTORY 005	History of the Americas I . . . . .	3
HISTORY 006	History of the Americas II . . . . .	3
<b>MAJOR - TOTAL UNITS. . . . . 19</b>		

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## Nursing

### Associate of Science Degree

(STATE CODE 02841)

**PROGRAM INFORMATION**

Los Angeles Pierce College offers an Associate of Science Degree. The Nursing Program is accredited by the California Board of Registered Nursing (see page 8 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 may be available for qualified individuals seeking career mobility: LVN-to-RN, LVN 30 Unit Option, Transfer and Credit-By-Exam options, and Foreign Nurse Graduate placement. These programs provide a certificate of completion or an Associate in Science 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 Nursing Program prerequisites prior to entering the program.

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.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Utilize Marjory Gordon's Functional Health Patterns in client assessment to differentiate dysfunctional from functional health patterns.
- Formulate realistic and scientifically based client care plans using North American Nursing Diagnosis Association (NANDA) nursing diagnoses.
- Provide timely, safe, and effective client centered care to a group of clients while demonstrating the use of logical critical thinking to determine actions.
- Perform continual evaluation of client care interventions and revise plans/care actions as required.
- Consistently demonstrate ethical and professional behavior while performing nursing care.

**REQUIREMENTS FOR ADMISSION**

Students must complete all Nursing Program 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: A cumulative grade point average (GPA) of 2.5 for all college coursework taken; an overall grade point average of 2.5 for the Human Anatomy, Human Physiology and Microbiology prerequisite courses with no grade less than “C” for each course and *no more than one repetition of any of these course will be applied to the GPA*; College level, transferable English, minimum of three (3) semester units with a grade no less than a “C”. A “W” is considered an attempt at taking the course. However, course repetitions that are allowed pursuant to Board Rule 6701.20 – Repetition of Courses in Which a Satisfactory Grade Was Recorded – are exempt from this restriction.

**NURSING PROGRAM PREREQUISITES (LACCD E-10)**

The following list represents courses offered throughout the LACCD. Not all course combinations in Anatomy and Physiology are offered on each campus.

COURSE	MINIMUM REQUIREMENTS	DISTRICT COURSES	UNITS
Chemistry*	5 semester units	CHEM 051	5
Anatomy	4 semester units with lab	ANATOMY 001	4
Physiology	4 semester units with lab	<b>AND</b> PHYSIOL 001	4
Microbiology	4 or 5 semester units	MICRO 001 <b>OR</b> MICRO 020	5 4
Math <sup>1</sup>	5 semester units	MATH 115 or higher <b>OR</b> Equivalent assessment score	5
General Psychology	3 semester units	PSYCH 001	3
Life-Span Psychology	3 semester units	PSYCH 041	3
College Reading & Composition	3 semester units	ENGLISH 101	3

**MAJOR PREP UNIT TOTAL** ..... 26-27

*\*Students who can demonstrate that they successfully completed one year of high school Chemistry (with lab) with a grade of “C” or better are exempt from this prerequisite.*

<sup>1</sup>Note: If you have completed placement, you have met this requirement and do not need to take MATH 115.

*BIOLOGY 003 or 006, and CHEM 051 or PHYSIOL 001 are the prerequisites for MICRO 001 or 020 at LAPC. Courses meeting the program prerequisite requirements above may be taken at LAPC or at other institutions. To receive credit, course equivalency must be approved through the LAPC Counseling Department.*

**MATHEMATICS ADMISSION REQUIREMENT (LACCD ADMINISTRATIVE REGULATIONS E-10)**

Math 115 Beginning Algebra or higher (5 units). A higher level Mathematics course may be required for graduation from the Nursing Program. See a Pierce counselor for details.

One course in Mathematics, or appropriate placement level is a prerequisite to the program. This prerequisite must be validated in accordance with the provisions of Title 5, California Code of Regulations, section 55201 and The Los Angeles Community College District Policy on Prerequisites, Corequisites and Advisories. The mathematics

course or placement level must be a prerequisite to at least one course in the Nursing Program.

**APPLICATION & SELECTION PROCEDURE**

Please consult the department website for application instructions and earliest filing period at [www.piercecollege.edu/departments/nursing](http://www.piercecollege.edu/departments/nursing).

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
NURSING 400	Adult Health Care I.....	5
NURSING 402	Pharmacology.....	1
NURSING 403	Adult Health Care II.....	5
NURSING 404	Maternal and Newborn Health Care.....	4
NURSING 405*	Psychiatric Health Care.....	4
NURSING 406*	Adult Health Care III.....	5
NURSING 407	Geriatric Health Care.....	3
NURSING 408	Psychological Aspects of Health Care.....	1
NURSING 414*	Adult Health Care IV.....	5
NURSING 415*	Pediatric Health Care.....	4
NURSING 441	History, Trends and Issues of Nursing.....	1

**MAJOR - TOTAL UNITS** ..... 38

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE <sup>^</sup>	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

<sup>^</sup>*Nursing students who follow the LACCD GE are exempt from area EI.*

*\*See Catalog course description for prerequisites and/or corequisites.*

**ADDITIONAL GRADUATION REQUIREMENTS**

- 1. READING & WRITTEN EXPRESSION AND MATH COMPETENCY:** Students will meet the Reading & Written Expression competency requirement by completing English 101. Students must meet with a Pierce counselor to determine Math competency satisfaction.
- 2. COMMUNICATION SKILLS:** One of the following Communication courses must be completed to graduate. The course may also be used to satisfy a general education requirement: COMM 101, 104, 121, 151. Must be completed with a grade of “C” or higher.
- 3. SOCIAL SCIENCES:** One of the following Social Sciences courses must be completed to graduate. The course may also be used to satisfy a general education requirement. Anthropology 102, Sociology 001 or Sociology 002.

**NURSING DEPARTMENT POLICIES**

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](http://www.rn.ca.gov)).



**DISMISSAL**

- A. Students may be dismissed from the Nursing Program for failing to meet academic requirements, health requirements, and Program progression standards.
- B. Students may appeal their dismissal as follows:
1. The student shall file a written petition to appeal his/her dismissal within fifteen (15) calendar days after they received the notification of dismissal. The petition shall clearly state the grounds on which continued enrollment should be granted, and shall provide supporting evidence.
  2. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Director of the Nursing Program, a minimum of three (3) faculty members, and a student services administrator. The student shall be provided the opportunity to address the Committee.
  3. The decision of the Appeals Committee shall be communicated to the student, in writing, no later than ten (10) business days after the Committee meets.
  4. Students may file a formal student grievance, pursuant to Administrative Regulation E-55, regarding dismissal from a Nursing Program.

## Performing Arts

### MUSIC

#### Associate of Arts Degree

(STATE CODE 02835)

**PROGRAM INFORMATION**

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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Apply the common elements and organizational patterns of music through aural, verbal, and visual analyses.
- Demonstrate a basic knowledge of music history through the present time paired with an acquaintance with a variety of repertoires.

- Perform standard repertoire competently and expressively in solo, chamber groups, and major ensembles. Critically review these musical performances and adapt to improve.
- Demonstrate elementary keyboard skills and basic competence with electronic music.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
MUSIC 121	Music History and Literature I . . . . .	3
	<i>OR</i>	
MUSIC 122	Music History and Literature II . . . . .	3
MUSIC 161	Introduction to Music Technology . . . . .	3
MUSIC 181*	Applied Music I . . . . .	0.5
MUSIC 182*	Applied Music II . . . . .	0.5
MUSIC 183*	Applied Music III . . . . .	0.5
MUSIC 216-1*	Music Theory I . . . . .	3
MUSIC 216-2*	Music Theory II . . . . .	3
MUSIC 216-3*	Music Theory III . . . . .	3
MUSIC 217-1*	Musicianship I . . . . .	1
MUSIC 217-2*	Musicianship II . . . . .	1
MUSIC 217-3*	Musicianship III . . . . .	1
MUSIC 321	Elementary Piano I . . . . .	2
MUSIC 250-1	Music Performance Workshop I . . . . .	1
	<i>OR</i>	
MUSIC 250-2	Music Performance Workshop II . . . . .	1
	<i>OR</i>	
MUSIC 250-3*	Music Performance Workshop III . . . . .	1
	<i>OR</i>	
MUSIC 250-4*	Music Performance Workshop IV . . . . .	1
<b>Performance Organization - Select one course from the following:</b> . . . . .		<b>1</b>
MUSIC 721	Orchestra . . . . .	1
MUSIC 745	Symphonic Band . . . . .	1
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>23.5</b>

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## RECORDING ARTS

### Skills Certificate

Note: Skills Certificates will not appear on the students' official transcripts.

**PROGRAM INFORMATION**

The Skills Certificate in Recording provides training needed for an entry-level position in music recording, sound reinforcement, and music technology fields. The recording classes use the software and hardware needed to progress in the industry.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
MUSIC 165	Introduction to Recording Arts . . . . .	3
MUSIC 265-1*	Recording Arts Workshop I . . . . .	3
MUSIC 265-2*	Recording Arts Workshop II . . . . .	3
MUSIC 265-3*	Recording Arts Workshop III . . . . .	3

MUSIC 101	Fundamentals of Music.....	3
	<i>OR</i>	
MUSIC 161	Introduction to Music Technology.....	3
<b>CERTIFICATE - TOTAL UNITS</b> .....		<b>15</b>

\*See Catalog course description for prerequisites and/or corequisites.

## THEATER

### Associate of Arts Degree

(STATE CODE 02836)

#### PROGRAM INFORMATION

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.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Research, identify, and describe major historical periods, cultural influences, notable figures, key terminology, and defining events in the development of world theatre.
- Develop and strengthen critical thinking, creative writing and observation skills through script analysis, self-reflective journal assignments, and written reviews of staged theater performances.
- Critically analyze and interpret a theatrical text; distinguish a play's various dramatic components, such as plot, character, language, action, imagery, structure, style, genre, and theme.
- Convey an understanding of the actor's process in creating a character and describe the physical, vocal, mental and emotional methods of preparing for the performance of a role.
- Express, dramatize, or demonstrate a required skill level as a valued member of a theatrical production team, thereby gaining confidence, experience and expertise in specific areas, such as, acting, directing, stage managing, costuming, makeup, lighting, sound, scenic design, set construction and special effects.
- Examine, illustrate and discuss the collaborative nature of live theatre as an art form.

#### MAJOR - REQUIRED COURSES

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater.....	3
THEATER 240	Voice and Articulation for the Theater.....	3
THEATER 270	Beginning Acting.....	3
THEATER 232	Play Production II.....	2
	<i>OR</i>	
THEATER 250	Children's Theater Production.....	2
	<i>OR</i>	
THEATER 292	Rehearsals and Performances II.....	2
THEATER 271*	Intermediate Acting.....	3
THEATER 342	Technical Stage Production.....	2
THEATER 411	Costuming for the Theater.....	3
<b>MAJOR - TOTAL UNITS</b> .....		<b>19</b>

#### GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan.....	21 units
CSU GE	CSU GE Breadth Certification Plan.....	39 units
IGETC	Intersegmental GE Transfer Curriculum.....	34-37 units

Note: Recommended one semester THEATER 342 followed by one semester of any costume class.

\*See Catalog course description for prerequisites and/or corequisites.

## THEATER: COSTUME

### Associate of Arts Degree

(STATE CODE 08327)

#### PROGRAM INFORMATION

The Costume Design Associate of Arts Program at Pierce College is a professional quality transferable education plan for theater artists in the greater Los Angeles area. This rigorous two year program gives students valuable skills in all the major areas of Technical Theater as it relates to Costuming. Students are asked to take a total of six Major required classes spread over four semesters of study.

#### TRANSFER STUDENTS

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Develop a broad base knowledge of major historical periods, literary styles, significant plays and authors, cultural influences, and social customs inherent in the development of world theatre.
- Recognize the roles, responsibilities, and collaborative contributions of each member of a professional theatrical production team.



- Creatively analyze, research and interpret a dramatic text to be produced and staged before a live audience.
- Explore, coordinate, and partner with related disciplines such as acting, directing, lighting and scenic design to achieve a unified artistic vision for the play.
- Demonstrate a sound level of technical expertise, organizational proficiency, time management, and creative problem solving skills throughout each phase of the costuming process.
- Recognize, categorize, and safely work with the basic tools, equipment, and materials used in costume and scenic construction, and makeup application.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater .....	3
THEATER 270	Beginning Acting .....	3
THEATER 300	Introduction to Stage Craft .....	3
THEATER 315	Introduction to Theatrical Scenic Design.....	3
THEATER 411	Costuming for the Theater.....	3
THEATER 450	Beginning Stage Make-Up .....	3

**MAJOR - TOTAL UNITS** ..... 18

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan .....	.21 units
CSU GE	CSU GE Breadth Certification Plan .....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

**THEATER: TECHNICAL**

(STATE CODE 02837)

**Associate of Arts Degree****PROGRAM INFORMATION**

The Technical Theater Associate of Arts Program at Pierce College is a professional quality transferable education plan for theater artists in the greater Los Angeles area. This rigorous two year program gives students valuable skills in all major areas of Technical Theater. Students are asked to take a total of seven Major required classes spread over four semesters of study.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Describe the basic history, cultural significance and process of theatre as creative and collaborative art form.

- Critically evaluate a live theatrical production from both a performance and technical level of proficiency and effectiveness.
- Read, analyze and interpret a dramatic text for production values, requirements and design challenges.
- Identify the specific functions and contributions of every artist involved in the creative process of theatre including actors, writers, directors, producers, designers and stage technicians.
- Develop and demonstrate a basic level of competency in stagecraft, scenic design, stage production, makeup, stage lighting and/or costuming for the theatre.
- Identify and safely operate the most commonly used tools, materials and equipment, both hand and power, utilized in all areas of stage production.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater .....	3
THEATER 270	Beginning Acting .....	3
THEATER 300	Introduction to Stage Craft .....	3
THEATER 315	Introduction to Theatrical Scenic Design.....	3
THEATER 342	Technical Stage Production .....	2
THEATER 450	Beginning Stage Make-Up .....	3

**Select one course from the following:** ..... 3

COMM 101	Public Speaking.....	3
THEATER 310	Introduction to Theatrical Lighting.....	3
THEATER 411	Costuming for the Theater .....	3

**MAJOR - TOTAL UNITS** ..... 20

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan .....	.21 units
CSU GE	CSU GE Breadth Certification Plan .....	.39 units
IGETC	Intersegmental GE Transfer Curriculum .....	34-37 units

**TECHNICAL THEATRE**

(STATE CODE 19015)

**Certificate of Achievement****PROGRAM INFORMATION**

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.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Read, analyze and interpret a dramatic text for production values, requirements and design challenges.
- Critically evaluate a live theatrical performance from both a design and technical level of proficiency and effectiveness.
- Identify the specific function and contributions of every artist involved in the creative process of theatre including actors, writers, directors, producers, designers, managers and stage technicians.
- Demonstrate an understanding of the USITT (United States Institute of Theatre Technology) standards and utilize a basic set of rules and guidelines to better facilitate communication with other theatre professionals.
- Develop and demonstrate a basic level of competency in stage-craft, scenic design, computer aided drafting, stage production, stage lighting and stage management or costuming and makeup for the theatre.
- Identify and safely operate the most common used tools, materials and equipment, both hand and power, used in all areas of stage production.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
THEATER 300	Introduction to Stage Craft .....	3
THEATER 310	Introduction to Theatrical Lighting .....	3
THEATER 315	Introduction to Theatrical Scenic Design.....	3
THEATER 320	Computer Aided Drafting and Design for the Theater.....	3
THEATER 340	Theater Management-On and Off Stage .....	3
	<i>OR</i>	
THEATER 411	Costuming for the Theater.....	3
	<i>OR</i>	
THEATER 450	Beginning Stage Make-Up .....	3
THEATER 342	Technical Stage Production .....	2
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>17</b>

**Physics and Planetary Sciences**

**PRE-ENGINEERING**

**Associate of Science Degree**

(STATE CODE 02826)

**PROGRAM INFORMATION**

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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

*See page 278 of this catalog for more information on transfer requirements and resources.*

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Students will demonstrate an awareness of engineering careers and educational pathways.
- Students will be able to formulate and carry out plans to solve engineering problems using fundamental principles of chemistry and physics.
- Students will be familiar with computer programming and/or computer design tools used in solving engineering problems.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology.....	2

Select 34 semester units from the following -  
A minimum of one course must be selected from each group: ..... 34-38

**GROUP 1:**

CHEM 101*	General Chemistry I .....	5
CHEM 102*	General Chemistry II.....	5

**GROUP 2:**

MATH 261*	Calculus I .....	5
MATH 262*	Calculus II .....	5
MATH 263*	Calculus III .....	5
MATH 270*	Linear Algebra.....	3
MATH 275*	Ordinary Differential Equations.....	3

**GROUP 3:**

PHYSICS 101*	Physics for Engineers and Scientists I .....	5
PHYSICS 102*	Physics for Engineers and Scientists II.....	5
PHYSICS 103*	Physics for Engineers and Scientists III.....	5

**GROUP 4:**

CO SCI 516*	Beginning Computer Architecture and Organization . . . . .	3
CO SCI 539*	Programming in C . . . . .	3
CO SCI 540*	Object Oriented Programming in C++ . . . . .	3
EGD TEK 101*	Engineering Graphics . . . . .	3
ENG GEN 131*	Statics . . . . .	3

**MAJOR - TOTAL UNITS . . . . . 36-40**

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

## Political Science, Economics, Criminal Justice and Chicano Studies

### CHICANO STUDIES

#### Associate of Arts Degree

(STATE CODE 36044)

**PROGRAM INFORMATION**

The A.A. in Chicano Studies provides an excellent background for students interested in a variety of careers. A multi-disciplinary program, Chicano Studies offers courses in the Social Sciences, Humanities, and Basic Skills Development. The program generates an awareness and understanding of Mexican Americans in the United States.

A student may obtain an Associate of Arts Degree in Chicano Studies by successfully completing 24 units or more in addition to satisfying graduation requirements.

The Chicano Studies A.A. provides optimal preparation for students interested in careers in education, humanities, anthropology, sociology, psychology, social sciences, political sciences, law, social work, business, the arts, private sector and public administration.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 242 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

- Be able to critically analyze the cultural characteristics of the Chicana/o experience in the local and global society.

- Be able to examine and evaluate the historical experiences of the Chicana/o within the cultural, political, social and economic structures found in the United States and Mexico.
- Be able to analyze and interpret the contributions of Chicana/os in the fine arts, literature, and popular culture in the United States.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
CHICANO 002	The Mexican-American in Contemporary Society . . . . .	3
CHICANO 007	The Mexican-American in the History of the United States I . . . . .	3
CHICANO 008	The Mexican-American in the History of the United States II . . . . .	3
CHICANO 037	Chicano Literature . . . . .	3
CHICANO 054	Mexican-American Arts in American Culture . . . . .	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select 9 semester units from the following: . . . . . 9</b>		
ANTHRO 102	Human Ways of Life: Cultural Anthropology . . . . .	3
CHICANO 020	The Mexican-American in California . . . . .	3
CHICANO 047	The Mexican-American Woman in Society . . . . .	3
CHICANO 057	Chicanas and Chicanos in Film . . . . .	3
CHICANO 080	Chicano Politics . . . . .	3
SOC 011	Race and Ethnic Relations . . . . .	3
SPANISH 012	Survey of Mexican Literature . . . . .	3
<b>MAJOR - TOTAL UNITS . . . . .</b>		<b>24</b>

**GENERAL EDUCATION - REQUIRED COURSES**

*Students must complete one of the following General Education Plans:*

LACCD GE	LACCD General Education Plan . . . . .	21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	37 units

### CRIMINAL JUSTICE

#### Associate of Arts Degree

(STATE CODE 16756)

**PROGRAM INFORMATION**

Criminal Justice is a career-oriented liberal arts major focusing upon the interrelationship 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, Court & Legal Services, Policy Development, and 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.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer

requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- **Critical Thinking:** The student will demonstrate proficiency in defining issues, problems, questions, and assumptions; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions when dealing with the three components of the criminal justice system: law enforcement, courts, and corrections.
- **Research and Information Literacy:** The student will demonstrate proficiency in modes of inquiry specific to criminal justice, and discernment of relevant and appropriate sources of information.
- **Civic Responsibility and Ethical Reasoning in a Diverse Society:** The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society, and the relevant principles, concepts, and arguments that guide ethical decision-making.
- **Multicultural Awareness:** The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and sociological understanding of, cultural practices and social structures.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select 18 semester units from the following: . . . . . 18</b>		
ADM JUS 001	Introduction to Administration of Justice . . . . .	3
ADM JUS 002	Concepts of Criminal Law . . . . .	3
ADM JUS 003	Legal Aspects of Evidence . . . . .	3
ADM JUS 004	Principles and Procedures of the Justice System . . . . .	3
ADM JUS 005	Criminal Investigation . . . . .	3
ADM JUS 008	Juvenile Procedures . . . . .	3
ADM JUS 067	Community Relations I . . . . .	3
ADM JUS 075	Introduction to Corrections . . . . .	3
ADM JUS 160	Police Organization and Administration . . . . .	3
ADM JUS 319	Research Methods & Statistics in Criminal Justice . . . . .	3

**MAJOR - TOTAL UNITS. . . . . 18**

**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan . . . . .	.21 units
CSU GE	CSU GE Breadth Certification Plan . . . . .	.39 units
IGETC	Intersegmental GE Transfer Curriculum . . . . .	34-37 units

See also Associate of Science for Transfer Degree (AS-T) in Administration of Justice on page 38.

For specific transfer institution requirements and questions, please e-mail Professor Kathy Oborn, Faculty Advisor - [obornkm@piercecollege.edu](mailto:obornkm@piercecollege.edu).

# Psychology and Addiction Studies

## ADDICTION STUDIES

### Associate of Arts Degree

(STATE CODE 12188)

**PROGRAM INFORMATION**

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 011, 014, 015, 017, 018, 020 and 023.

With the exception of Addiction Studies 009, 011, & 091, all Addiction Studies courses are CSU transferable as non-GE elective units.

**TRANSFER STUDENTS**

Completing the Associate Degree does not necessarily meet the university-admission requirements for transfer. An Associate Degree is not a requirement for transfer to either the CSU or UC campuses. Private and out-of-state colleges and universities have unique transfer requirements. However, if you would like to transfer to a university and earn an associate degree, early educational planning can make this goal achievable. You should meet with a counselor early in your studies to develop an Educational Plan that fulfills both transfer requirements and associate degree requirements.

See page 278 of this catalog for more information on transfer requirements and resources.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Abide by laws and ethical standards of the profession concerning addiction studies.
- Utilize a variety of area-specific counseling skills; e.g., family, couples, skills training, adolescent, etc. concerning addiction studies.
- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry employment in the addictions field.
- Identify and demonstrate the 12 Core Functions of a chemical dependency counselor.
- Practice professional workforce behaviors (e.g., be on time, meet deadlines, have appropriate boundaries, etc.) concerning addiction studies.

**MAJOR - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 002	Physiology and Pharmacology of Psychoactive Drugs	3
ADDICST 004	Clinical Counseling Laws and Ethics	3
ADDICST 005	Group Skills for Addiction Counselors	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 009*	Field Work Practicum	3
ADDICST 010	Addiction and the Family	3
ADDICST 013	Addictive Diseases and Life Style Disorders	3
ADDICST 016	Continuing Recovery: Strategies and Basic Skills	3
ADDICST 091*	Advanced Field Work Practicum	3

**MAJOR - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
<b>Select three courses from the following:</b> 9		
ADDICST 011	Drinking Driver Program Personnel Training	3
ADDICST 014	Addiction and Theories of Human Development	3
ADDICST 015	Sociological Aspects of Addiction	3
ADDICST 017	Women and Addiction	3
ADDICST 018	Addiction and Eating Disorders	3
ADDICST 020	Domestic Violence Counselor Training	3
ADDICST 023	Batterers' Intervention Facilitator Training	3
ADDICST 025	Clinical Counseling for Co-Occurring Disorders	3
<b>Select one course from the following:</b> 3		
PSYCH 001	General Psychology I	3
PSYCH 002*	Biological Psychology	3
PSYCH 013	Social Psychology	3
PSYCH 014	Abnormal Psychology	3
PSYCH 016	Intimacy, Marriage and Family Relationships	3
PSYCH 032	Psychology of Women	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
PSYCH 052	Psychological Aspects of Human Sexuality	3
PSYCH 060	Stress Management	3
PSYCH 066	Introduction to Critical Thinking	3
<b>Select one course from the following:</b> 3		
HISTORY 011	Political and Social History of the United States I	3
HISTORY 012	Political and Social History of the United States II	3
HISTORY 013	The United States in the Twentieth Century	3
HISTORY 041	The African American in the History of the U.S. I	3
HISTORY 042	The African American in the History of the U.S. II	3
HISTORY 043	The Mexican-American in the History of the United States I	3
HISTORY 044	The Mexican American in the History of the United States II	3
HISTORY 052	The Role of Women in the History of the U.S.	3
POL SCI 001	The Government of the United States	3
POL SCI 019	Women in Politics	3
POL SCI 030	The Political Process	3

**MAJOR - TOTAL UNITS** 45**GENERAL EDUCATION - REQUIRED COURSES**

Students must complete one of the following General Education Plans:

LACCD GE	LACCD General Education Plan	21 units
CSU GE	CSU GE Breadth Certification Plan	39 units
IGETC	Intersegmental GE Transfer Curriculum	34-37 units

\*See Catalog course description for prerequisites and/or corequisites.

**ADDICTION STUDIES****Certificate of Achievement**

(STATE CODE 21817)

**PROGRAM INFORMATION**

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 011, 014, 015, 017, 018, 020 and 023.

With the exception of Addiction Studies 009, 011, & 091, all Addiction Studies courses are CSU transferable as non-GE elective units.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at:

<http://www.piercecollege.edu/departments/cate.asp>

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, students will:

- Abide by laws and ethical standards of the profession concerning addiction studies.
- Utilize a variety of area-specific counseling skills; e.g., family, couples, skills training, adolescent, etc. concerning addiction studies.
- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry employment in the addictions field.
- Identify and demonstrate the 12 Core Functions of a chemical dependency counselor.
- Practice professional workforce behaviors (e.g., be on time, meet deadlines, have appropriate boundaries, etc.) concerning addiction studies.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 002	Physiology and Pharmacology of Psychoactive Drugs	3
ADDICST 004	Clinical Counseling Laws and Ethics	3
ADDICST 005	Group Skills for Addiction Counselors	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 009*	Field Work Practicum	3

ADDICST 010	Addiction and the Family.....	3
ADDICST 013	Addictive Diseases and Life Style Disorders .....	3
ADDICST 016	Continuing Recovery: Strategies and Basic Skills.....	3
ADDICST 091*	Advanced Field Work Practicum .....	3

**CERTIFICATE - ELECTIVE COURSES**

SUBJECT & NO.	COURSE	UNITS
Select 6 semester units from the following:.....		6
ADDICST 011	Drinking Driver Program Personnel Training.....	3
ADDICST 014	Addiction and Theories of Human Development .....	3
ADDICST 015	Sociological Aspects of Addiction .....	3
ADDICST 017	Women and Addiction .....	3
ADDICST 018	Addiction and Eating Disorders .....	3
ADDICST 020	Domestic Violence Counselor Training.....	3
ADDICST 023	Batterers' Intervention Facilitator Training.....	3
ADDICST 025	Clinical Counseling for Co-Occurring Disorders .....	3
<b>CERTIFICATE - TOTAL UNITS .....</b>		<b>36</b>

\*See Catalog course description for prerequisites and/or corequisites.

## Sign Language

See course listings under Modern Languages





## Noncredit Certificates of Completion

### BOOKKEEPER

#### Certificate of Completion

(STATE CODE 38338)

##### PROGRAM INFORMATION

This noncredit program prepares students for a career in basic bookkeeping. Students will be prepared for the AIPB Certified Bookkeeper exam. Bookkeepers are identified as a middle-skill occupation. They compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. According to the Bureau of Labor Statistics more than 100,000 bookkeeper jobs are employed in California with an hourly mean wage of \$22.45.

##### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Be prepared for the AIPB Certified Bookkeeper exam.
- Demonstrate basic skills related to processing depreciation and bad debt calculations.

##### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 096CE	Blueprint for Workplace Success. . . . .	36
VOC ED 560CE	Fundamentals of Bookkeeping . . . . .	45
<b>CERTIFICATE - TOTAL HOURS. . . . .</b>		<b>81</b>

### COMMUNITY HEALTH WORKER

#### Certificate of Completion

(STATE CODE 38339)

##### PROGRAM INFORMATION

This noncredit program prepares students for a career as a community health worker. The community health worker serves as a bridge between the community and the health care, government and social service systems. Community health workers (CHWs) are frontline public health workers who have a close understanding of the community they serve. This trusting relationship enables them to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Community health workers also build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. (American Public Health Association, 2008). According to the U.S. Bureau of Labor Statistics, in Los Angeles County, there are approximately 5,890 community health worker jobs. California's hourly mean wage is \$22.67 with an annual mean wage of \$47,150.

##### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate methods of promoting community health.
- Demonstrate effective techniques to conduct basic community outreach.

##### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 096CE	Blueprint for Workplace Success. . . . .	36
VOC ED 551CE	Community Health Worker . . . . .	27
<b>CERTIFICATE - TOTAL HOURS. . . . .</b>		<b>63</b>

### CUSTODIAL SCHEDULING SUPERVISOR TRAINING

#### Certificate of Completion

(STATE CODE 37835)

##### PROGRAM INFORMATION

The Custodial Scheduling Supervisor Training Certificate of Completion prepares students to meet the application requirements for entry-level custodial supervisory positions. Upon successful completion of this certificate, a student will have completed the 60 hours of basic custodial scheduling and supervisory training required for most entry-level supervisory positions. In addition, topics include scheduling workloads, management of custodial staff, safety practices, and the cleaning standards of various types of facilities.

##### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate entry-level custodial supervisory skills.
- Demonstrate ability to prepare work schedule from given data including breaks, lunch, and vacations.

##### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 096CE	Blueprint for Workplace Success. . . . .	36
VOC ED 550CE	Custodial Scheduling and Supervisor Training. . . . .	45
<b>CERTIFICATE - TOTAL HOURS. . . . .</b>		<b>81</b>

## CUSTODIAL TECHNICIAN PREPARATION

### Certificate of Completion

(STATE CODE 36587)

#### PROGRAM INFORMATION

The Custodial Technician Preparation Certificate of Completion will prepare students to meet the application requirements for entry-level custodial positions. Upon successful completion of this certificate, a student will have completed the 60 hours of basic custodial safety and cleaning training required for most entry-level custodial positions. In addition, topics include interviewing skills, workplace performance, communication standards, and resume writing.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate proper techniques in the use of cleaning materials and equipment in accordance with safety and cleaning protocols.
- Identify professional workplace skills required to be successful in a new job.
- Apply proper cleaning processes for a variety of building areas.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 060CE	Custodial Technician Training	63
VOC ED 098CE	30 Ways to Shine as a New Employee	12
<b>CERTIFICATE - TOTAL HOURS</b>		<b>75</b>

## DOG GROOMING

### Certificate of Completion

(STATE CODE 36077)

#### PROGRAM INFORMATION

Students completing the Certificate of Completion in Dog Grooming will be ready for employment in the field. Students will gain hands-on experience in dog grooming and learn terminology and techniques.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate handling dogs using safe and humane techniques.
- Demonstrate competence in working safely in a dog grooming environment.
- Identify professional workplace skills required to be successful in a new job.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 340CE	Basic Dog Grooming I	36
VOC ED 341CE	Basic Dog Grooming II	36
<b>CERTIFICATE - TOTAL HOURS</b>		<b>72</b>

## EKG TECHNICIAN

### Certificate of Completion

(STATE CODE 37184)

#### PROGRAM INFORMATION

Earning an EKG Technician Certificate of Completion may be the start of a successful and meaningful career that can help make a difference in countless lives. Students enrolled in this program are trained to record and monitor the heart's electrical activity. They receive hands-on instruction in preparing patients for various methods of EKG testing, Holter monitoring, and exercise stress testing. Upon successful completion of the program requirements, students are prepared to take the Certified EKG Technician (CET) exam granted by the National Healthcareer Association (NHA).

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate attainment of required knowledge to perform the duties and responsibilities of an EKG Technician as evidenced by explaining the concepts determining EKG waves and complexes.
- Demonstrate the correct placement of electrodes.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 379CE	Basic Life Support and First Aid for Medical Assistants	9
VOC ED 384CE	EKG Technician	54
<b>CERTIFICATE - TOTAL HOURS</b>		<b>63</b>

## GERIATRIC CAREGIVER

### Certificate of Completion

(STATE CODE 36879)

#### PROGRAM INFORMATION

This noncredit program is designed to provide students with the basic knowledge and hands-on skills necessary to work as a geriatric caregiver. There will be a focus on caring for ambulatory elderly patients in their homes or outpatient settings. This program covers basic care giving needs, nutrition needs for aging adults, safety considerations, and basic CPR and first aid.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Articulate the home care needs of the geriatric patient population.
- Demonstrate competence in administering basic home aide needs of geriatric patients using proper techniques.
- Explain safe food handling techniques for the geriatric home care environment.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 370CE	Geriatric Home Care Basics	54
VOC ED 371CE	Nutrition for Aging Adults	18
VOC ED 379CE	Basic Life Support and First Aid for Medical Assistants	9
<b>CERTIFICATE - TOTAL HOURS</b>		<b>81</b>



## MEDICAL ASSISTANT: FRONT AND BACK OFFICE

### Certificate of Completion

(STATE CODE 37084)

#### PROGRAM INFORMATION

The Medical Assistant: Front and Back Office Certificate of Completion provides students with the hands-on skills and knowledge needed for an entry-level career as a medical office assistant. Medical Office Assistants are allied health professionals responsible for various medical office administrative tasks beginning with initial patient contact through final payment. Medical assistants are allied healthcare professionals responsible for various clinical and/or administrative duties. They perform clinical functions including but not limited to direct patient care and preparation, while maintaining patient safety and confidentiality. They may also perform administrative duties such as scheduling appointments, maintaining patient records, bookkeeping, and billing and insurance processing. Medical assistants work primarily in ambulatory care settings such as medical offices and clinics. Students learn skills in taking and recording vital signs, exam room preparation, patient data collection, simple dressing changes and other skills required in the field. Upon successful completion of the program students are prepared to take the National Certified Medical Assistant (NCMA) exam administered by the National Center for Competency Testing.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate the skills necessary to assist with routine medical examinations.
- Identify and practice infection control procedures for the ambulatory care setting.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 372CE	Fundamentals of Medical Assisting	36
VOC ED 373CE	Medical Assisting Front Office	36
VOC ED 374CE	Computer Usage Skills for the Medical Office	36
VOC ED 375CE	Medical Assisting Back Office I	72
VOC ED 376CE	Medical Assisting Back Office II	72
VOC ED 377CE	Basic Medical Terminology, Pathophysiology and Pharmacology	36
VOC ED 378CE	Essential Skills in Medical Insurance Coding and Billing for Medical Assistants	36
VOC ED 379CE	Basic Life Support and First Aid for Medical Assistants	9
VOC ED 380CE	Medical Assistant Practicum	171
<b>CERTIFICATE - TOTAL HOURS</b>		<b>504</b>

## PHLEBOTOMY TECHNICIAN I

### Certificate of Completion

(STATE CODE 36613)

#### PROGRAM INFORMATION

The Phlebotomy Technician I Certificate of Completion will prepare students with the hands-on skills and knowledge needed for an entry-level career as a Phlebotomy Technician I. Phlebotomy Technicians are

authorized to do venipunctures and skin punctures and are uniquely-skilled, allied health workers who can work in a multiplicity of care settings such as hospitals, diagnostic laboratories, blood donor centers, medical offices, clinics and other locations which need phlebotomists to perform blood draws. Upon successful completion of the program students will be prepared for the National Certification Exam and certification as Certified Phlebotomy Technician 1 (CPT-1) by the California Department of Public Health (CDPH).

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate proficiency in sterile procedures in the practice of specimen collection by simulating the steps employed in proper venipuncture technique.
- Identify the six major tactics to reduce the risk of exposure to blood-borne pathogens.
- Apply understanding in performing the clinical skills for successful specimen collection.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 381CE	Phlebotomy Technician I	54
VOC ED 382CE	Phlebotomy Technician I Practicum	72
<b>CERTIFICATE - TOTAL HOURS</b>		<b>126</b>

## SPEAKING ENGLISH AS A SECOND LANGUAGE

### Certificate of Completion

(STATE CODE 36040)

#### PROGRAM INFORMATION

This certificate of completion gives students skills and knowledge needed to effectively communicate in Standard English speech in personal, academic and workplace contexts.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

- Demonstrate the pronunciation skills of foundation level English vocabulary.
- Apply rhythm, stress, and intonation patterns in English conversation.
- Demonstrate listening and speaking through conversations and discussions within the contexts of social, academic, legal and medical environments.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
ESL NC 023CE	English as a Second Language - Speech I	108
ESL NC 024CE	English as a Second Language - Speech II	108
<b>CERTIFICATE - TOTAL HOURS</b>		<b>216</b>

## WORKPLACE SUCCESS

### Certificate of Completion

(STATE CODE 36038)

#### PROGRAM INFORMATION

This noncredit certificate program provides students critical tools and skills for workplace success. Students will complete a self-assessment and accordingly plan a career, learning current job search practices, resume preparation, interviewing skills, appropriate verbal and nonverbal communication, workplace etiquette, and management of time and stress. Students will increase their likelihood of career success by also putting together immediate and long-term actionable goals.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Distinguish past success through a self-inventory, leading to creating a list of short-term and long-term goals for job search and personal plans.
- Prepare job application packets and develop interviewing skills.
- Develop effective time management and stress management techniques.
- Define workplace goals and methods to achieve them based on understanding employer culture and expectations.
- Develop a list of tools to handle change.

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
VOC ED 096CE	Blueprint for Workplace Success. . . . .	36
VOC ED 098CE	30 Ways to Shine as a New Employee . . . . .	12
<b>CERTIFICATE - TOTAL HOURS. . . . .</b>		<b>48</b>

#### CERTIFICATE - REQUIRED COURSES

SUBJECT & NO.	COURSE	HOURS
ESL NC 001CE	English as a Second Language - Beginning I . . . . .	54
ESL NC 002CE	English as a Second Language - Beginning II . . . . .	54
<b>CERTIFICATE - TOTAL HOURS. . . . .</b>		<b>108</b>

## WRITING IN ENGLISH AS A SECOND LANGUAGE

### Certificate of Completion

(STATE CODE 36039)

#### PROGRAM INFORMATION

This certificate of completion gives students skills and knowledge needed to effectively communicate through Standard English writing in personal, academic and workplace contexts.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program, students will:*

- Demonstrate comprehension of foundation level English vocabulary by employing various forms of nouns, verbs, and adjectives.
- Apply foundation level ESL conversation and reading skills by composing oral and written responses in complete simple sentences.
- Respond to pre-collegiate level ESL conversation and reading passages by composing oral and written responses in complete compound sentences.



# Course Descriptions

## How to Read the Course Descriptions

	Course Number	Course Title	Units	Transferability
	6	General Biology I	(5)	UC:CSU
Important Course Information	<p><i>Lecture 3 hours. Laboratory 6 hours.</i>  <i>Prerequisite or Corequisite: Chemistry 101 with a grade of "C" or better.</i>  <i>Note: This class meets off campus several times during the semester.</i></p>			
Course Description	<p>Biology 006 represents half of a one-year course designed for Life Science majors and those preparing for health professions and research careers. 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, invertebrate animals and molecular biology.</p>			
CSU GE & IGETC Area Identifier	(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)			

### Key to Transfer Credit Codes

#### UC

This course is acceptable for credit at all University of California campuses.

#### †UC

The granting of transfer credit by a UC campus for directed study, fieldwork, or variable topics courses is contingent upon a review of the course outline after transfer. A UC student must submit a petition to initiate this process.

Variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice / Criminology, or Library Departments are not transferable because of credit restrictions in these areas.

For further clarification, please consult a counselor.

#### CSU

This course is acceptable for credit at all California State University campuses.

#### 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.

#### RPT

Number of times a course may be repeated for credit.

#### CSU GE & IGETC AREA IDENTIFIER

This course fulfills the general education area that is listed.

#### PREREQUISITE

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. You must complete prerequisites before enrolling in a class.

#### COREQUISITE

A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

#### ADVISORY

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.

### Accuracy Statement

The Los Angeles Community College District and Los Angeles 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 (ACCTG)

### 001 Introductory Accounting I (5) UC:CSU

Lecture 5 hours.

Students will study accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. Students will develop an understanding of accounting information systems, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will also be exposed to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

**C-ID:** ACCT 110

### 002 Introductory Accounting II (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** Accounting 001 with a grade of "C" or better.

Students will continue the introductory phase of accounting which includes the study of Corporations, Partnerships, Income Tax, Bonds, Cash Flow, Statement Analysis, Managerial Accounting, Process Cost Systems, Cost Behavior, Budgeting, Performance Evaluation, Product Pricing and Capital \ Investment Analysis.

**C-ID:** ACCT 120

### 015 Tax Accounting I (3) CSU

Lecture 3 hours.

**Prerequisite:** Accounting 001 with a grade of "C" or better.

The student in this course will be provided with a basic understanding of the federal income tax laws applicable to individuals as well as practice using the laws to analyze typical fact patterns. The student will comprehend the presentation or disclosure in Form 1040 of the results of their analysis of various fact patterns and be able to consider tax-planning opportunities that may exist prior to the completion of a transaction. The student will also be introduced to procedural aspects of dealing with the IRS (correspondence, audits, appeals, etc.).

### 017 Payroll Accounting (2) CSU

Lecture 2 hours.

**Prerequisite:** Accounting 001 with a grade of "C" or better.

The student in Payroll Accounting will be provided with an overview of the Federal and California rules and regulations applicable to payroll administration, business owners, accountants, administrators and employees. The student will develop an understanding of the practical and legal need for payroll and personnel records, computing wages and salaries, social security taxes, income tax withholding, unemployment compensation taxes and overall accounting and journalizing payroll transactions. Students will be actively involved in the application of the rules and procedures to common business situations.

## Accounting - Computerized

See course listings under Computer Applications and Office Technologies.

## Addiction Studies (ADDICST)

### 001 Understanding Addiction and Counseling (3) CSU

Lecture 3 hours.

This course provides an overview of the nature of addiction, counseling and the knowledge, skills, and attitudes required in professional practice as a competent, educated, trained and certified addiction counselor. Students will learn psychological, sociological and physiological aspects of addiction and treatment.

### 002 Physiology and Pharmacology of Psychoactive Drugs (3) CSU

Lecture 3 hours.

Students will study the pharmacology and physiology of alcohol and other drugs along with 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 are explored in addition to the psychophysical, cultural, and social implications of substance use.

### 004 Clinical Counseling Laws and Ethics (3) CSU

Lecture 3 hours.

Students are trained in the application of legal and ethical issues that impact the profession of addiction treatment. This course also emphasizes the assessment and diagnosis of co-occurring disorders as they apply to the scope of competence for addiction treatment counselors.

### 005 Group Skills for Addiction Counselors (3) CSU

Lecture 3 hours.

This course trains students 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 addiction-specific issues in a group setting.

### 007 Addiction Treatment and Recovery (3) CSU

Lecture 3 hours.

Students examine 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.

### 009 Field Work Practicum (3) CSU

Lecture 3 hours.

**Prerequisite:** Addiction Studies 001 or 002 and Addiction Studies 004 with a grade of "C" or better.

This is a supervised practicum, internship course. The course offers students an opportunity to document at least 160 hours working at an agency or in some situation directly in the field of addiction treatment, in addition to the classroom hours. Those seeking CCAPP or CAADE certification will want to document a minimum of 255 fieldwork hours in addition to the 54 semester hours during the semester.

### 010 Addiction and the Family (3) CSU

Lecture 3 hours.

Students analyze addiction as a family disease focusing on many theoretical and practical issues including: assessment, treatment, recovery, interventions, family counseling and addictions' impact on children and the family system.

**011 Drinking Driver Program Personnel 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.

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.

**013 Addictive Diseases and Life Style Disorders (3) CSU**

Lecture 3 hours.

In this course, students will examine the pathology and nature of, and the intervention, treatment, and recovery processes involved in, a wide range of addictive diseases and life style disorders: addiction, including nicotine; sexual addiction; gambling addiction; eating disorders (including anorexia and bulimia); compulsive spending; workaholics and type "A" behavior; violence addiction battering, child abuse, and incest.

**014 Addiction and Theories of Human Development (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.

Students evaluate the developmental stages of body, mind, emotion, spirit (values and morals), and relationships, as they are affected by the disease process of addiction, and positively enhanced by the health process of recovery. Theorists covered include Piaget, Freud, Erikson, Kohlberg, Fowler, Keene, Maslow and Frankl.

**015 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.

Students examine the basic principles and concepts of sociology with special emphasis upon the social phenomenon of addiction, as it affects the family, and large sociological groups such as women, senior citizens and ethnic minorities. (CSU GE Area D)

**016 Continuing Recovery: Strategies and Basic Skills (3) CSU**

Lecture 3 hours.

Students examine applied methodology and counseling skills with respect to chemical dependency and other addictive disorders. Students may engage in role play, case studies, interventions, demonstrations, 12-step model of recovery, reality therapy, rational emotive behavioral therapy, family systems analysis, and relapse prevention theory and techniques.

**017 Women and 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.

Students engage in a comparative analysis of women and addiction, their issues and related challenges for treatment and recovery. Alcohol, other drugs, eating disorders, nicotine abuse, and addictive relationships are examined.

**018 Addiction and Eating Disorders (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.

Students will learn about eating disorders and addiction and how to work effectively in the profession of addiction treatment, with an emphasis on understanding the disease of eating disorders. This includes an understanding of such eating

disorders as compulsive overeating, bulimia and anorexia. Treatment, intervention and recovery from eating disorders will be the main focus of this course.

**020 Domestic Violence Counselor Training (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.

Students explore the nature of domestic violence along with its signs and symptoms and its impact upon individuals, families, and society. Students are trained in cultural and ethnic issues, the counseling of victims and families, intervention, treatment, and recovery processes for those affected by domestic violence. Prevention, education, and social policy issues are also addressed.

**023 Batterers' Intervention Facilitator Training (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.

Students gain knowledge and skills that are required to facilitate batterers' rehabilitation groups. Students examine co-morbidity factors between domestic violence, substance abuse and addictions and present lesson plans and explanations for their use in a California "approved" 52-week intervention program for batterers. This course is designed to meet the standards contained in California Penal Code 1203.098 for probation department approved batterers' intervention facilitators.

**025 Clinical Counseling for Co-Occurring Disorders (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.

In this advanced course, students examine techniques and dynamics of counseling clients with addiction and co-occurring disorders. Students evaluate the intrinsic value of clinical supervision to the addiction treatment profession in preparation for the advanced fieldwork course.

**091 Advanced Field Work Practicum (3)**

Lecture 3 hours.

Prerequisite: Addiction Studies 009 with a grade of "C" or better.

This is a supervised practicum course that includes an advanced internship served at an addiction treatment and recovery facility to acquire 160 of the 300 hours required by the California Office of Alcohol and Drug Programs, and the California Association of Alcohol and Drug Educators (CAADE). Internship hours must be completed during the semester of enrollment.

## Administration of Justice (ADM JUS)

### 001 Introduction to Administration of Justice (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students are introduced to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. Students examine the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross-cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are also introduced to the origins and development of criminal law, legal processes, sentencing, and incarceration policies.

(CSU GE Area D • IGETC Area 4)

C-ID: AJ 110

### 002 Concepts of Criminal Law (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students are introduced to the historical development, philosophy, and basic legal concepts of criminal law. Constitutional provisions, legal research, legal analysis, and the functioning of criminal law as a social force are examined. In addition, students evaluate 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.

(CSU GE Area D • IGETC Area 4)

C-ID: AJ 120

### 003 Legal Aspects of Evidence (3) CSU

Lecture 3 hours.

Students will examine the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

(CSU GE Area D)

C-ID: AJ 124

### 004 Principles and Procedures of the Justice System (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students examine and analyze due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

(CSU GE Area D • IGETC Area 4)

C-ID: AJ 122

### 005 Criminal Investigation (3) CSU

Lecture 3 hours.

Students will examine the fundamental theories, concepts, and methodology of criminal investigation. This course will look at the investigative procedures from the crime scene to the courtroom, inclusive of legal constraints, ethics, and types of evidence; techniques and procedures for basic interview and interrogation procedures; identification of proper crime scene management, follow-up, case preparation and organization.

C-ID: AJ 140

### 008 Juvenile Procedures (3) UC:CSU

Lecture 3 hours.

This course examines the origin, development and organization of the juvenile justice system as it evolved within the U.S. justice system. Students will analyze and synthesize theories of juvenile law, the courts and their processes, and constitutional protections extended to juveniles administered in the U.S. justice system.

C-ID: AJ 220

### 067 Community Relations I (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students examine the complex and dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, ethnicity, and law.

(CSU GE Area D • IGETC Area 4)

C-ID: AJ 160

### 075 Introduction to Corrections (3) UC: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.

(CSU GE Area D)

C-ID: AJ 200

### 160 Police Organization and Administration (3) CSU

Lecture 3 hours.

Students examine the organizational structure and administrative procedure on the implementation of law enforcement functions; history, theories, and methodologies of criminal justice organizations; assessment of the recruitment and hiring processes, career advancement and leadership; organizational structure and management strategies; administrative problems of staffing and morale as a law enforcement employer.

### 174 Offender Profiling in Criminal Investigations (3) CSU

Lecture 3 hours.

Students examine and analyze the history of criminal profiling. Crime scenes are analyzed in order to detect and identify the personality and behavioral characteristics of criminal offenders.

### 305 Criminal Intelligence and Data Analysis (3) CSU

Lecture 3 hours.

Students will learn the application of criminal intelligence and data analysis through critical thinking, language and logic, inductive and deductive reasoning. Analytical methodologies such as analysis and criticism, problem-solving, mapping and charting, commodity flow analysis, matrices and link chart production are employed to distinguish matters of fact from issues of judgment or opinions in determining criminal intelligence and behavior.

### 319 Research Methods & Statistics in Criminal Justice (3) CSU

Lecture 3 hours.

This course is an introduction to research methodologies used in the social sciences with a special emphasis on those methods most often used in the study of crime and criminal behavior, police/court systems, and correctional institutions, policies,





and programs. Students will acquire the knowledge to conceptualize a research problem and develop a number of complementary design, measurement, and data collection approaches to bring evidence to bear on the problem. Topics include the roles of theory and ethics in research, hypothesis testing, and research design. (CSU GE Area D)

### 383 Applications in Crime Analysis (3) CSU

Lecture 3 hours.

This course will introduce students to the functions of a crime analyst within the criminal justice system, including using quantitative methods and the five-step data analysis process to forecast future crime occurrences. The students, through the use of tactical, strategic and administrative analysis, will identify and differentiate between crime patterns, series and trends.

### 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.

This course allows students to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

## Agriculture

Agriculture courses are listed under Animal Science 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

### Plant Science

Agriculture - General . . . . . Plant Science 100-199  
 Horticulture and Landscaping . . . . . Plant Science 700-899  
 Natural Resource Management . . . . . Plant Science 900-999

## American Sign Language (A S L)

### 001 American Sign Language I (4) UC:CSU

Lecture 4 hours.

Normally offered in the Fall semester only.

In this course students develop basic grammar and lexical proficiency in American Sign Language. Emphasis is placed on comprehension skills. 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. This course also incorporates vital aspects of the Deaf culture and community.

(CSU GE Area C2)

### 002 American Sign Language II (4) UC:CSU

Lecture 4 hours.

**Prerequisite:** American Sign Language 001 with a grade of "C" or better.

Normally offered in the Spring semester only.

In this course students complete the study of elementary vocabulary and grammar begun in ASL I. Emphasis is placed on the development of inflectional and non-manual behavior patterns. Students continue to examine selected aspects of Deaf culture and community within receptive and expressive conversations. An 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.

(CSU GE Area C2 • IGETC Area 6A)

### 003 American Sign Language III (4) UC:CSU

Lecture 4 hours.

**Prerequisite:** American Sign Language 002 with a grade of "C" or better.

**Advisory:** Previous completion or concurrent enrollment in American Sign Language 030.

Normally offered in the Fall semester only.

In this course students continue the development of proficiency in American Sign Language grammar with special emphasis on idiomatic constructions. Conversational techniques with a focus on expressive skills is further developed. Students continue to expand the study of Deaf cultural issues.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 004 American Sign Language IV (4) UC:CSU

Lecture 4 hours.

**Prerequisite:** American Sign Language 003 with a grade of "C" or better.

**Advisory:** Previous completion or concurrent enrollment in American Sign Language 031.

Normally offered in the Spring semester only.

In this course students focus on advanced vocabulary and grammar and further develop and refine skills and fluency through spontaneously generated conversations that accentuate various aspects of Deaf culture and community.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 005 Introduction to Interpreting (3) CSU

Lecture 3 hours.

**Prerequisite:** American Sign Language 003 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in American Sign Language 004.

Normally offered in the Spring semester only.

Students survey basic theories, principles, and practices of interpreting/transliterating including basic ethical considerations and a historical overview of the interpreting profession, discusses the professional role of the interpreter. Students begin the development of interpreting/transliterating processing skills.

### 006 English-to-American Sign Language Interpreting/Transliterating (4) CSU

Lecture 4 hours.

**Prerequisite:** American Sign Language 005 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in American Sign Language 010 and 022.

Normally offered in the Fall semester only.

In this course, students develop beginning-level consecutive and simultaneous interpreting and transliterating skills from English to American Sign Language.

**010 American Sign Language-to-English Interpreting/Transliterating (4) CSU**

Lecture 4 hours.

*Prerequisite:* American Sign Language 005 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 006 and 022.

Normally offered in the Fall semester only.

In this course, students develop beginning-level proficiency in the techniques and principles of American Sign Language-to-English interpreting/transliterating, including such tasks as increasing receptive ASL skills and English vocabulary/idioms fluency, discourse analysis skills, and vocal control to successfully convey the intent of signers.

**016 Creative Signing (2) CSU**

Lecture 2 hours.

*Prerequisite:* American Sign Language 002 with a grade of "C" or better.

*Advisory:* Suggested concurrent enrollment in American Sign Language 003.

Normally offered in the Fall semester only.

In this course, students study the application of pantomime, visualization, facial expression and body language to the use of ASL. Techniques used in ASL story-telling and poetry are practiced.

**022 Professional Issues and Practice I (1) CSU**

Laboratory 3 hours.

*Prerequisite:* American Sign Language 005 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 006 and 010.

Normally offered in the Fall semester only.

Students are introduced to the 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 are emphasized.

**023 Professional Issues and Practice II (1) CSU**

Laboratory 3 hours.

*Prerequisite:* American Sign Language 005 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 055 and 065.

Normally offered in the Spring semester only.

Students expand on the theoretical and practical issues related to various community interpreting settings (medical, mental health, religious, etc.), requiring specialized language and/or techniques. Activities and content focus on 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.

**025 Conversational American Sign Language (2) CSU**

Lecture 2 hours.

*Prerequisite:* American Sign Language 002 with a grade of "C" or better.

Students gain conversational proficiency and expand their vocabulary according to their interests or needs.

**030 Fingerspelling I (1) CSU**

Laboratory 2 hours.

*Prerequisite:* American Sign Language 002 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 003.

Normally offered in the Fall semester only.

Students develop skills in expressive and receptive use of the Manual Alphabet. Students deal with specific individual problems and techniques for corrections. Overview of topics includes hand positioning (location and angle), handshapes, rhythm, fluency, spelling, and numbers; reception of fingerspelled handshapes, patterns and pauses/transitions.

**031 Fingerspelling II (1) CSU**

Laboratory 2 hours.

*Prerequisite:* American Sign Language 030 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 004.

Normally offered in the Spring semester only.

Students continue to develop expressive and receptive Manual Alphabet skills, while emphasizing techniques to improve receptive skills, expressive fluency, and accuracy.

**040 Introduction to Deaf Culture (3) UC:CSU**

Lecture 3 hours.

Normally offered in the Fall semester only.

In this introduction to American Deaf Culture students explore the historical, linguistic, social, and ideological constructs of American d/Deaf people and their communities. Discussion and topics develop students' awareness of Deaf cultural values, characteristics, and social dynamics. Minority dynamics, including the double/multiple minority experience of the d/Deaf individual in a hearing world, are also discussed.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

**055 Interpreting (4) CSU**

Lecture 4 hours.

*Prerequisite:* American Sign Language 006 and 010 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 023 and 065.

Normally offered in the Spring semester only.

Students continue to develop skills while interpreting from American Sign Language (ASL) to spoken English. Skills involve interpreting for varied discourse styles including interactive/consultative settings.

**065 Transliterating (4) CSU**

Lecture 4 hours.

*Prerequisite:* American Sign Language 006 and 010 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in American Sign Language 023 and 055.

Normally offered in the Spring semester only.

Students develop intermediate-level simultaneous interpreting and transliterating skills (spoken English to contact variety forms of ASL, and contact variety forms of ASL to spoken English). Instruction includes a focus on transliteration in contrast to interpretation for when contact variety ASL is used. Interactive interpreting is introduced and practiced.

**185 Directed Study - American Sign Language (1) CSU****285 Directed Study - American Sign Language (2) CSU****385 Directed Study - American Sign Language (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in American Sign Language/Deaf culture on a contract basis under the direction of a supervising instructor.



## Anatomy

### 001 Introduction to Human Anatomy (4) \*UC:CSU

Lecture 3 hours. Laboratory 3 hours.

Advisory: Biology 003 or Biology 006.

In this basic course in human anatomy and histology, students identify and classify human organs and examine human tissues under the microscope. Additionally, students are required to work with prosected human cadavers and to have internet access.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

\*UC Credit Limit: Anatomy 001 and Physiology 001 combined: maximum credit, 8 units.

C-ID: BIOL 110 B

## Animal Science (ANML SC)

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.

Advisory: Animal Science 501.

In this course students examine the ethical issues of using animals in research, teaching, for food production and as companions. Class discussions include the animal welfare/rights movements, the use of Institutional Animal Care and Use Committees (IACUC), and the Animal Welfare Act.

### 180 Animal Care Experience (1)

Lecture 1 hour.

Prerequisite: Animal Science 511 and 512 with a grade of "C" or better.

Veterinary science students will learn important aspects of animal care through theoretical and hands on learning. Areas of study will include sanitation, housing, nutrition, restraint, and environmental enrichment for livestock, lab animals and companion animals.

### 181A Field Work (1)

Laboratory 3 hours.

Advisory: Animal Science 180.

Students in the Pre-Veterinary Medicine and Veterinary Technology programs acquire clinical experience under the supervision of an on-site veterinary professional and develop a tier-based set of skills appropriate for veterinary assistants.

### 181B Field Work (2)

Laboratory 6 hours.

Advisory: Animal Science 180.

Students in the Pre-Veterinary Medicine and Veterinary Technology programs acquire clinical experience under the supervision of an on-site veterinary professional and develop a tier-based set of skills appropriate for veterinary assistants.

### 181C Field Work (3)

Laboratory 9 hours.

Advisory: Animal Science 180.

This course is designed for RVT and pre-vet majors to gain hands-on experience in a veterinary facility. Under the supervision of an on-site veterinary professional, students engage in a clinical veterinary setting to develop a tier based set of veterinary assistant skills.

### 181D Field Work (4)

Laboratory 12 hours.

Advisory: Animal Science 180.

This course is designed for RVT and pre-vet majors to gain hands-on experience in a veterinary facility. Under the supervision of an on-site veterinary professional, students engage in a clinical veterinary setting to develop a tier based set of veterinary assistant skills.

### 302 Veterinary Receptionist Training (2)

Lecture 2 hours.

This course is designed to train individuals to work as a veterinary receptionist. Students who complete this course gain the necessary client service, administrative and office skills needed for an entry-level front office job in a veterinary hospital.

### 401 Orientation to Veterinary Science (1) CSU

Lecture 1 hour.

This class directs student exploration of veterinary medicine as a career choice, including education, job tasks, and employment options. Other key topics include an orientation into Los Angeles Pierce College veterinary science programs and an introduction to medical terminology.

### 410 Animal Nursing I (2) CSU

Lecture 2 hours.

Prerequisite: Animal Science 180, 181A, 401, 501, 510 and Microbiology 020 with a grade of "C" or better.

Approval to enter the Registered Veterinary Technology Program.

Students are introduced to concepts in the nursing care of small animals. Representative diseases from each system will be highlighted with an emphasis on the RVT's role in caring for patients with these diseases. Wellness protocols for dogs and cats will also be addressed, with an emphasis on vaccine programs.

### 411 Animal Nursing I Laboratory (1) CSU

Laboratory 2 hours.

Prerequisite: Animal Science 511 and 512 with a grade of "C" or better.

Corequisite: Concurrent enrollment in Animal Science 410.

This course introduces students to specific skills involved with small animal nursing and provides opportunities to practice these skills under direct supervision in an academic environment. Areas of study include administering vaccinations, injection techniques, performing diagnostic tests and obtaining laboratory samples.

### 412 Animal Nursing II (2) CSU

Lecture 2 hours.

Prerequisite: Animal Science 410 with a grade of "C" or better.

This course focuses on three main areas of study: nursing care for emergency and critical patients, pharmacology and an introduction to the nursing care of birds and reptiles.

### 413 Animal Nursing II Laboratory (1) CSU

Laboratory 2 hours.

Prerequisite: Animal Science 411 with a grade of "C" or better.

Corequisite: Concurrent enrollment in Animal Science 412.

This course expands upon the skills and knowledge developed in Small Animal Nursing I Laboratory. Areas of study include emergency medicine, pharmacology skills and companion exotic animal clinical techniques.

**420 Clinical Procedures in Animal Care I (2) CSU**

Lecture 2 hours.

**Prerequisite:** Animal Science 511 and 512 with a grade of "C" or better.  
**Approval to enter the Registered Veterinary Technology Program.**

Students are introduced to the theoretical knowledge of anesthesia, surgical assist- ing and dental procedures as it relates to the role of the veterinary technician.

**421 Clinical Procedures in Animal Care I Laboratory (1) CSU**

Laboratory 3 hours.

**Prerequisite:** Animal Science 411 with a grade of "C" or better.  
**Corequisite:** Concurrent enrollment in Animal Science 420.

Veterinary technology students will apply theoretical knowledge regarding physi- cal examinations and record keeping, the administration of medications and flu- ids, the operation of general anesthetic and monitoring equipment, and basic operating room procedures and surgical assisting through the performance of hands-on skills.

**422 Clinical Procedures in Animal Care II (2) CSU**

Lecture 2 hours.

**Prerequisite:** Animal Science 420 with a grade of "C" or better.  
**Corequisite:** Concurrent enrollment in Animal Science 423.  
**Offered Spring semesters only.**

This course is designed to prepare the advanced veterinary technology student for practice in a small animal veterinary hospital, especially in the areas of anesthe- siology and surgery. Students will examine pharmacology of anesthetic agents, how to troubleshoot during general anesthesia and intervene in emergency situations. They will also investigate the veterinary technician's role in the operatory as a member of the surgical team. The identification of pain, it's pharmacological and non-pharmacological management are explored in-depth.

**423 Clinical Procedures in Animal Care II Laboratory (1) CSU**

Laboratory 2 hours.

**Prerequisite:** Animal Science 480 with a grade of "C" or better.  
**Corequisite:** Concurrent enrollment in Animal Science 422.  
**Offered Spring semesters only.**

Students gain practical experience in anesthesia, surgical preparation and assisting through participation with on-site surgical procedures on dogs and cats. Students are assigned to perform 18 hours of animal care.

**424 Dentistry for Veterinary Technicians (1) CSU**

Lecture 0.5 hour. Laboratory 1 hour.

**Prerequisite:** Animal Science 420 and 421 with a grade of "C" or better.  
**Corequisite:** Concurrent enrollment in Animal Science 422 and 423.

Students in this course will learn the basic principles of veterinary dentistry uti- lized by veterinary technicians in small animal practice. Topics will include dental anatomy, pathophysiology, charting and instrumentation. Techniques of routine dental prophylaxis and aspects of anesthesia specific to dental patients are includ- ed. Discussion of periodontal disease, modes of therapy, client education and pre- ventive care will be covered, as well as an introduction to common dental disor- ders, simple extractions, and dental radiography. This course includes hands-on laboratory sessions using veterinary dental equipment, models, and live animal patients.

**430 Veterinary Clinical Pathology (2) CSU**

Lecture 2 hours.

**Corequisite:** Concurrent enrollment in Animal Science 410, 411, and 431.  
**Approval to enter Registered Veterinary Technology Program.**

In this course, students are introduced to modern and practical methods in veteri- nary clinical laboratory analysis. Blood, urine, feces and skin scrapings tests with emphasis on small animal species are examined.

**431 Veterinary Clinical Pathology Laboratory (1) CSU**

Laboratory 2 hours.

**Corequisite:** Concurrent enrollment in Animal Science 430.  
**Approval to enter the Registered Veterinary Technology Program.**

Students engage in practical experience in performing various clinical analysis examinations and procedures.

**435 Veterinary Radiography (2) CSU**

Lecture 2 hours.

**Corequisite:** Concurrent enrollment in Animal Science 410 and 411.  
**Approval to enter the Registered Veterinary Technology Program.**

Students learn and understand the radiological terms, safety, and techniques need- ed by veterinary technicians to provide the veterinarian with diagnostic quality x-rays.

**436 Veterinary Radiography Laboratory (1) CSU**

Laboratory 2 hours.

**Corequisite:** Concurrent enrollment in Animal Science 435.  
**Approval to enter the Registered Veterinary Technology Program.**

Veterinary technology students acquire hands-on practice in safely taking diagnos- tic quality x-rays of animals.

**441 Large Animal Nursing Laboratory (2) CSU**

Laboratory 4 hours.

**Prerequisite:** Animal Science 420 and 421 with a grade of "C" or better.  
**Approval to enter the Registered Veterinary Technology Program.**

Students acquire hands-on practical experience in performing procedures and husbandry practices common to large and laboratory animal species. Extensive practice in handling and restraint will also be provided.

**460 First Aid for Companion Animals (2)**

Lecture 2 hours.

This course presents an overview of first aid situations and their treatments in dogs and cats, relative to animal facility employees and/or pet owners.

**470 Laboratory Animal Care (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Animal Science 420 and 421 with a grade of "C" or better.  
**Approval to enter the Registered Veterinary Technology Program.**

Students participate in an introduction to laboratory animal care and husbandry. Topics include care and restraint of rabbits, guinea pigs, rodents and other small lab animals. Laboratory regulations and career opportunities will also be addressed.

**480 Clinical Experience for Veterinary Technicians I (3) CSU**

Lecture 3 hours.

**Prerequisite:** Animal Science 412, 413, 420, 421, 430 and 431 with a grade of "C" or better.  
**Approval to enter the Registered Veterinary Technology Program.**

Students will integrate extensive class work and outside clinical work in a veteri- nary setting. Non-technical topics such as grief counseling, career development, practice management, and the human - animal bond are explored. Particular focus is placed on expanding student acquisition of medical terminology. During the clinical component of the class students will participate in a variety of clinical experiences encompassing multiple aspects of veterinary technology. Successful completion of this course requires a minimum of 160 hours working at a veteri- nary clinic. The lecture component of this course requires 3 hours per week of class time.

**481 Clinical Experience for Veterinary Technicians II (3)**

Lecture 3 hours.

**Prerequisite:** Animal Science 420, 421, 435 and 436 with a grade of "C" or better.

*Approval to enter the Registered Veterinary Technology Program.*

This course integrates extensive class work and outside clinical work in a veterinary setting and provides the student with a comprehensive review for the Veterinary Technician National Exam. During the clinical component of the class students will participate in a variety of clinical experiences encompassing multiple aspects of veterinary technology. Successful completion of this course requires a minimum of 120 hours working at a veterinary clinic. The lecture component of this course requires 3 hours per week of class time. Class time is devoted to board exam review, case studies and impromptu discussions.

**501 Principles of Animal Science (3) UC:CSU**

Lecture 3 hours.

In this course, students gain a broad perspective of livestock management and develop the critical thinking skills required to make humane, fact based decisions in livestock production. Various species of livestock, including beef cattle, dairy cattle, sheep, goats, swine, horses, poultry, llamas, rabbits and ostriches will be covered. Topics of study include breeds, feeding, reproduction, animal welfare, health, and management strategies.

**505 Animal Nutrition (3) UC:CSU**

Lecture 3 hours.

**Advisory:** Animal Science 501.

Students will study the constituents of feed (carbohydrates, proteins, fats, minerals, vitamins and water), their utilization by the animal body, the digestive system, the process of digestion and assimilation of the various feed constituents, identification of feedstuffs, feeding standards, computation of simple rations for livestock, and economy in feeding and purchasing feeds by nutritive values.

**506 Urban Farm Animal Health Techniques (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Animal Science 501 with a grade of "C" or better.

In this course students learn practical aspects of urban animal health and related care of farm livestock. Preventative health programs and nursing techniques for back-yard producers are examined. Students gain 'hands-on' experience in performing husbandry practices common to each species using Pierce College farm animals.

**507 Small Ruminant Health and Management (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Animal Science 501 with a grade of "C" or better.

**Advisory:** English 101.

This course provides students with an overview of the sheep and goat industries, including management of commercial, purebred and small farm flocks. Students will analyze the management of goats and sheep in production systems. Areas of study include marketing, trends in housing, nutrition, and reproduction. Students will study the practical aspects of small ruminant management and gain hands-on experience utilizing the animals on the Pierce College farm. Students will learn the technical skills commonly practiced in production and backyard systems. This course requires students to write a research paper.

**508 Exotic Animal Health Care and Wellness (2)**

Lecture 2 hours.

*Enrollment limited to 24 students per class, due to safety considerations.*

This course introduces the student to the basic clinical skills and related theory needed to perform veterinary care and provide husbandry to companion exotic animal species. Blending lecture based classes with hands-on experiences, students will examine captive husbandry practices, nutrition and common health problems of avian, small mammal and reptile species. This course 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.

**Advisory:** Animal Science 501, 511, and 512.

Students learn the physiology of animals and how it relates to animal health. It will also include 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) UC:CSU**

Lecture 3 hours.

**Advisory:** Animal Science 512.

Students learn the structural aspects and the normal functions of the principal systems of the various farm and companion animals. This course includes comparative anatomy and physiology as well as a basic study of the facts and principles of animal life.

(CSU GE Area B2)

**512 Anatomy and Physiology of Animals Laboratory (1) UC:CSU**

Laboratory 3 hours.

**Corequisite:** Concurrent enrollment in Animal Science 511.

Students gain practical experience discovering principles and structures associated with the anatomy and physiology of animals. Microscope work and the cat are included.

(CSU GE Area B3)

**515 Applied Animal Reproduction (2) CSU**

Lecture 2 hours.

**Corequisite:** Concurrent enrollment in Animal Science 516.

**Advisory:** Animal Science 501 and 511.

Students learn the techniques in the collection, evaluation, processing, storage, and shipment of semen. Course includes the study of insemination procedures and practices and fertility problems, basic reproductive anatomy and physiology. Heat detection, disease control and other management skills needed in artificial insemination are discussed.

**516 Artificial Insemination Laboratory (1) CSU**

Laboratory 3 hours.

**Corequisite:** Concurrent enrollment in Animal Science 515.

**Advisory:** Animal Science 501 and 512.

Students learn the techniques of the rectovaginal cervical fixation method of artificial insemination of cattle. Heat detection and other management skills needed in artificial insemination will be practiced.

**520 Beef Production (3) CSU**

Lecture 3 hours.

**Prerequisite:** Animal Science 501 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Animal Science 521.

Students survey market beef production in the United States, with emphasis on California. Class discussions include beef cattle terms, grades and classes of market cattle and carcasses as well as breed characteristics, grading and selection of stock and feeder cattle. Students analyze markets and functions, importance of by-products, necessary margin, and factors affecting economy and efficiency of gain. Modern animal welfare concerns and methods as well as veterinary procedures, diseases which special emphasis on the role of the veterinarian and RVT in beef cattle production are also discussed.

**521 Beef Production Laboratory (1) CSU**

Laboratory 2 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 520.

Students learn the practical application of the beef management industry. Farm management decisions and operational procedures are examined. Students apply their skills with the Pierce College herd.

**530 Poultry Production (2) UC:CSU**

Lecture 2 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 531.

Students analyze the economic and managerial aspects of the commercial poultry operation with an emphasis on breeding, nutrition, environmental management and housing of growing and laying stock. Flock management and record keeping are also discussed. Students may be required to visit commercial poultry plants in the local area.

**531 Poultry Production Laboratory (1) UC:CSU**

Laboratory 2 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 530.

Students study the principles and practices of commercial poultry production with an emphasis on nutrition, reproduction, environmental management, health, marketing and record keeping. Students gain hands-on experience with skills commonly practiced in poultry production. The practical aspects of poultry production are emphasized.

**535 Sheep Production (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 537.

Students analyze sheep production in the United States and especially in California. Classroom discussions include common breeds, breeding practices, feeding equipment, animal welfare concerns and the problems of general care and management. Students examine fattening lambs, establishment of farm flocks, and the use of range lands. The laboratory (AS 537) co-requisite provides practical work with the college flock including essential management skills.

**537 Sheep Production Laboratory (1) UC:CSU**

Laboratory 2 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 535.

Students study the practical application of the sheep management industry. By studying the college flock, students learn the farm management decisions and operational procedures that go into managing a flock.

**540 Livestock Management Techniques (2) CSU**

Laboratory 4 hours.

*Advisory:* Animal Science 501.

Students engage in practical applications of livestock management, husbandry and veterinary skills along with record keeping for one or more species of farm animal. Livestock options include one or more of the following: beef, sheep, swine, goat, and poultry animals.

**577 Horse Judging (2)**

Lecture 1 hour. Laboratory 2 hours.

*Advisory:* Animal Science 601.

The student will study form and function, evaluation of performance standards, movement, placing Western and English pleasure and the hunter jumper with emphasis on quarter horses, thoroughbreds, Arabians, and Appaloosa horses.

**579 Fitting and Showing Livestock (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Prerequisite:* Animal Science 501 with a grade of "C" or better.

Students in this 'Hands on course' will participate in the selection, fitting and showing of beef cattle, sheep and swine. Actual practice will be with college or student owned animals. The course includes classifying animals and groups in California and national livestock shows.

**596A Agricultural Enterprise Projects (1) CSU**

Laboratory 3 hours.

*Corequisite:* Concurrent enrollment in Animal Science 501.

This course involves the planning, development and completion of an individual or group animal project under the guidance of a faculty advisor on the Los Angeles Pierce College Farm. Usually, the project will involve the husbandry and health care of livestock animals or poultry, associated production costs, and eventual profit analysis at time of sale. The student will be assigned to one animal unit on the Pierce Farm. Animal Units on the Pierce Farm include: the Poultry Unit, Sheep Unit, Goat Unit, and the Cattle Unit.

**596B Agricultural Enterprise Projects (2) CSU**

Laboratory 6 hours.

*Corequisite:* Concurrent enrollment in Animal Science 501.

This course involves the planning, development, and completion of an individual or group animal project under the guidance of a faculty advisor on the Los Angeles Pierce College Farm. Usually the project will involve the husbandry and health care of livestock animals or poultry, associated production costs, and eventual profit analysis at time of sale. The student will be assigned to one animal unit on the Pierce Farm. Animal Units on the Pierce Farm include: the Poultry Unit, Sheep Unit, Goat Unit, and the Cattle Unit. The student in this advanced course will examine advanced health techniques such as sample laboratory testing. For example, the student will analyze and interpret a blood mineral panel to assess deficiencies.

**596C Agricultural Enterprise Projects (3) CSU**

Laboratory 9 hours.

*Corequisite:* Concurrent enrollment in Animal Science 501.

This course involves the planning, development, and completion of an individual or group animal project under the guidance of a faculty advisor on the Los Angeles Pierce College Farm. Usually the project will involve the husbandry and health care of livestock animals or poultry, associated production costs, and eventual profit analysis at time of sale. The student will be assigned to one animal unit on the Pierce Farm. Animal Units on the Pierce Farm include: the Poultry Unit, Sheep Unit, Goat Unit, and the Cattle Unit. The student in this advanced course will examine advanced health techniques such as sample laboratory testing. The student will also analyze the crop production associated with their animal unit. For example, students will analyze the farming techniques associated with the production of feed on the Pierce College pastures for the cattle.

**596D Agricultural Enterprise Projects (4) CSU**

Laboratory 12 hours.

*Corequisite:* Concurrent enrollment in Animal Science 501.

This course involves the planning, development, and completion of an individual or group animal project under the guidance of a faculty advisor on the Los Angeles Pierce College Farm. Usually the project will involve the husbandry and health care of livestock animals or poultry, associated production costs, and eventual profit analysis at time of sale. The student will be assigned to one animal unit on the Pierce Farm. Animal Units on the Pierce Farm include: the Poultry Unit, Sheep Unit, Goat Unit, and the Cattle Unit. The student in this advanced course will examine crop production associated with their animal unit, advanced health techniques, and advanced reproductive techniques. For example, students will learn the different synchronization protocols for reproductive efficiency.

**601 Horse Production (3) UC:CSU**

Lecture 3 hours.

*Advisory:* Animal Science 501.

The student will learn the history of the horse, including anatomy, conformation, predisposing factors to unsoundness, selecting, housing and use.

**602 Horse Husbandry (3) UC:CSU**

Lecture 3 hours.

*Offered Spring semesters only.*

The student will learn about breeding, mare and stallion selection, foaling of the mare, feeding and management of light horses, diseases, sanitation, and prevention of disease.

**603A Equine Management Techniques (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

In this course, the student will acquire the management skills needed in the horse industry through participation in the management of the college horse herd and equine facilities. In this first of a four course series, the student will begin to develop his/her management skills by participating in hands-on applications focused on the school horses and college equine facilities with a particular emphasis on basic horse handling and safety best practices.

**603B Equine Management Techniques (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 603A with a grade of "C" or better.

In this course, the student will continue to develop the management skills needed in the horse industry through participation in the management of the college horse herd and equine facilities. By completing this portion of a four course series, the student will increase his/her management skills by participating in hands-on applications focused on the school horses and college equine facilities with a particular emphasis on horse handling, health assessments and preventative healthcare.

**603C Equine Management Techniques (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 603B with a grade of "C" or better.

In this course, the student will acquire the management skills needed in the horse industry through participation in the management of the college horse herd and equine facilities. By completing this portion of a four course series, the student will enhance and develop his/her management skills through participation in hands-on applications focused on the school horses and college equine facilities with a particular emphasis on hoof care, facility sanitation, and parasite control.

**603D Equine Management Techniques (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 603C with a grade of "C" or better.

In this course, the student will acquire the management skills needed in the horse industry through participation in the management of the college horse herd and equine facilities. By completing this portion of a four course series, the student will enhance and develop his/her management skills through participation in hands-on applications focused on the school horses and college equine facilities with particular emphasis on recognizing lamenesses, evaluating and maintaining proper footing and facility weed and pest control.

**604 Equine Facility Management (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

*Formerly Animal Science 603. Credit not given for both courses.*

*Prerequisite:* Animal Science 603D with a grade of "C" or better.

*Advisory:* Animal Science 650.

In this course, the student will use an array of management skills, introduced in the 603 series, to coordinate and oversee equine facility operations and maintenance. The student will develop his/her management skills through hands-on applica-

tions focused on the College horse herd and Equine Center facilities with particular emphasis on overall responsibility for an equine facility and the training and supervision of workers.

**616 Equestrian Activities (2)**

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 621 with a grade of "C" or better.

In this course, students develop, improve and enhance the skills of the horse and rider while building awareness of skills useful in the performance horse industry.

**620 Basic Equitation (1) CSU**

Lecture 1 hour.

In this fundamental course, students are introduced to basic Western and English riding methods. The course focus is on methods to safely catch, halter, groom, saddle, bridle and ride horses.

**621 Horseback Riding Laboratory (1) CSU**

Laboratory 2 hours.

*Prerequisite:* Animal Science 620 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Animal Science 620.

In this fundamental course, students are introduced to basic Western and English riding. The course focus is on safely catching, haltering, grooming, saddling, bridling and riding horses.

**622 Horseback Riding Laboratory - Intermediate (1) CSU**

Laboratory 2 hours.

*Prerequisite:* Animal Science 621 with a grade of "C" or better.

In this intermediate level class in Western and English riding, students acquire intermediate horseback riding skills and develop methods for teaching skills to students with varying degrees of experience.

**623 Horseback Riding Laboratory - Advanced (1)**

Laboratory 2 hours.

*Prerequisite:* Animal Science 622 with a grade of "C" or better.

Students taking this course will build on the skills acquired in Horseback Riding Laboratory - Intermediate with an emphasis on Western and English riding techniques suitable for students with varying degrees of experience.

**630 Beginning Equine Training (2)**

Lecture 1 hour. Laboratory 2 hours.

*Offered Fall semesters only.*

This is a course in beginning equine training. Students employ methods used to school and train young horses for riding. Emphasis is placed on controlling and conditioning the young horse in a manner safe for the student and horse.

**631 Advanced Equine Training (2)**

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 630 with a grade of "C" or better.

*Offered Spring semesters only.*

This course expands the concepts learned in Animal Science 630, Beginning Equine Training. The beginning knowledge of training equipment and methods is extended, creating a functional horse/rider team. Behaviors are linked and the student trainer learns to create smooth transitions between behaviors and behavior combinations.

**640 Horseshow Organization and Management (2)**

Lecture 1 hour. Laboratory 2 hours.

This course provides a comprehensive study of horse show organization and management, with particular emphasis on finance, insurance, labor management, marketing and advertising. Emphasis is placed on adequate planning and preparations

for success. Students take full responsibility for the planning and execution of an equestrian event hosted at the Equine Center.

### 645E Equine Issues (1)

Laboratory 3 hours.

Emphasis on Equine Equitation: An activity class which provides advanced or specific new skills related to horse riding, performance, or competitive sport.

### 650 Equine Health and First Aid (2) CSU

Lecture 1 hour. Laboratory 2 hours.

*Prerequisite:* Animal Science 621 with a grade of "C" or better.

Equine Health and First Aid provides an overall understanding of horse health issues so that those who work in the industry, or use horses for recreation, will understand and recognize common injuries and illnesses. Students will develop the skills and knowledge necessary to aid veterinary efforts to preserve and promote horse health.

### 660 Equestrian Evaluation and Examination (2) CSU

Lecture 1 hour. Laboratory 2 hours.

In this course, students develop and improve skills used in the evaluation of a horse's conformation and temperament as they relate to use of the horse in sport and performance.

### 185 Directed Study - Animal Science (1) CSU

### 285 Directed Study - Animal Science (2) CSU

### 385 Directed Study - Animal Science (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Animal Science on a contract basis under the direction of a supervising instructor.

## Anthropology (ANTHRO)

### 101 Human Biological Evolution (3) UC:CSU

Lecture 3 hours.

*May be offered as an honors section.*

This course explores the field of physical anthropology emphasizing the evolution of the human species. Topics will 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.

(CSU GE Area B2 • IGETC Area 5B)

*C-ID: ANTH 110*

### 102 Human Ways of Life: Cultural Anthropology (3) UC:CSU

Lecture 3 hours.

*May be offered as an honors section.*

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ profession-

al anthropological research ethics and apply their perspectives and skills to understand humans around the globe.

(CSU GE Area D • IGETC Area 4)

*C-ID: ANTH 120*

### 105 Prehistoric Peoples (3) UC:CSU

Lecture 3 hours.

Students examine human cultural development from the appearance of anatomically modern humans to the spread of urbanization. Students trace this process by analyzing prehistoric cultures in Europe, the Americas, the South Pacific, Africa, and Asia. Central themes include the origins of agriculture, the development of written language, and the rise of cities.

(CSU GE Area D • IGETC Area 4)

### 106 Introduction to Archaeology (4) UC:CSU

Lecture 3 hours. Laboratory 2 hours.

This course introduces students to the study of archaeological theories, models and data that contribute to our knowledge of the human past. Students discuss the nature of scientific inquiry, the history and interdisciplinary nature of archaeological research, dating techniques, methods of survey, excavation, analysis, and interpretation; cultural resource management, professional ethics, and selected cultural sequences. This course includes a lab component.

(CSU GE Area D • IGETC Area 4)

*C-ID: ANTH 150*

### 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.

(CSU GE Area D • IGETC Area 4)

### 111 Laboratory in Human Biological Evolution (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

*Corequisite:* Concurrent enrollment in Anthropology 101.

Students will conduct laboratory exploration of selected topics in biological anthropology including genetics, human variation, the living primates, and human paleontology.

(CSU GE Area B3 • IGETC Area 5C)

### 118 Fundamentals of Forensic Anthropology (3) UC:CSU

Lecture 3 hours.

In this course students explore basic topics in forensic anthropology, including discovery and excavation of clandestine graves, identification from bones and teeth of age, sex, stature, ancestry, pathology, diet, demographics, and manner and cause of death.

(CSU GE Area B2 • IGETC Area 5B)

### 119 Introduction to Forensic Anthropology (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

In this course students explore in a laboratory setting 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.*

This course 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.

(CSU GE Area C2 • IGETC Area 3B)

**132 Native People of North America (3) UC:CSU***Lecture 3 hours.*

In this course, students examine 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.

(CSU GE Area D • IGETC Area 4)

**141 Culture, Illness and Healing (3) UC: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.

(CSU GE Area D • IGETC Area 4)

**161 Introduction to Language and Linguistics (3) UC:CSU***Lecture 3 hours.**Same as Linguistics 1. Credit not given for both courses.**May be offered as an honors section.*

Students learn the great variety of ways humans communicate, both verbally and non-verbally. The structure, function, biological basis and history of language, language loss and conservation, with emphasis on the sociology and psychology of language, language learning, and the origins and evolution of language are analyzed.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

**185 Directed Study - Anthropology (1) CSU****285 Directed Study - Anthropology (2) CSU****385 Directed Study - Anthropology (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

## Architecture (ARC)

**110 Introduction to Architecture (1) UC:CSU***Lecture 1 hour.*

This is an introductory course exploring the fields of Architecture and Construction Technology. Students will gain an understanding of the opportunities in these fields as well as paths to careers and to higher education. Professional practices and sustainable methods will be introduced, as well as architectural theories and landmark buildings.

**111 Methods of Construction (2) CSU***Lecture 2 hours.*

Students examine the characteristics of building construction methods within the overall context of sustainable architectural design. The fundamental building methods shall be explored in depth. Their physical properties, historical context, and application within an architectural design shall be studied.

**121 Freehand Drawing I (2) UC:CSU***Laboratory 4 hours.*

Students will study freehand drawing through an architectural lens, using various media. We will develop the skills of looking and of drawing, practicing perspective, scale, tonal value and shade and shadow. Students will develop their visual communication skills.

**151 Materials of Construction (3) CSU***Lecture 3 hours.**Prerequisite: Architecture 111 with a grade of "C" or better.*

Studies the nature and characteristics of materials, along with their appropriate uses for given construction purposes.

**152 Equipment of Buildings (3) CSU***Lecture 3 hours.**Advisory: Architecture 111 and 172.*

Using sustainable tools and strategies, this course applies the basic principles of building systems; design, selection and operation of equipment in buildings. Building systems integrate architectural design with water distribution, water recycling and harnessing, air circulation, natural air flow, air heating and cooling, natural light, and acoustics. Passive and solar strategies are integrated into equipment as well as new technologies.

**160 Computers for Designers (3) CSU***Laboratory 6 hours.*

Students are introduced to computer applications such as Rhino and Form Z. Students develop awareness of the role of digital mediums in today's sustainable demands and gain technology software skills to create two- and three-dimensional digital environments. High tech 2D and 3D printing and virtual imaging are covered. This course is geared towards students who want to develop skills as built environment, ecological sustainability, entertainment, engineering and industrial designers.

**161 Introduction to Computer-Aided Architectural Design (2) UC:CSU***Lecture 1 hour. Laboratory 2 hours.*

This class is an introduction to computer-based architectural design and drawing. Students will use 2D and 3D computer visualization applications such as Revit and Rhino, cutting edge Building Information Modeling (BIM) tools. Basic computer operations like operating systems, interfaces, print, view, export, file management, image manipulation are covered within drawing and design exercises.

**162 Computer-Aided Design and Drafting (3) \*UC:CSU***Lecture 2 hours. Laboratory 4 hours.*

Learn and apply 2 and 3-D CAD and Building Information Modeling (BIM) architectural software. This course develops 2 and 3-D architectural drawing techniques as well as more advanced 3-D commands and 3-D modeling methods by completing a series of architectural exercises. The latest versions of popular software are utilized. Important for students interested in the fields of architecture, interior design, and construction. 3-D modeling programs such as Revit are introduced.

*\*UC Credit Limit: Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.*

**172 Architectural Drawing I (3) CSU***Laboratory 6 hours.*

This is a first level architectural technical drawing class. Students will develop working drawings for a simple light framed wood building. This course includes the study of construction methods, materials and building ordinances. Students examine the integration and implementation of sustainable practices in design and construction technologies. The work in this class includes graphic representation of site, foundation, floor and roof plans, schedules, cross-sections, details and interior and exterior elevations. Additionally conceptual and analytical skills will be developed.

**173 Architectural Drawing II (3) CSU***Laboratory 6 hours.***Prerequisite:** *Architecture 172 with a grade of "C" or better.*

This is the second level architectural technical drawing class. Students develop working drawings for a multi-story structure, addressing a range of complex contextual and environmental issues. Students study construction methods, materials and building ordinances. Students also examine the integration and implementation of sustainable practices in design, construction technologies and energy-using systems. Other topics include graphic representation of a site, foundation, floor and roof plans, schedules cross sections, details, interior and exterior elevations.

**201 Architectural Design I (3) UC:CSU***Laboratory 6 hours.***Prerequisite:** *Architecture 172 and Environmental Design 102 with a grade of "C" or better.*

This third semester architecture studio course engages environmental, architectural, societal and sustainable design considerations. Concept, meaning, program, space, light, site and context are explored through research, field investigation, site analysis and building design. Constraints of building structure and materials are introduced. Various environmental, aesthetic, political, social, and cultural issues impacting architectural design are explored. Field trips are required. Students will create digital and printed portfolios of their work.

**202 Architectural Design II (3) UC:CSU***Laboratory 6 hours.***Prerequisite:** *Architecture 201 with a grade of "C" or better.*

This fourth semester architecture studio course engages environmental, architectural, societal and sustainable design considerations. Concept, meaning, program, space, site and context are explored through research, field investigation, site analysis and building design. Context, and various environmental, aesthetic, political, social, and cultural issues impacting architectural design are explored. Integrating energy-using systems is introduced. Field trips are required. Students will create digital and printed portfolios of their work.

**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***Laboratory 4 hours.***Prerequisite:** *Architecture 121 with a grade of "C" or better.*

In this class students develop skills using various techniques of architectural rendering and experiment with a variety of media with a primary focus on hand techniques. Frechand drawing, drafting and some computer drawing may be used.

**271 Architectural Drawing III (3) CSU***Laboratory 6 hours.***Prerequisite:** *Architecture 173 with a grade of "C" or better.*

This is a third level architectural technical drawing methodology class. Students will be using computer software such as AutoCAD, to develop a multiple story structure on a complex site addressing a range of contextual and environmental issues, including sustainable design principles. Different building materials such as concrete and metal will be studied and incorporated into the building. A complete set of design and technical drawings of the residence will be produced. Creative, conceptual and analytical skills will be further developed and fundamental computer drawing techniques and 3D computer modeling methods will be refined. Students will create a portfolio of their work.

**272 Architectural Drawing IV (3) CSU***Laboratory 6 hours.***Prerequisite:** *Architecture 271 with a grade of "C" or better.*

This is a fourth level architectural technical drawing methodology class. Using computer aided design software such as AutoCAD, students will design a multi-story structure which will address a range of complex contextual and environmental issues, including sustainable design principles and code compliance design. Different building materials such as concrete and metal will be studied and incorporated into the building. A complete set of design and technical drawings of the residence will be produced. Creative, conceptual and analytical skills are further developed. Fundamental architectural drawing techniques as well as 3-d computer modeling methods are refined. Students will create a portfolio of their work.

**291 Strength of Architectural Materials I (3) CSU***Lecture 3 hours.*

Includes material relative to the strength, mechanical principles and design (stress, tension, compression, shear, and bending) of building materials, and their uses in foundations, floors, walls, columns, and roofs.

**185 Directed Study - Architecture (1) CSU****285 Directed Study - Architecture (2) CSU****385 Directed Study - Architecture (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Architecture on a contract basis under the direction of a supervising instructor.



## Art

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Art department, families have been created as follows:

### ART FAMILY NAMES AND COURSE NUMBERS:

Ceramics . . . . .	ART 708-711, 712-714
Design . . . . .	ART 501-503, 504, 505, 520
Directed Studies . . . . .	ART 185, 285, 385
Drawing . . . . .	ART 201-203, 209, 620, 621
Life Drawing . . . . .	ART 204-207, 215
Oil Painting . . . . .	ART 307-309, 310-312
Sculpture . . . . .	ART 700-703, 706, 707
Water Color & Acrylic . . . . .	ART 213, 301A, 300-306
Printmaking . . . . .	ART 400, 401, 402, 407, 408, 411, 626

### 092 Introduction to Museum Studies (3) UC:CSU

*Lecture 3 hours.*

This course provides a broad introduction to the field of museum work. Topics included are the history and philosophy of museums; the social, economic, and political trends that shape museums; the staffing, management, and financing of museums; and the multiple functions of museums, such as the collection and care of objects, exhibition design and interpretation, education programs, research activities, library collections, and public relations. Students personally engage with museum professionals, including: department directors, curators, conservators, collection managers, educators, and exhibit designers.

### 101 Survey of Art History I (3) UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

Students examine and analyze architecture, sculpture, and painting from the pre-historic, ancient, classical and medieval periods of western culture considering the social, political and religious influences on the art production.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTH 110*

### 102 Survey of Art History II (3) UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

*Note: Art 101 is not a Prerequisite for 102.*

This course surveys Western European painting, sculpture, and architecture from the Late Gothic to the early twentieth century. Students examine and analyze social, economic, political, and religious contexts, as well as the style and functions of works of art. Students will use art vocabulary, construct a visual analysis, and examine different methodological approaches to analyzing works of art.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTH 120*

### 103 Art Appreciation I (3) UC:CSU

*Lecture 3 hours.*

*Recommended for non-Art majors. Recommended, but not required for Art majors.*

In this course, students will understand and appreciate the visual arts. Works of art may be presented through field trips to museums and galleries.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTH 100*

### 105 History of Asian Art (3) UC:CSU

*Lecture 3 hours.*

This survey course is a select overview of the art and architecture of India, Southeast Asia, China, Korea, and Japan from pre-history to contemporary times. Students will examine the social, economic, political, religious, and philosophical context of the production and use of the works of art considered. Students will also consider the interchange of cultural influence and artistic expression.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTH 130*

### 107 Mexican Art-Modern (3) UC:CSU

*Lecture 3 hours.*

This course surveys the rich cultural production of Mexico, beginning with the Mesoamerican period but focusing primarily on the 19th-21st centuries. It will examine the social, economic, political and religious context of the production and use of the works of art considered. The course will look at work in a variety of media, including painting, sculpture, architecture, installations, prints, and photography.

(CSU GE Area C1 or C2 • IGETC Area 3A or 3B)

### 109 The Arts of Africa, Oceania, and Ancient America (3) UC:CSU

*Lecture 3 hours.*

This course engages 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. Students explore and compare the art-making practices of these cultures by examining the social, economic, political and religious context of the production and use of the works of art considered. Students learn and evaluate different art historical methodological approaches to the analysis of the material considered. Students master and employ art historical and artistic vocabulary as they conduct visual analysis of various works of art, including paintings, sculptures, architecture, ceramics, textiles, and body arts. In addition, the course will critically address commonly-held Western assumptions and stereotypes about the non-Western world and its arts.

(CSU GE Area C1 • IGETC Area 3A)

### 111 History of Contemporary Art (3) UC:CSU

*Lecture 3 hours.*

This course surveys the major trends and movements in Western Contemporary Art. Works of art are discussed both in class, in museums, and at site-specific locations. Students will master art historical and artistic vocabulary, and will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

(CSU GE Area C1 • IGETC Area 3A)

### 119 Theories of Art (3) UC:CSU

*Lecture 3 hours.*

This course is geared to both studio and art history students. Students analyze artistic and aesthetic theories from ancient times to the twentieth-century. They will employ various methodologies and theories to works of art and movements that have played a crucial role in shaping the study and production of art.

**137 Architectural History I: Prehistory to the Middle Ages (3) UC:CSU***Lecture 3 hours.*

This course will cover the history of architecture from prehistory to the middle ages. Stress will be on the development of typology, as well as on the influences from social, cultural, religious, political and economic conditions that influenced changes in form and style. Museum and on site visits may be included as part of the curriculum.

(CSU GE Area C1 • IGETC Area 3A)

**138 Architectural History II: Late Middle Ages to Modern (3) UC:CSU***Lecture 3 hours.*

This course covers the history of architecture from the late middle ages to the modern period. Focus will be on changing typology, technological advancements, new building materials, literary and intellectual movements, and on the socio-political and religious influences on the look of buildings. Museum and site visits may be included as part of the curriculum.

(CSU GE Area C1 • IGETC Area 3A)

**139 Architectural History III: Modern Architecture (3) UC:CSU***Lecture 3 hours.*

The course will cover modern architecture from around 1850 to the present, examining the changing range of typology and construction, the influence of the theoretical schools, literary movements, and socio-political influences on the look of buildings. Museum and on-site visits may be part of the curriculum.

(CSU GE Area C1 • IGETC Area 3A)

**201 Drawing I (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.*

Students apply elements and principles of design to the practice of drawing, employing a wide range of subject matter, drawing techniques and media. They apply critical analysis, art fundamentals, and strengthen their understanding of visual perception and the cultural history of drawing.

(CSU GE Area C1)

*C-ID: ARTS 110***202 Drawing II (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 201 with a grade of "C" or better.*

Students explore artistic concepts, styles and creative expression related to intermediate drawing, focusing on complex subject matter and concepts using a variety of drawing media, techniques and methodologies. Students further develop technical and observational skills introduced in Drawing I, while arriving at personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

**203 Drawing III (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 202 with a grade of "C" or better.*

This course challenges students to reconsider how and why they are making art. Projects, discussions, and critiques place an emphasis on developing concepts and advanced processes in the context of contemporary drawing. Students must exhibit strong growth in their ability to create technically and conceptually mature drawings and verbalize connections to art history and critical theory. Students are encouraged to become more aware of their own artistic inclinations and investigate them in their class experience.

**204 Life Drawing I (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 201 with a grade of "C" or better.*

Students will render the human figure through gesture, contour, and value. Students will use a variety of materials and techniques to describe the human form.

*C-ID: ARTS 200***205 Life Drawing II (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 204 with a grade of "C" or better.*

This course exposes students to formally and conceptually diverse approaches to drawing the human form. It allows them to further investigate and experiment with various materials and techniques, as well as build upon their own aesthetic interests. Emphases are placed on practicing proportional accuracy, demonstrating the principles of light logic, developing dynamic compositions, and successfully applying color theory.

**206 Life Drawing III (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 205 with a grade of "C" or better.*

This course stresses both critical theory and technical craftsmanship. Students will refine their observational figure drawing skills in class, while at-home projects promote individual expression and creativity. Students are expected to explore their own artistic tendencies, critique their work, pinpoint problems as they occur in the drawing process, and come up with intelligent and creative solutions to those problems.

**207 Life Drawing IV (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 206 with a grade of "C" or better.*

Students advance their rendering skills and are given freedom to investigate their own artistic agendas as they relate to the human form. They are challenged to develop content and to find appropriate formal vehicles that effectively relay that content to the viewer.

**209 Perspective Drawing I (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.*

Students develop an understanding of the concepts and manual skills necessary to construct drawings that accurately represent three-dimensional forms in linear and atmospheric perspective. Students also become familiar with perspective techniques used to manipulate and distort representational imagery, and explore how to use principles of perspective to emphasize content.

**301 Watercolor Painting I (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.*

This course is designed to offer students a variety of Watercolor Painting techniques as applied to Still-Life, Landscape, Abstract and the Human Figure. Traditional and Contemporary approach will be explored.

**302 Watercolor Painting II (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Art 301 with a grade of "C" or better.*

This course is a continuation of Watercolor Painting I and deals with more advanced water color techniques. Emphasis is placed on composition through perceptual and conceptual approaches. The student will experiment with the use of multiple image in subject matter. Both landscape and still subjects will be explored as well as more advanced and personal areas of investigation that the student will bring to the course.

**307 Oil Painting I (3) UC:CSU**

Laboratory 6 hours.

Students develop skills and techniques in the medium. Both traditional and contemporary approaches to ideas and materials are explored.

*C-ID: ARTS 210*

**308 Oil Painting II (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite: Art 307 with a grade of "C" or better.*

Students expand skills and techniques in oil painting. Composition and color exploration in the service of communicating individual ideas are emphasized.

**309 Oil Painting III (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite: Art 308 with a grade of "C" or better.*

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.

**400 Introduction to Printmaking (3) UC:CSU**

Laboratory 6 hours.

In this fine art studio course, students are introduced to the historical, technical and creative processes of basic printmaking.

**501 Beginning Two-Dimensional Design (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

This is a hands-on studio course covering the fundamentals of two-dimensional design. Students will be introduced to the elements of art, principles of design and basic color theory. Course of study will include historical and contemporary perspectives.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTS 100*

**502 Beginning Three-Dimensional Design (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Students are introduced to the principles of three-dimensional design and will develop analytical visual skills and critical awareness by utilizing a variety of techniques and materials. Design theory is integrated with a historical and cultural foundation.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: ARTS 101*

**503 Intermediate Design (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 501 with a grade of "C" or better.*

Students analyze form, texture, and color applied to creative projects. Drawing and design elements are applied primarily to two-dimensional design projects. Color theory and its practical application are emphasized. Students are introduced to three-dimensional design and the development of a portfolio.

**603 Typography I (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Students are introduced to basic composition and principles of typography, which includes a survey of type from its origins to current uses for print, web, video, animation and mobile. Using hand skills and the computer, students focus on typographic design, resonance and composition and develop skills regarding visually interesting letter forms 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.

*Advisory: Art 501.*

Students explore the concepts, principles, and procedures used in the field of graphic design and their application in visual communication through type, image, form, and color.

*C-ID: ARTS 250*

**605 Graphic Design II (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 604 with a grade of "C" or better.*

This course is a continuation of the principles addressed in Art 604. Students create projects in advertising, publication, and typographical design.

**606 Graphic Design III (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 605 with a grade of "C" or better.*

Students continue to develop skills acquired in ART 605 and explore computer graphics with emphasis on corporate identity (logos, letterheads and promotional communications).

**620 Illustration I (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 201 with a grade of "C" or better.*

Illustration I applies basic drawing techniques and design principles to problems in advertising and editorial illustration. Students explore a variety of media and approaches oriented to contemporary demands in the field.

**621 Illustration II (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 620 with a grade of "C" or better.*

Students continue the study of contemporary illustration through a series of projects with a focus on non-traditional media. Additional emphasis is placed upon the individual needs and skills of each student. Preparing studies for client meetings is covered at the conclusion of the class.

**622 Illustration for the Graphic Artist (3)**

Lecture 2 hours. Laboratory 2 hours.

*Prerequisite: Art 621 with a grade of "C" or better.*

*Advisory: Art 202, 204, and 300.*

Extends basic principles and practices of advertising illustration to problems in graphic design and layout. Projects include the coordination of illustration with photography, design, and other visual media.

**635 Desktop Publishing Design (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

*Advisory: Art 604.*

Students are introduced to course to desktop publishing design. The course is designed for graphic design majors, fine artists, journalism majors, and computer graphics novices. Emphasis will be on computer layout and composition. Students will create computer design layouts utilizing the knowledge gain from class. Basic concepts relating to the fonts, type styles, page design, readability, and final printing production will be explored.

**650 Designing for the Web (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

*Advisory: Computer Science-Information Technology 550.*

Students design graphics, videos, and animations for websites, blogs, social networks, and advertisements using various programs to integrate their work into functioning desktop and mobile applications.

**651 Animation for the Web (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

In this introductory course students apply the principles of design and motion graphics to create animated artwork for a variety of web-based products, such as websites, social networks, advertisements, games, videos, blogs, etc.

**700 Introduction to Sculpture (3) UC:CSU**

Laboratory 6 hours.

Students gain experience in designing and executing sculpture form and acquire technical vocabulary to critique their own work in a conceptual manner. Techniques include modeling, casting, carving and fabricating with sculpture media. Historical and cultural antecedents are presented with emphasis on developing sculptural awareness.

(CSU GE Area C1)

**701 Sculpture I (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 700 with a grade of "C" or better.

In this course, students design and execute a sculptural form. Students focus on select technical modalities from modeling, casting carving and fabricating. Historical and cultural antecedents are analyzed with emphasis on developing sculptural awareness.

**702 Sculpture II (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 701 with a grade of "C" or better.

Students apply materials, techniques and concepts associated with the practice of sculpture. Fabrication techniques are a core component of this course, with assignments providing opportunities for students to solve sculptural problems using various methods and materials in a focused and individualized manner. Critiques serve to enhance this focus and provide students with the necessary vocabulary to discuss their work in a coherent manner.

**703 Sculpture III (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 702 with a grade of "C" or better.

Students specialize in one sculptural modality.

**708 Introduction to Ceramics (3) UC:CSU**

Laboratory 6 hours.

In this beginning course, students practice basic methods of pottery-making and identify design factors unique to clay.

**709 Ceramics I (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 708 with a grade of "C" or better.

This course provides continuation of introduction to Ceramics. Students practice forming on the throwing wheel, glaze formulation, and kiln management. Students also explore further concepts of design.

**710 Ceramics II (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 709 with a grade of "C" or better.

This course builds on the skills acquired in ART 709. Students practice ceramic forming processes and surface treatments with emphasis on three-dimensional design.

**711 Ceramics III (3) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Art 710 with a grade of "C" or better.

This course is a continuation of Art 710 with increased emphasis on individually planned projects with artistic inspiration. Students will plan and construct projects created by use of the potter's wheel and by handbuilding in clay. Students will study the history of glaze calculation and will experiment with and create food safe glazes.

**185 Directed Study - Art (1) CSU**

Conference 1 hour per unit.

Students pursue on their own an in depth study of a subject of special interest to them in studio art. Students work independently but consult with the instructor on a weekly basis to critique their work.

## Astronomy (ASTRON)

**001 Elementary Astronomy (3) \*UC:CSU**

Lecture 3 hours.

*May be offered as an honors section.*

Students will survey the material contents and workings of our universe. An emphasis is placed on the physical principles essential to a fundamental understanding of astronomy. Discussions include the development of science, the search for the understanding of the solar system, a modern understanding of the solar system and systems around other stars, the tools of the astronomer, the workings of stars and stellar evolution, the workings and evolution of galaxies and their environment, cosmology, and the environmental requirements for extraterrestrial life.

(CSU GE Area B1 • IGETC Area 5A)

*\*UC Credit Limit:* Astronomy 001 and 002 combined are equivalent to Astronomy 003 (per catalog): maximum credit, 4 units.

**002 Elementary Astronomy Laboratory (1) \*UC:CSU**

Laboratory and discussion, 3 hours.

*Corequisite:* Concurrent enrollment in Astronomy 001.

Students will learn laboratory instruction in support of Astronomy 001. The material in this course focuses on the analysis tools and procedures used by professional astronomers to understand nature from atoms to the furthest reaches of the visible Universe. It also includes application of both simple algebra and simple graphical methods to get a quantitative understanding of physical processes. This course is designed to demonstrate the wide variety of methods physical scientists have to understand the world around them.

(CSU GE Area B3 • IGETC Area 5C)

*\*UC Credit Limit:* Astronomy 001 and 002 combined are equivalent to Astronomy 003 (per catalog): maximum credit, 4 units.

**185 Directed Study - Astronomy (1) CSU****285 Directed Study - Astronomy (2) CSU****385 Directed Study - Astronomy (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Astronomy on a contract basis under the direction of a supervising instructor.



# Automotive Service Technology (A S T)

## 001 Automotive Engines (5) CSU

*Lecture 3 hours. Laboratory 5 hours.*

Students examine the automotive engine, including cooling and lubrication systems. Students overhaul engines in the laboratory, including boring, pin-fitting, measuring, valve seat replacement, valve grinding and other engine rebuilding procedures.

## 002 Suspension Brakes and Power Systems (5) CSU

*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.

## 003 Engine Diagnosis and Tune-Up (5) CSU

*Lecture 3 hours. Laboratory 5 hours.*

Students learn about the theory and maintenance of engines including engine diagnosis and engine performance tune-ups. This course provides a working understanding of automotive fuel systems, ignition systems, starting systems, charging systems, and emission control systems. Laboratory work will include understanding, diagnosing, and repairing engines and related electrical, fuel, and emission systems to improve engine performance. Includes practice with the latest diagnostic equipment.

## 004 Starting and Charging Systems/Automotive Electrical Circuits (5) CSU

*Lecture 3 hours. Laboratory 5 hours.*

Students learn about the theory and maintenance of charging and starting systems. This course provides a working understanding of the electrical systems used on automotive machinery. Laboratory work includes repair work on starters, alternators and troubleshooting components of the electrical system. Includes practice with the latest diagnostic equipment.

## 005 Standard Transmissions, Clutches, Drive Lines & Differentials (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

Students in the course examine manual shift transmissions/Transaxles of various types and sizes used in FWD, RWD, 4WD and AWD automotive applications. Students will discuss drive line problems including clutch, differential and axle systems. Laboratory practice includes the removal and installation of a clutch, overhaul of a manual transmission and transaxle, overhaul of a differential, servicing universal joints and troubleshooting drive line problems.

## 006 Automatic Transmissions (5)

*Lecture 3 hours. Laboratory 5 hours.*

Students learn about the design, construction, operation and servicing of several types of automatic transmissions in use today.

## 007 Air Conditioning (3)

*Lecture 2 hours. Laboratory 2 hours.*

Students learn the theory and operation of HVAC systems used on the modern automobile. Students learn the latest information on automotive air conditioning and heating systems, including diagnosis, service and repair. Students will have shop practice in testing and proper handling of refrigerants, evacuation, recovery/recycling and recharging of air conditioning systems.

## 008 Shop Operations and Management I (4)

*Lecture 2 hours. Laboratory 6 hours.*

**Prerequisite:** Automotive Service Technology 001, 002 and 003 with a grade of "C" or better.

**Advisory:** Automotive Service Technology 004, 005, 006, 007.

This course provides real world automotive shop experience in the diagnosis and repair of today's automobile. The student will get increased laboratory experience in the repair of automotive braking, chassis and suspension systems, standard transmissions, clutches, drive lines, differentials, air conditioning, engines, electrical, fuel, and emission systems.

## 009 Shop Operations and Management II (4)

*Lecture 2 hours. Laboratory 6 hours.*

**Prerequisite:** Automotive Service Technology 008 with a grade of "C" or better.

This course provides additional real world automotive shop experience in the diagnosis and repair of today's automobile. The student will get increased laboratory experience in the repair of automotive braking, chassis and suspension systems, standard transmissions, clutches, drive lines, differentials, air conditioning, engines, electrical, fuel, and emission systems. Emphasis on preparation for ASE (Automotive Service Excellence) certification in areas A-1 through A-8.

## 020 Advanced Engine Diagnostics and Performance (4)

*Lecture 3 hours. Laboratory 3 hours.*

Students study the theory, operation and repair of automotive electronic computer control, emission control, diagnostic, and fuel injection systems. Students will use automotive scan tools, learn data interpretation, diagnostic, and repair procedures.

## 023 Enhanced Clean Air Car (4)

*Lecture 2 hours. Laboratory 4 hours.*

A State of California mandated course covering operation and repair of emission systems. Upon satisfactory completion of the course, students may be granted permission to take the state licensing exam. Note: The Los Angeles Pierce College Automotive Service Program is a California State Bureau of Automotive Repair Approved Training Institution.

## 024 Smog Check BAR Update Course (1)

*Lecture 1 hour.*

This short course is designed for automotive professionals who need to meet the current smog check licensing requirements. The student will be presented updated training information from the Bureau of Automotive Repair, required to keep their Smog Technician license current.

## 025 Fundamentals of Auto Mechanics (4)

*Lecture 3 hours. Laboratory 3 hours.*

This course provides a comprehensive introduction to the design, operation and repair of various automotive systems. Emphasis is placed on owner-operator vehicle maintenance. The student will be presented introductory training on tooling, fasteners, and automotive maintenance/service procedures.

## 032 AST Projects Lab, Chassis & Suspension Systems (1)

*Laboratory 3 hours.*

**Prerequisite:** Automotive Service Technology 002 with a grade of "C" or better.

Students acquire increased laboratory experience in the diagnosis and repair of automotive chassis and suspension systems.

## 034 AST Projects Lab, Electrical Circuits (2)

*Laboratory 6 hours.*

**Prerequisite:** Automotive Service Technology 004 with a grade of "C" or better.

In this course, students gain increased laboratory experience in the diagnosis and repair of automotive electrical circuits.

**036 AST Lab, Stnd Transm,Clutches,Drive Lines & Differential/AC (1)***Laboratory 3 hours.*

Students acquire increased laboratory experience in the diagnosis and repair of standard transmissions, clutches, drive lines, differentials and air conditioning systems.

**041 Precision Lower-End Engine Blueprinting and Assembly (3)***Lecture 2 hours. Laboratory 2 hours.**Advisory: Automotive Service Technology 001.*

Students are provided a comprehensive understanding of automotive performance oriented lower end engine machining and assembly techniques. The course covers engine blueprinting for performance applications, machining engine blocks, crankshafts, connecting rods and other related components. Modifications to short block assemblies for performance applications are also covered.

**042 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.

**043 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.

**044 Precision Upper-End Engine Assembly (3)***Lecture 2 hours. Laboratory 2 hours.**Advisory: Automotive Service Technology 001.*

Students are provided a comprehensive understanding of automotive performance oriented upgrades to an engine upper-end to include cylinder heads, valve train, intake systems and exhaust systems. The course covers effective intake and exhaust flow on a performance engine. The course also covers machining cylinder heads, valves and related components. Modifications to cylinder head combustion chambers, ports, valve size, valve spring set-up, rocker arm geometry and push rod lengths are covered in this course.

**045 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 vehicle's 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.

**048 Automotive Service Writing (3)***Lecture 3 hours.*

This course provides a comprehensive understanding of automotive service writing as outlined by the laws and regulations of the State of California Bureau of Automotive Repair. Students learn the rules and regulations required by the State of California and explore how to write automotive repair invoices/contacts while keeping the customer informed and obtaining required authorization for services. This course is designed to explain business ethics, quality control in automotive

diagnosis and repair, and the procedures needed to open an Automotive Business. The course is also designed to expose the student to the basics of customer relations.

**053 Introduction to Alternative Fuels (3)***Lecture 2 hours. Laboratory 2 hours.*

Students are introduced to alternative fuel vehicles in the automotive industry. Students compare various alternative fuels, such as Electric, Compressed Natural Gas (CNG), Liquefied Petroleum Gas (LPG), Liquefied Natural Gas (LNG), Ethanol, Methanol, Bio-diesel, electric vehicles, and hybrid electric vehicles. Students are presented and analyze topics on alternative fuel theory, design, operation, and safety. Learning strategies include: multimedia presentations, discussions, research, and lab practice. Students perform laboratory activities including vehicle diagnosis, vehicle maintenance, and vehicle repair.

**055 Hybrid Service and Safety (3)***Lecture 2 hours. Laboratory 2 hours.*

Students are introduced to Servicing and Safety procedures on Hybrid-Electric Vehicles. Students are presented and analyze topics including the various Hybrid-Electric designs, operation, service and safety of vehicles currently in production, as well as those being developed for the future. Learning strategies include: multimedia presentations, discussions, research, and lab practice. Students learn procedures and operation of equipment used during diagnosis, maintenance, repair, and service of Hybrid-Electric Vehicles. Students learn vehicle safety procedures and practices.

**185 Directed Study - Automotive Service Technology (1)****285 Directed Study - Automotive Service Technology (2)****385 Directed Study - Automotive Service Technology (3)***Conference 1 unit per hour.*

This course allows students to pursue directed study in Automotive Service Technology on a contract basis under the direction of a supervising instructor.

## Basic Skills (BSIGSKL)

**013CE Mathematics Assessment Preparation (0) (NDA)***Lecture 1 hour. Laboratory 2 hours.*

The course is designed to prepare students to be assessed and/or take standardized or proficiency exams in Mathematics. Topics include: Arithmetic (whole numbers, fractions, decimals, proportions, percents, measurement and data analysis, geometry, signed numbers), Pre-Algebra (measurement, data and probability, variable expressions, polynomials, equations and graphs), Beginning Algebra (linear equations, inequalities, functions, and system of equations, polynomials, radicals and rational exponents, quadratic equations), Intermediate Algebra (graphs and linear equations, systems of linear equations, exponents and polynomial expressions, rational expressions, radical and quadratic equations, functions and logarithms, conic sections). This course provides an individualized pathway for learning based on student current knowledge state.

**018CE Language Arts Guided and Independent Study (0) (NDA)***Lecture 1 hour. Laboratory 2 hours.*

The course is designed to provide an individualized review and practice of language arts and study skills to support students in college classes that have a reading and/or writing component. Topics include individualized study and group instruction of grammar, sentence skills, essay writing, the paper-writing process, reading comprehension, time-management, and study strategies. Students complete a diagnostic assignment and are given a tailored self-study plan that targets





their individual weaknesses and correlates with the reading and writing assignments they have in their other classes.

### 065CE Financial Literacy - Credit Basics (0) (NDA) - RPT 9

Lecture 0.5 hour.

Students develop a foundation of credit management concepts and learn about the credit rating systems, the consequences of excessive debt, and the impact of deferred and default student education loans on credit history. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is an open entry/open exit course.

### 066CE Financial Literacy - Personal Money Management (0) (NDA) - RPT 9

Lecture 0.5 hour.

Students acquire a foundation of money management concepts and develop a financial plan to meet their educational goals using various strategies: FAFSA, scholarships, student loans, and banking (savings and checking accounts). Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

### 100CE First Year Success (0) (NDA) - RPT 9

Lecture 1 hour.

Students learn how to make the transition to college and proceed toward college success by developing effective study habits, incorporating career and academic planning tools, and understanding college resources available to students. Students will also learn the habits of successful college students.

## Biology

See course listings under Anatomy, Microbiology, Oceanography, and Physiology.

### 003 Introduction to Biology (4) \*\*UC:CSU

Lecture 3 hours. Laboratory 3 hours.

No credit is given for Biology 003 after completing Biology 006.

Students engage in a comprehensive study of the major principles of biology. Topics such as cell structure and physiology, bioenergetics, development, genetics, basic ecology, population biology and evolution are emphasized. This course meets the general education laboratory experience requirement. This course is not intended for life science, biology, or pre-professional (medical, dental) majors. (CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**\*\*UC Credit Limit:** No credit for Biology 003 if taken after 006 or 007.

### 006 General Biology I (5) UC:CSU

Lecture 3 hours. Laboratory 6 hours.

**Corequisite:** Concurrent enrollment in Chemistry 101.

**Note:** This class meets off campus several times during the semester.

**Note:** Many 4-year institutions require that Biology 006 & 007 be taken at the same college.

Biology 006 represents half of a one-year general biology course designed for Life Science majors and those preparing for health professions and research careers. The course focuses on the fundamental processes associated with living organisms, particularly those at the cellular and molecular levels of organization. The course examines the principles of molecular biology, cell structure and function, metabolism, genetics and inheritance in both prokaryotic and eukaryotic organisms. Note: Some 4-year institutions prefer that Biology 006 and 007 be taken at the same college.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**C-ID:** BIOL 135 S (BIOLOGY 006 and 007)

### 007 General Biology II (5) UC:CSU

Lecture 3 hours. Laboratory 6 hours.

**Corequisite:** Concurrent enrollment in Chemistry 101.

**Note:** Biology 006 is not a prerequisite for Biology 007.

**Note:** This class meets off campus several times during the semester.

**Note:** Many 4-year institutions require that Biology 006 & 007 be taken at the same college.

Students 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.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**C-ID:** BIOL 135 S (BIOLOGY 006 and 007)

### 010 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.

Students examine biological principles including evolution, adaptation and scientific methods 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, aquatic and terrestrial invertebrates, birds, and mammals.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

### 011A Natural History IIA (1) UC:CSU

Lecture 0.5 hour. Laboratory 1 hour.

**Note:** Students with disabilities requiring accommodations must participate in an interactive meeting with the Office of Special Services in Student Services Building, Room 4800, to determine reasonable accommodations.

Students examine the Macrocystis (kelp) forest communities of Santa Catalina Island. Studies include the principles of community ecology and community analysis, the biology of kelp, and the identification and biology of the algal, invertebrate and fish assemblage that form the communities. An emphasis is placed on understanding the role that biological interactions play in determining the community structure and organization.

### 011B Natural History IIB (1) UC:CSU

Lecture 0.5 hour. Laboratory 1 hour.

**Note:** Students with disabilities requiring accommodations must participate in an interactive meeting with the Office of Special Services in Student Services Building, Room 4800, to determine reasonable accommodations.

Students examine the wetlands communities of the Estero de Punta Banda region of Baja California, Mexico. Studies include the principles of community ecology and community analysis, and the identification and biology of the algal, invertebrate, fish and bird assemblage that form the communities. Students observe and examine the morphological and physiological adaptations of wetlands plants and invertebrates, the feeding and behavioral adaptations of wetlands birds, and deduce the role that biological interactions play in determining the community structure and organization. The effects of human activity on changes in the wetlands communities of Baja California with respect to economic and political forcing functions, along with cultural concomitants are observed and discussed. This course is taught in 1 unit modules. One class meeting on campus is followed by a two day field study in the Estero de Punta Banda region of Baja California, Mexico. Studies include the principles of community ecology and community analysis and the identification and biology of the algal, invertebrate and fish assemblage that form the communities. An emphasis is placed on the morphological, physiological and behavioral adaptations of rocky intertidal organisms and on understanding the role that biological interactions play in determining the community structure and organization. The effects of the development of the coastal environment on the marine environment are also explored.

**011C Natural History IIC (1) UC:CSU**

Lecture 0.5 hour. Laboratory 1 hour.

*Note: Students with disabilities requiring accommodations must participate in an interactive meeting with the Office of Special Services in Student Services Building, Room 4800, to determine reasonable accommodations.*

Students examine the wetlands communities of the Estero de Punta Banda region of Baja California, Mexico. Studies include the principles of community ecology and community analysis, and the identification and biology of the algal, invertebrate, fish and bird assemblage that form the communities. Students observe and examine the morphological and physiological adaptations of wetlands plants and invertebrates, the feeding and behavioral adaptations of wetlands birds, and deduce the role that biological interactions play in determining the community structure and organization. The effects of human activity on changes in the wetlands communities of Baja California with respect to economic and political forcing functions, along with cultural concomitants are observed and discussed. This course is taught in 1 unit modules. One class meeting on campus is followed by a two day field study in the Estero de Punta Banda region of Baja California, Mexico.

**012A Natural History and Field Biology (1) CSU**

Lecture 1 hour.

In this course students will study the interrelationship of climate, animals, plants, and humans in the environment. The course will include an in-depth ecological and systematic survey of a few selected ecosystems.

**012B Natural History and Field Biology (1) CSU**

Lecture 1 hour.

In this course students will study the interrelationship of climate, animals, plants, and humans in the environment. The course will include an in-depth ecological and systematic survey of a few selected ecosystems.

**012C Natural History and Field Biology (1) CSU**

Laboratory 2 hours.

In this course students analyze the interrelationship of climate, animals, plants, and humans in the environment. The course will include an in-depth ecological and systematic survey of a few selected ecosystems.

**110 General Biology - Genetic Analysis and Biotechnology (4) UC:CSU**

Lecture 2 hours. Laboratory 6 hours.

*Prerequisite: Biology 006 with a grade of "C" or better.*

This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to genetic analysis, whereby students examine topics such as chromosome analysis, population genetics, and genomics. This course also provides a comprehensive introduction to the science of biotechnology by providing both the theory and hands-on experience with current laboratory procedures.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**121 Lectures in Marine Biology (3) \*UC:CSU**

Lecture 3 hours.

*Formerly Oceanography 12. Credit not given for both courses.*

*May be offered as an honors section.*

This course is an introduction to the biology of the marine environment. Students examine the physical conditions of the oceans and marine organisms. A strong emphasis is placed on learning and understanding the biology and attributes of the major groups of marine organisms including morphology, feeding, reproduction, adaptations and ecology. Students examine several marine communities and ecosystems and develop an understanding the fundamentals of ecosystems and community analysis, and apply their knowledge of the biology of individual organisms as they function as interacting members of these units of biological organization. Ecosystems and communities that will be examined include kelp forests, coral reefs, deep sea, hydro thermal vents, mangroves, the rocky inter tidal

zone, sandy sub tidal and the Antarctic continent. Students also follow in the news and report on the current state of environmental issues affecting the marine environments such as fisheries management and pollution.

(CSU GE Area B2 • IGETC Area 5B)

*\*UC Credit Limit: 121, 122 and 123 combined: maximum credit, 5 units.*

**122 Marine Biology Laboratory (2) \*UC:CSU**

Laboratory 4 hours.

*Note: Students with disabilities requiring accommodations must participate in an interactive meeting with the Office of Special Services in Student Services Building, Room 4800, to determine reasonable accommodations.*

*Formerly Oceanography 14. Credit not given for both courses.*

*Corequisite: Concurrent enrollment in Biology 121.*

*May be offered as an honors section.*

A laboratory and field course. Students will explore the Southern California near-shore marine environment with hands-on laboratory and field studies. In laboratory studies students will inspect live specimens and dissect preserved specimens to learn the morphology, physiological ecology, classification and ecology of marine plants, invertebrate and fishes. During field studies students will deduce biological relationships among organisms of the intertidal and nearshore communities while learning how to accurately identify organisms and observe, record, and analyze data they collected write a scientific format paper based on their research. Students will also cooperatively conduct a semester long analysis of the rocky intertidal community in a project they design, execute, analyze interpret. The students will also participate in research cruises learning how to operate shipboard oceanographic sampling devices to collect physical and biological data describing the water conditions and biological communities off the southern California coast.

(CSU GE Area B3 • IGETC Area 5C)

*\*UC Credit Limit: 121, 122 and 123 combined: maximum credit, 5 units.*

**123 Introduction to Marine Biology (3) \*UC:CSU**

Lecture 2 hours. Laboratory 3 hours.

*Formerly Oceanography 2. Credit not given for both courses.*

Students live at a marine biology field station in the Sea of Cortez to maximize opportunities afforded by field study. The lectures, laboratories and field studies allow students to directly experience 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 learning about the interactions among species which determine their distributions and the organization of communities. Students will observe and learn the biology of the plants, invertebrates, fish, birds, marine mammals and marine reptiles that interact in the numerous marine communities of the Gulf of California ecosystem. Field studies, both experimental and observational, will allow students to discover and describe the relationship between fish form and function, invertebrate and fish behavioral interactions, as well as marine mammal and fish behavior. This work is undertaken primarily while students are in the water snorkeling. Students will have readings followed by group discussions of issues relating to fisheries and resource utilization, future fisheries management and/or exploitation by 3rd world countries of fisheries. The Bahia de los Angeles area of the Sea of Cortez will be studied as the 3rd World marine fisheries in microcosm.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

*\*UC Credit Limit: 121, 122 and 123 combined: maximum credit, 5 units.*

**185 Directed Study - Biology (1) CSU****285 Directed Study - Biology (2) CSU****385 Directed Study - Biology (3) CSU**

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Biology on a contract basis under the direction of a supervising instructor.



## Broadcasting (BRDCSTG)

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### 001 Fundamentals of Television and Radio Broadcasting (3) UC:CSU

Lecture 3 hours.

*Advisory:* Journalism 101.

Students in this course learn an 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.

(CSU GE Area D • IGETC Area 4)

### 010 Radio Programming and Production (3) CSU

Lecture 2 hours. Laboratory 3 hours.

Students are introduced by means of working on a campus radio station, to all aspects of radio station programming and production. Students will produce content in the form of podcasts, live shows, radio documentaries, broadcast news spots, etc. Basic writing for broadcast, audio storytelling and editing will be covered. Ethical and legal aspects of broadcast communication and radio journalism are also covered.

*C-ID:* JOUR 130

### 022 Radio/Television Activities (1) CSU

Laboratory 3 hours.

*Prerequisite:* Broadcasting 010 with a grade of "C" or better.

This course will provide special training and studio/field experience in production, programming, research and management in broadcast media. Practical assignments with Pierce College broadcasting projects.

### 050 Radio Documentary Production (6) CSU

Lecture 3 hours. Laboratory 6 hours.

*Prerequisite:* Broadcasting 010 with a grade of "C" or better.

*Advisory:* Multimedia 114.

This course explores long-form radio documentary concept development, pre-production, production and post-production. Students will learn how to research and pitch a story, elements of storytelling and story structure, character development, interviewing, microphone and editing techniques, how to write and perform narration, as well as how to use natural sound, music and sound effects for radio documentaries. In addition, copyright law and other legal issues will be considered in this hands-on course.

### 081 Field Work I - Broadcasting (1) CSU

Laboratory 2 hours.

*Prerequisite:* Broadcasting 010 with a grade of "C" or better.

In this course students pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor. Students gain experience by working on a specific approved topic to put into practice what they have learned in one of the prerequisite courses.

### 103 Voice and Diction for Radio and Television (3) CSU

Lecture 2 hours. Laboratory 2 hours.

In this course, students will train in the presentation of broadcast, podcast and Webcast material. Students will learn the fundamentals of good speech and develop techniques for handling the problems unique to broadcasting, such as properly using a microphone, reading for the camera, interviewing techniques, preparing continuity and transitions for commercial copy, promotional and public service announcements, news copy, weather and sports announcing. Students may also receive an opportunity to create programming for the campus radio station or Internet radio station.

### 114 Sound Design for Digital Film/Video/Radio (3) CSU

Lecture 2 hours. Laboratory 2 hours.

*Advisory:* Cinema 101.

Intermediate course dealing with all aspects of digital media including film/video/radio sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video/radio sound equipment, as well as sound techniques and aesthetics with an emphasis on editing and post-production for digital media. Students will develop an audio portfolio specific to post-production.

### 185 Directed Study - Broadcasting (1) CSU

### 285 Directed Study - Broadcasting (2) CSU

### 385 Directed Study - Broadcasting (3) CSU

*Conference 1 unit per hour.*

This course allows students to pursue directed study in Broadcasting on a contract basis under the direction of a supervising instructor.

## Business Administration

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Business Administration courses are listed separately under the following headings: Accounting, Business, Business Law, Insurance, International Business, Management, Marketing, Real Estate, and Supervision.

## Business (BUS)

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### 001 Introduction to Business (3) \*UC:CSU

Lecture 3 hours.

Students will study the basic areas of business in this survey course. Topics covered include: Accounting, International Business, Finance, Marketing, Management, Business Law, Business Organization, and Careers.

*\*UC Credit Limit: Business 001 and International Business 001: maximum credit, 1 course.*

*C-ID:* BUS 110

### 005 Business Law I (3) UC:CSU

Lecture 3 hours.

Students in the Business Law course examine the law and its impact on society. Students analyze the Court System, the Law of Contracts, Torts, Negligence, Crimes, the Corporate Legal Structure and the liabilities of owners and the differences between the Corporate Legal Structure and other forms of business ownership. In addition Personal Property, Bailments, and Real Property are covered. Students analyze and summarize legal cases and may present them as part of a class discussion.

*C-ID:* BUS 125

### 010 Fundamentals of Tax Return Preparation (3)

Lecture 3 hours.

The student in Business 010 will acquire the knowledge and develop the skills necessary to prepare both federal and state income tax returns. The class is associated with the Voluntary Income Tax Assistance program (VITA) sponsored by the federal government and the State of California.

## Business Communications

See course listings under Computer Applications Office Technologies.

## Business Computer Applications

See course listings under Computer Applications Office Technologies.

## Business English

See course listings under Computer Applications Office Technologies.

## Chemistry (CHEM)

Students whose native language is other than English are recommended to be enrolled in E.S.L. 087 or E.S.L. 008 before enrolling in Chemistry laboratory courses. Chemistry courses require good reading and writing skills. It is recommended that students complete Intermediate Algebra and Intermediate Reading and Composition before enrolling in any Chemistry course.

### 034 EPA Methods for Environmental Analysis (4) CSU

Lecture 3 hours. Laboratory 2 hours.

Same as Environmental Science 034. Credit not given for both courses.

This course is designed to teach sample collection and preparation of geological, water and atmospheric samples. Students will analyze environmental samples for specific pollutants utilizing specialized instrumental techniques and will follow proper data handling and analysis protocols. Regulatory requirements, such as the Environmental Protection Agency (EPA) are introduced as the basis for sampling and analysis techniques.

### 051 Fundamentals of Chemistry I (5) UC:CSU

Lecture 3 hours. Laboratory 4 hours.

**Prerequisite:** Mathematics 115 with a grade of "C" or better.

This course offers a basic introduction to concepts in general chemistry with an 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.

Students explore concepts in chemistry by hearing about them in lecture, performing lab experiments, and engaging in computer-based activities.

(CSU GE Area B1 + B3)

### 060 Introduction to General Chemistry (5) \*UC:CSU

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 summer session and winter intersessions.

**Prerequisite:** Mathematics 115 with a grade of "C" or better.

In this course students will develop critical thinking and problem-solving skills by learning, reviewing, and applying important mathematical concepts and fundamental principles of general chemistry to find solutions to word problems. This will be implemented through weekly collaborative problem-solving sessions and through online Mastering Chemistry that coaches students on the process of how to actually solve problems. 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. Another emphasis of the course is on the development of a basic vocabulary related to chemical concepts, including chemical nomenclature. Students will also develop laboratory skills and scientific writing skills by applying their understanding of the theoretical chemistry concepts to weekly lab experiments where they are evaluated on their effort, skills, safe implementation of lab protocols and a written lab report. 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.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

*\*UC Credit Limit: No credit for Chemistry 060 if taken after Chemistry 101.*

**C-ID:** CHEM 101

### CHEMISTRY 101 PREPAREDNESS

Chemistry 101 is a challenging class that assumes some prior chemistry knowledge and laboratory experience in order to be successful. If a student doesn't have such experience, it is strongly recommended that they pass Chemistry 060 before attempting Chemistry 101.

Should a student want to challenge this recommendation, they would need to completely fill out a Prerequisite Challenge Form. The form can be obtained at [http://www.piercecollege.edu/offices/assessment\\_center/media/pdf/prerequisite.pdf](http://www.piercecollege.edu/offices/assessment_center/media/pdf/prerequisite.pdf) and should be submitted to the Assessment Center, located in the Student Services Building. Upon receiving the form, the Chemistry Department Chair will make an evaluation and contact the student by email. A readiness test may be administered to determine the student's preparedness for Chemistry 101. The student should plan to submit the Prerequisite Challenge Form at least a month prior to the date they wish to register for the class.

### 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 summer and winter intersessions.

*Note: Many 4-year institutions require that Chemistry 101 & 102 be taken at the same college.*

**Prerequisite:**

1. Chemistry 060 or equivalent with a grade of "C" or better, or passing the Chemistry 101 Preparedness Test.
2. Mathematics 125 with a grade of "C" or better.

This course presents the principles and laws of chemistry as related to the structure of matter. Students will compare states of matter and phase changes; relate atomic structure to periodic trends; use stoichiometry in multiple chemical contexts; be introduced to thermochemistry, thermodynamics, and chemical equilibrium; explain chemical bonding and the basics of Molecular Orbital Theory; identify acids and bases and their reactions; and identify and balance oxidation-reduction reactions. In lab, students will develop skills in observation, use of chemical glassware and equipment, making deductions from observations, analyzing results and communicating them in a written laboratory report.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**C-ID:** CHEM 110

### 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.

*Note: Many 4-year institutions require that Chemistry 101 & 102 be taken at the same college.*

**Prerequisite:** Chemistry 101 or its equivalent with a grade of "C" or better.

This course is a continuation of Chemistry 101. Students cover topics including 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; coordi-



nation chemistry and ligand field theory; visible spectroscopy; nuclear chemistry; and the chemistry of selected metals and nonmetals.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

### 211 Organic Chemistry for Science Majors I (5) UC:CSU

Lecture 3 hours. Laboratory and discussion 6 hours.

Note: Many 4-year institutions require that Chemistry 211 & 212 be taken at the same college.

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.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

C-ID: CHEM 150

### 212 Organic Chemistry for Science Majors II (5) UC:CSU

Lecture 3 hours. Laboratory and discussion 6 hours.

Note: Many 4-year institutions require that Chemistry 211 & 212 be taken at the same college.

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.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

### 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 students with 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. Students will work problems and perform experiments related to these concepts. Topics include the chemistry and properties of the four groups of biological macromolecules (proteins, nucleic acids, 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, various types of chromatography including paper, thin layer, and molecular exclusion, basics of protein purification and enzyme assays.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

### 185 Directed Study - Chemistry (1) CSU

### 285 Directed Study - Chemistry (2) CSU

### 385 Directed Study - Chemistry (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

## Chicano Studies (CHICANO)

### 002 The Mexican-American in Contemporary Society (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students examine 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.

(CSU GE Area D • IGETC Area 4)

### 007 The Mexican-American in the History of the United States I (3) UC:CSU

Lecture 3 hours.

Students learn about United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course will provide a background in the political and social development of both the United States and Mexico, and in addition, is for those who wish to gain a better understanding of Mexican culture in the southwestern United States. Included is a survey of the U.S. Constitution.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 008 The Mexican-American in the History of the United States II (3) UC:CSU

Lecture 3 hours.

Students study the historical evolution of the Chicano in the nineteenth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid 19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 020 The Mexican-American in California (3) UC:CSU

Lecture 3 hours.

Students survey the political, economic, social, cultural and intellectual history of Mexicans on the Pacific Coast from Pre-Columbian times, through the Spanish Colonial era, the Mexican period, and to the Euro-American presence. Special emphasis will be placed on California.

(CSU GE Area D • IGETC Area 4)

### 037 Chicano Literature (3) UC:CSU

Lecture 3 hours.

This course is an introduction to the literary, social, and cultural aspects of the novel, short story, essay, poetry, and drama written by Mexican-Americans. Students examine the progression of a people and culture artistically expressed by

Mexican-American writers who seek to understand themselves and the world around them.

(CSU GE Area C2 • IGETC Area 3B)

**047 The Mexican-American Woman in Society (3) UC:CSU**

*Lecture 3 hours.*

Students gain a better understanding of the Chicana in contemporary society. Emphasis is placed on establishing a framework from which to view the historical development and treatment of women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included.

(CSU GE Area C2 and D • IGETC Area 3B and 4)

**054 Mexican-American Arts in American Culture (3) UC:CSU**

*Lecture 3 hours.*

Students explore Mexican and Chicana/o arts from the Pre-Cuahtemoc period to the contemporary era with a focus on social, political and economic structures. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States. This course covers major historical periods of Mexican and Chicana/o history and visual culture.

(CSU GE Area C1 • IGETC Area 3A)

**057 Chicanas and Chicanos in Film (3) UC:CSU**

*Lecture 3 hours.*

This course examines how film industry has depicted Chicanas and Chicanos through the medium of film from the early twentieth century to present day. Students analyze and interpret the techniques, contents, and historical context of relevant films. Analysis of the image of the Chicana and Chicano as presented in films and documentaries are summarized and interpreted by students.

(CSU GE Area C1 and C2 • IGETC Area 3A and 3B)

**080 Chicano Politics (3) UC:CSU**

*Lecture 3 hours.*

Students examine U.S. history and political issues relevant to the Chicano community; the strategies of Chicano political activism in the United States; social change movements, issues, and problems that are relevant to the Chicano Community.

(CSU GE Area D • IGETC Area 4)

**185 Directed Study - Chicano Studies (1) CSU**

**285 Directed Study - Chicano Studies (2) CSU**

**385 Directed Study - Chicano Studies (3) CSU**

*Conference 1 unit per hour.*

This course allows students to pursue directed study in Chicano Studies on a contract basis under the direction of a supervising instructor.

## Child Development (CH DEV)

**001 Child Growth and Development (3) UC:CSU**

*Lecture 3 hours.*

*Required for all Child Development majors and certificates.*

Students are introduced to the theory of human development focusing on growth from conception through adolescence. The course content focuses on the physical, cognitive, and social-emotional domains, and ways in which biological and diverse environments influence growth. Students identify typical and atypical development and apply strategies to promote healthy child development in their

personal and professional lives. Equivalent to Psychology 011. Credit not given for both classes.

(CSU GE Area D • IGETC Area 4)

*C-ID: CDEV 100*

**002 Early Childhood: Principles and Practices (3) CSU**

*Lecture 3 hours.*

*Required for all Child Development majors.*

Students examine the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. A review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity is included.

*C-ID: ECE 120*

**003 Creative Experiences for Children I (3) CSU**

*Lecture 3 hours.*

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.

**007 Introduction to Curriculum in Early Childhood Education (3) CSU**

*Lecture 3 hours.*

Students explore the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. A teacher's role in supporting development and engagement for all young children is examined. Strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills are evaluated.

*C-ID: ECE 130*

**009 Advanced Curriculum: Art in Early Childhood (3) CSU**

*Lecture 3 hours.*

This course is an advanced exploration of visual art and creative curriculum in early childhood. Students are introduced to contemporary philosophies of art education and basic art concepts as they relate to early childhood education (birth - 8 years old). This course will emphasize the development of basic artistic and pedagogical skills, techniques, and strategies for working with young children to develop aesthetic perception and to promote creative expression. Further, this course provides a study of the importance of integrating art into the educational experience and examines the impact on overall child development for both typically and atypically developing children.

**010 Health, Safety and Nutrition (3) CSU**

*Lecture 3 hours.*

Students engage in an in-depth examination of the laws, regulations, standards, policies and procedures and early childhood curriculum related to children's mental and physical health, safety, and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff are identified as well as the importance of collaboration with families, community and health professionals. Strategies for integrating these concepts into everyday planning and program development for all children in accordance with cultural and linguistic needs are emphasized. Students earn First Aid and CPR certification.

*C-ID: ECE 220*

**011 Child, Family and Community (3) UC:CSU**

Lecture 3 hours.

Required for all Child Development majors.

This course focuses on the processes and outcomes 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 culture, relationships, and experiences. In this course, students will examine child behavior and development along with understanding cultural and developmental diversity in society and the impact on teaching, parenting, and family relations.

(CSU GE Area D and E)

C-ID: CDEV 110

**022 Practicum in Child Development I (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

**Prerequisite:** Child Development 001, 002, 007 and 011 with a grade of "C" or better; health exam, current TB test.

**Note:** Students must have completed a TB test within 6 months of practicum placement. Immunization records for Pertussis, Measles and the annual flu are required.

Students are assigned to an approved Child Development program to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

C-ID: ECE 210

**027 Advanced Curriculum: Science and Math in Early Childhood (3) CSU**

Lecture 3 hours.

Students analyze creative science and mathematics curriculum in early childhood education (birth - 8 years old). The development of scientific procedure with particular attention to inquiry and prediction as basic cognitive skills, current math learning theory and techniques, and strategies for working with young children to promote creative thinking is emphasized. Students evaluate the use of blocks and cooking within the Early Childhood framework, particularly as they relate to science and math.

**028 Advanced Curriculum: Music, Movement and Language Arts Curriculum (3) CSU**

Lecture 3 hours.

Students will explore language arts in this advanced curriculum course that emphasize the concepts of listening, speaking, emergent writing and reading for the young child. Developmentally appropriate practices in music/movement, gathering/circle time curriculum that relate to early childhood education (birth - 8 years old) will be explored. Students analyze age and content appropriate children's literature.

**030 Infant/Toddler Development (3) CSU**

Lecture 3 hours.

Students analyze the cognitive/language, social/emotional and perceptual/motor developmental domains and milestones of infants from birth to 36 months. They also examine major theories including attachment, brain development, the value of play, early intervention and relationship-based care in the context of family systems such as culture, home language, and traditions. Students are introduced to the laws and regulations of safe, healthy environments and the rights of all infants and toddlers, including children at-risk for disabilities. Class instruction includes how to objectively observe infants and toddlers in diverse settings.

**031 Infant/Toddler Care and Education (3) CSU**

Lecture 3 hours.

Students will examine the principles of inclusive, respectful caregiving for infants and toddlers within a variety of program designs and routines. Students will explore typical and atypical development and principles of early intervention. Students will also learn how to design, implement and assess developmentally appropriate curriculum and environments. Course content also includes health, safety and licensing issues. Coursework includes documentation of learning through observation, guidance toward self regulation, family communications and identification of community resources. Further, students will explore current research within the context of home language and culture.

**033 Introduction to the Reggio Emilia Approach (3) CSU**

Lecture 3 hours.

The Reggio Emilia Preschool and Infant/Toddler schools are recognized as outstanding early childhood programs. Students will explore the curriculum approach and social, political, and historical context of the Reggio Emilia philosophy. Primary focus is on the planning, development and implementation of emergent curriculum and the processes for authentic assessment and documentation.

**034 Observing and Recording Children's Behavior (3) CSU**

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.

C-ID: ECE 200

**038 Administration & Supervision of Early Childhood Programs I (3) CSU**

Lecture 3 hours.

**Advisory:** Child Development 001 and 002.

Students examine administration and supervisory principles and practices necessary for the operation of an early childhood program. Students create their own preschool or childcare center by developing a parent handbook, staff handbook, budget and website. Topics include: licensing regulations, leadership skills, budget preparation and analysis, personnel management, parent involvement and local community resources. Partially fulfills California Title 22 licensing requirement for the Preschool Director.

**042 Teaching in a Diverse Society (3) CSU**

Lecture 3 hours.

Students learn the philosophy, principles and methods related to working with young children from diverse backgrounds. They explore materials and experiences relating to diversity, including cultural, ethnic, ability, gender, social class and generation differences. Curriculum development, problem solving techniques and environmental designs is studied from an inclusive perspective to infuse multi-cultural activities and an anti-bias perspective into the fabric of the curriculum.

C-ID: ECE 230

**044 Early Intervention for Children with Special Needs (3) CSU**

Lecture 3 hours.

The course is designed for students interested in working with young children, birth through 3 years who have a developmental delay or who are at-risk for developmental delay, and their families. Students will compare screenings and assessments, examine and develop adaptations to the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children. Students are required to participate in observations.

**045 Programs for Children with Special Needs (3) UC:CSU***Lecture 3 hours.*

Students will examine programs providing special education services for children with special needs, focusing on preschool through school age. Students will consider these programs, legislation, characteristics of exceptionalities, and educational implications. Students are required to participate in school observations.

**046 School Age Programs I (3) CSU***Lecture 3 hours.*

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.

**048 Positive Guidance in Early Childhood Settings (3) CSU***Lecture 3 hours.*

This is an exploration course. Students will engage in a review of developmentally appropriate management techniques for children in early childhood settings. Students will explore and create culturally sensitive individualized plans for behavior management of children with traditional and special needs.

**065 Adult Supervision/Early Childhood Mentoring (2) CSU***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 supervise 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

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**003 History of Motion Pictures (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.  
May be offered as an honors section.*

This course examines motion pictures as a communicative art form from late 1800s to present. Students will analyze representative films and television programs as to formats, aesthetics, societal impact, and evolution as entertainment media.

(CSU GE Area C1 • IGETC Area 3A)

**005 Introduction to Screenwriting (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.  
Advisory: Cinema 107.*

This course will introduce students to the aesthetic and technical elements of screenwriting. Students who complete this course will have a thorough understanding of the process and language used to create a first draft script for both television and motion pictures.

**104 History of Documentary Film (3) UC:CSU***Lecture 3 hours.*

Students will learn 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.

(CSU GE Area C1 • IGETC Area 3A)

**107 Understanding Motion Pictures (3) UC:CSU***Lecture 3 hours.**Formerly Cinema 18. Credit not given for both courses.  
May be offered as an honors section.*

Students examine a survey of motion pictures as a communication medium via screenings and lectures. Assigned readings analyze classic and contemporary films, American and foreign-made films, and theatrical and non-theatrical releases.

(CSU GE Area C1 • IGETC Area 3A)

**108 Beginning Digital Film/Video Production Workshop (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Cinema 107 with a grade of "C" or better or concurrent enrollment.*

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital media exercises.

**109 Beginning Documentary Production Workshop (3) UC:CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Media Arts 101 with a grade of "C" or better.  
Same as Media Arts 109. Credit not given for both courses.*

This course provides a comprehensive overview of all aspects of documentary digital film/video production from concept to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital media documentary production exercises.

**113 History of Animation (3) UC:CSU***Lecture 3 hours.*

Students will examine an historical overview of the art and craft of animation from the silent era to present day, with an emphasis on classics, ground breaking, and Hollywood films and television shows, including different techniques: hand drawn, stop motion, and computer-generated animation.

(CSU GE Area C1 • IGETC Area 3A)

**119 Advanced Documentary Production (6) CSU***Lecture 3 hours. Laboratory 6 hours.**Advisory: Cinema 109.*

This course explores long-form documentary concept development, pre-production, production and post-production. Students will learn how to research and pitch a story, elements of storytelling, story structure, character development, styles, etc. In addition, students will explore an array of different types of documentary genres. Students will produce at least one long-form documentary for this class from concept development to final piece.

**185 Directed Study - Cinema (1) CSU****285 Directed Study - Cinema (2) CSU****385 Directed Study - Cinema (3) CSU***Conference 1 unit per hour.*

This course allows the student to pursue Directed Study in film production or cinema on a contract basis under the direction of a supervising instructor.





## Communication Studies (COMM)

### 066 Advanced Speech Skills (3)

Lecture 3 hours.

This English Speech as a Second Language (ESSL) course is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language. This is the third level ESSL course.

### 076 English Speech as a Second Language (3) CSU

Lecture 3 hours.

In this English speech improvement class, students practice accent reduction, pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Speaking assignments prepared by students are included. Learning to speak with Standard American English pronunciation more effectively in a variety of different environments is emphasized.

### 100 Introduction to Communication Studies (3) UC:CSU

Lecture 3 hours.

*Advisory: Eligibility for English 028.*

Students will explore the basic concepts of human communication as an academic field of study including history, assumptions, principles, processes, variables, methods and specializations. Students will examine issues relevant to the systematic inquiry and pursuit of knowledge about human communication. Students will analyze basic concepts of communication and the skills necessary to communicate in various contexts.

(CSU GE Area D • IGETC Area 4)

*C-ID: COMM 180*

### 101 Public Speaking (3) UC:CSU

Lecture 3 hours.

*Formerly Speech 101. Credit not given for both courses.*

*Advisory: Eligibility for English 028.*

*May be offered as an honors section.*

Students analyze the theory and techniques of public speaking in a democratic society. Students will discover, develop and critique ideas in public discourse through research, reasoning, organization, composition, presentation and evaluation of various types of speeches including informative and persuasive speeches.

(CSU GE Area A1 • IGETC Area 1C)

*C-ID: COMM 110*

### 104 Argumentation and Debate (3) UC:CSU

Lecture 3 hours.

*Formerly Speech 104. Credit not given for both courses.*

*Advisory: Eligibility for English 028.*

*May be offered as an honors section.*

Students explore methods of critical inquiry and advocacy and analyze, present and evaluate oral and written arguments. Students identify fallacies in reasoning and language, test evidence and evidence sources, advance a reasoned position and defend and refute arguments orally and in writing.

(CSU GE Area A1 or A3 • IGETC Area 1C)

*C-ID: COMM 120*

### 121 Interpersonal Communication (3) UC:CSU

Lecture 3 hours.

*Formerly Speech 121. Credit not given for both courses.*

*Advisory: Eligibility for English 028.*

*May be offered as an honors section.*

This course examines principles of verbal and nonverbal transactions that occur in relationships. Students study theory and research findings in personal and professional contexts and assess their success in interpersonal effectiveness.

(CSU GE Area A1 or D • IGETC Area 1C or 4)

*C-ID: COMM 130*

### 122 Intercultural Communication (3) UC:CSU

Lecture 3 hours.

*Formerly Speech 122. Credit not given for both courses.*

*Advisory: Eligibility for English 028.*

*May be offered as an honors section.*

This course provides an introduction to intercultural communication in domestic and/or global contexts and the development of appreciation of diverse groups within the larger context of American culture. Students explore theory and knowledge of effective communication within and between cultures to increase their intercultural competence. Students analyze the influence of cultures, verbal and non-verbal communication and social patterns of groups relating among themselves and with members of different ethnic and cultural groups.

(CSU GE Area D • IGETC Area 4)

*C-ID: COMM 150*

### 130 Introduction to Oral Interpretation of Literature (3) UC:CSU

Lecture 3 hours.

Students study the theory, principles, and techniques of oral interpretation of literature. Texts include prose, poetry, drama, and other forms of performance texts drawn from a diverse range of cultural viewpoints and voices. Students focus on selection, analysis, editing, performance, and evaluation; developing an appreciation for and an understanding of oral interpretation as a communication medium.

(CSU GE Area C1 • IGETC Area 1C)

### 151 Small Group Communication (3) UC:CSU

Lecture 3 hours.

*Formerly Speech 151. Credit not given for both courses.*

*Advisory: Eligibility for English 028.*

*May be offered as an honors section.*

Students analyze principles of communication in a variety of group contexts including theory, application, evaluation of group communication processes, problem solving, conflict management, decision making, and leadership.

(CSU GE Area A1 • IGETC Area 1C)

*C-ID: COMM 140*

### 190 Communication and New Media (3) UC:CSU

Lecture 3 hours.

This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, and social networks have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

(CSU GE Area D • IGETC Area 4)

## Computer Applications and Office Technologies (CAOT)

### 001 Computer Keyboarding and Document Applications I (3) CSU

*Lecture 2 hours. Laboratory 3 hours.*

Students develop fundamental skills in the operation of a computer keyboard to attain a minimum typing speed of 30 gross words a minute with a maximum of three errors. Students also develop skills in the operation of the numeric keyboard and learn to prepare business documents such as memos, business letters, and short reports.

### 002 Computer Keyboarding and Document Applications II (3) CSU

*Lecture 2 hours. Laboratory 3 hours.*

Through the practice of drills and exercises, students continue to improve key-boarding techniques, speed, and accuracy; and develop basic keyboarding speed and accuracy from 30 words per minute for 3 minutes to 40 words per minute for 5 minutes with no more than one error per minute. Students are introduced to the basic functions of the current version of Microsoft Word as well as to the creation of the following types of basic business documents: e-mail/memos, letters, reports, and tables. Students are shown and expected to use basic file management techniques such as naming files correcting and saving files to folders within a folder hierarchy.

### 023 Legal Office Procedures I (5)

*Lecture 5 hours.*

*Advisory: Ability to key 40 words a minute and use Microsoft Word.*

*Note: Course may be presented in modules CAOT 023F and CAOT 023G.*

Students explore an overview of the law office focusing on the professional and ethical responsibilities of the legal office assistant. Preparation of legal correspondence is introduced. Federal and state court structure, court document filings, and litigation procedures are examined. Vocabulary and document preparation in family law; wills, trust agreements, and probate; business law; real estate law; and criminal law are emphasized. Legal research including online tools is introduced.

### 023F Legal Office Procedures IF (2)

*Lecture 2 hours.*

Students will learn the functions and organization of a law office as well as the duties of the legal office assistant. They will prepare legal correspondence and learn to file court documents. Students will obtain an overview of the court structure and become familiar with litigation procedures. They will prepare documents for trial in a lawsuit and documents involved in litigation and discovery procedures. To be successful in this course, students are expected to key at least 40 words a minute and be proficient in Microsoft Word.

### 023G Legal Office Procedures IG (3)

*Lecture 3 hours.*

Students will review the organization and code of ethics of a law office and the duties of the legal office assistant. They will learn specific vocabulary and document preparation for family law; wills, trust agreements, and probate; business law, real estate law, and criminal law. Students will be introduced to legal research. To be successful in this course, students are expected to key at least 40 words a minute and be proficient in the use of Microsoft Word.

### 031 Business English (3) CSU

*Lecture 3 hours.*

*Concurrent enrollment in CAOT 034 is recommended.*

Students will learn fundamental English language skills as they relate to written and oral communication in business. Parts of speech; noun plurals and possessives; verb tenses, voices, and agreement; pronoun usage; comparative and super-

lative forms of adjectives; capitalization; punctuation; and other related topics will be emphasized in lectures, student exercises, and tests. Students will develop competency in sentence structure, paragraph organization, and effective methods of writing style. After successful completion of this course, students will be prepared for CAOT 032, Business Communications.

### 032 Business Communications (3) CSU

*Lecture 3 hours.*

*Prerequisite: English 101 with a grade of "C" or better.*

Students apply the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. Planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports are emphasized. This course is designed for students who already have college-level writing skills and the ability to type is recommended.

*C-ID: BUS 115*

### 034 Business Terminology (2) CSU

*Lecture 2 hours.*

*Basic computer knowledge and ability to keyboard.*

Students will learn vocabulary concepts that emphasize the spelling and definition of words that sound alike but are spelled differently and have different meanings. Students will develop an understanding of common business and technology terms. The course will stress vocabulary development and expansion.

### 039 Word Processing: Keyboarding and Operations (3) CSU

*Lecture 2 hours. Laboratory 3 hours.*

*Basic computer knowledge and ability to keyboard.*

This course prepares students to become proficient in the use of word processing software on Windows-based computers. Students will create, format, and edit business documents using both the beginning and intermediate operations of Microsoft Word (current version).

### 048 Customer Service (3) CSU

*Lecture 3 hours.*

Students will learn and apply principles related to customer service as they relate to modern business practices. They will explore service cultures in the real world, examining customer service in a variety of industries--financial services, retail, supermarkets, retail manufacturing, and a host of others. Students will investigate customer service breakdowns and recovery, customer service in a diverse world, and customer service via technology. Building customer loyalty and strategies for retaining customers will be emphasized.

### 055 Career Skills for the Workplace (3)

*Lecture 3 hours.*

*Basic English skills, which include reading and speaking.*

Students learn the important skills needed to survive in today's work force, such as workplace etiquette, customer service, records management, and job search procedures. Among other soft skills, they learn about proper attitude, appropriate dress, and business protocols.

### 063 Computer Applications and Office Technologies Laboratory II (1)

*Laboratory 2 hours.*

Students develop competency in the intermediate-level subject areas taught in the Computer Applications and Office Technologies Department. This course is designed as an aid to students who need additional time and practice to increase their knowledge and skills in any intermediate-level computer applications and office technologies course. Students have an opportunity to achieve goals set forth in student learning outcomes with the assistance of CAOT instructors and tutors.

**064 Computer Applications and Office Technologies Laboratory (1) CSU**

Laboratory 2 hours.

*Corequisite:* Simultaneous enrollment in another CAOT course.

Students develop competency in the subject areas taught in the Computer Applications and Office Technologies Department. Students who need additional time and practice to increase their knowledge and skills in any computer applications and office technologies course are advised to enroll.

**065 Computer Applications and Office Technologies Laboratory III (1)**

Laboratory 2 hours.

Students develop competency in the advanced-level subject areas taught in the Computer Applications and Office Technologies Department. This course is designed as an aid to students who need additional time and practice to increase their knowledge and skills in any advanced-level computer applications and office technologies course. An opportunity to achieve goals set forth in the student learning outcomes with the assistance of CAOT instructors and tutors is provided.

**066 Voice-Recognition Software for Computer Input (1)**

Laboratory 2 hours.

*Basic computer knowledge is recommended.*

Students use voice-recognition software (Dragon NaturallySpeaking) to input information into the computer by voice rather than by keyboard. They focus on learning dictation commands and techniques for continuous voice dictation, voice commands for formatting and editing documents, and voice commands for all menu and keyboard manipulations.

**067 Microsoft Outlook for the Office (2)**

Lecture 1 hour. Laboratory 2 hours.

*Basic computer knowledge and ability to keyboard.*

Students learn to use the features of Microsoft Outlook in the business setting. This course includes sending and receiving e-mail messages as well as managing contacts and mail. It allows students to learn and use (1) Outlook's Calendar for scheduling appointments, planning meetings, and scheduling events; (2) Outlook's Tasks feature; and (3) Outlook's Notes feature.

**071 Voice-Recognition Software with Document Applications (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Advisory:* CAOT 031. *Basic computer knowledge and ability to keyboard.*  
*Note:* Uses Dragon NaturallySpeaking Preferred.

Students use voice-recognition software—Dragon NaturallySpeaking—in place of the computer keyboard to create documents. They learn dictation procedures and voice commands to input, edit, and format text; access program features; and activate keyboard commands. Students use voice dictation to create e-mail messages, memorandums, letters, and other business documents. They review and apply punctuation, capitalization, number-usage, and word-usage principles in the context of creating business documents by voice.

**077 Microcomputer Accounting for the Electronic Office (3)**

Lecture 3 hours.

*Advisory:* Basic knowledge of Excel desirable.

Students apply the principles of accounting using a software programs to create financial statements, manage merchandise inventory, and payroll. Using accounting software applications they will be able to produce and deliver professional-level financial statements, manage merchandise inventory, and payroll. This course is designed for students who already have accounting fundamentals.

**078 Microcomputer Acctg Applications for the Electronic Office (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Note:* Uses QuickBooks.

Students apply the principles of accounting using software applications. The students will create business transactions, such as invoices, payments, bank reconciliation, and prepare professional-level financial statements, and financial reports. This course is designed for students who already have an accounting background.

**079 Word Processing Applications (3)**

Lecture 2 hours. Laboratory 3 hours.

*Offered in the Spring semester only.*

Students use Microsoft Word for Windows (current version) to develop 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. Use of good judgment and personal style in formatting, layout, and design is emphasized.

**082 Microcomputer Software Survey in the Office (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Ability to keyboard.*

Students examine information systems and their role in business. Information systems, database management systems, networking, e-commerce, ethics, security, and computer systems hardware and software components are evaluated. Students apply these concepts and methods through hands-on projects developing computer-based solutions to business problems.

*C-ID:* BUS 140

**085 Microcomputer Office Applications: Spreadsheet (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Basic computer knowledge and ability to keyboard.*

Students will learn spreadsheet applications using a Windows-based computer and Microsoft Excel (current version). They will develop competency in creating, editing, formatting, and printing worksheets and charts. The course emphasizes analyzing data; using formulas and functions; preparing pie, bar, column, and line charts; creating, sorting, subtotaling, filtering, and summarizing databases; and linking worksheets. Students will apply Excel principles to accounting applications and learn to simplify accounting procedures.

**086 Microcomputer Office Applications: Database (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Basic computer knowledge and ability to keyboard.*

Students will learn office database applications using a relational database program, Microsoft Access. They will learn records design, file creation and maintenance, and data manipulation and presentation. Students will perform office applications such as maintaining records for personnel, inventory, and sales. They will integrate a word processing program to produce automated mailings.

**087 Excel Concepts for Business Applications (2)**

Lecture 1 hour. Laboratory 2 hours.

*Advisory:* Basic knowledge of computer operations and ability to keyboard.

Develops competencies in the fundamentals of Microsoft Excel. Students will use MS Excel (current version) to create and format workbooks, construct basic formulas, use functions, and create charts. Students will also prepare financial spreadsheets and pivot tables. The course is designed to familiarize students with Microsoft Excel and its applications in the business world.

**088 Microcomputer Office Applications: Desktop Publishing (3) CSU**

*Lecture 2 hours. Laboratory 3 hours.*

*Ability to keyboard and general computer knowledge.*

*Note: Uses Adobe InDesign software.*

Students will use Adobe InDesign software for desktop publishing. They will develop competency in preparing brochures, advertisements, flyers, business forms, reports, newsletters, and presentations. Students will have instruction in formatting text, using advanced graphics, adding color to publications, working with long publications, publishing electronically and creating additional challenging projects. Students will use Adobe InDesign software to design desktop publishing applications.

**092 Computer Windows Application (2) CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Basic computer knowledge and ability to keyboard.*

*Note: Uses Windows software.*

This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Windows's multimedia features.

**096 Adobe Creative Suite Survey for the Office and the Web (3)**

*Lecture 2 hours. Laboratory 3 hours.*

*Basic computer knowledge and ability to keyboard.*

*Note: Uses Adobe Creative Suite.*

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.

**097 Internet for Business (3)**

*Lecture 2 hours. Laboratory 3 hours.*

*Basic computer knowledge and ability to keyboard.*

Covers the modern Internet tools used in business today. Students will obtain experience in using these tools and gain a firm understanding of their use. Some of the tools covered include social networking, virtual meetings, messaging, research, file sharing, remote access, and others as they emerge. This course is designed for business majors and individuals who wish to establish, maintain, or work from a virtual office.

**100 Windows Based Computer Applications (3)**

*Lecture 2 hours. Laboratory 3 hours.*

*Ability to keyboard.*

Students will engage in a hands-on introduction to software applications in a Windows environment for the computer novice. Hardware basics, operating systems, basic Windows operations, applications software, document creation with word processing (Microsoft Word), spreadsheet applications (Microsoft Excel), and basic Internet applications are studied.

**108 Presentation Design for the Office (2) CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Advisory: Basic keyboarding skill and knowledge of Microsoft Word.*

Students use the latest version of Microsoft Office PowerPoint to create presentations that incorporate templates, fonts, images, transitions, sounds, music, voice recordings, animation, and videos. They learn to outline presentations, create dynamic slides, and develop slide shows based on a variety of topics.

**109 Web Multimedia for the Office (3) CSU**

*Lecture 2 hours. Laboratory 3 hours.*

*Basic keyboarding skill and knowledge of Microsoft Word.*

Provides hands-on implementation skill 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 capabilities using Adobe Dreamweaver and Flash.

**110 Microcomputer Office Applications: Presentation Design (3) CSU**

*Lecture 2 hours. Laboratory 3 hours.*

*Basic computer knowledge and ability to keyboard.*

Students use the latest version of Microsoft Office PowerPoint to create presentations that incorporate PowerPoint templates, fonts, tables, charts, images, SmartArt, WordArt, transitions, animation, sound, and movies. Students will learn to organize and outline presentations, create dynamic slides, develop slide shows, and deliver presentations based on a variety of business topics. In addition, students will learn to save PowerPoint presentations as Web pages and incorporate them into Web sites.

**113 Introduction to Adobe Photoshop for the Office (3) CSU**

*Lecture 2 hours. Laboratory 3 hours.*

*Basic computer knowledge and ability to keyboard*

*Note: Uses Adobe Photoshop.*

Students will learn the introductory concepts of Adobe Photoshop to edit images. They will be provided instruction in using digital equipment to create images for use with Adobe Photoshop. Students will use various features of the program – selection tools, layers, channels, masks, painting tools, etc. Students apply these concepts and methods through hands-on projects to develop Photoshop files.

**114 Adobe Acrobat for the Office and the Web (2)**

*Lecture 1 hour. Laboratory 2 hours.*

*Ability to keyboard and knowledge of Microsoft Word.*

Adobe PDF (Portable Document File) is a workflow standard in most industries. Students will learn how to use Adobe Acrobat to create, review, and modify PDFs from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasis is on the use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic signatures and security to documents. Students will learn to collaborate effectively through electronic reviews, share their work across multiple platforms and devices, and speed up their production and business task workflow with Acrobat DC.

**120 Adobe Illustrator for the Office and the Web (3)**

*Lecture 2 hours. Laboratory 3 hours.*

*Ability to keyboard and a working knowledge of any other Adobe program or experience with Microsoft Office programs.*

Students use Adobe Illustrator features to create 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.

**125 Microsoft Office Project (2) CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Ability to keyboard and to use Microsoft Word and Microsoft Excel.*

Students will use Microsoft Office Project to build and manage a project plan by specifying work statement elements, start dates, duration times, assignments, and costs. The course covers tracking progress from the planning phase to the execution phase. It includes sharing information with stakeholders and between/among other Microsoft applications.



### 128 Communication Skills for the Business Professional (3)

Lecture 3 hours.

Students participate in learning experiences that develop and improve their reading, writing, and verbal communication skills as they relate to the global business environment and its challenges. Students develop professional business communication skills, including professional letter and memo writing skills (format and content), email and digital media content writing skills and Netiquette, Business English grammar skills, business terminology, sales related communication skills, and cultural diversity affecting business practices and decisions.

### 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.

This course prepares students to communicate successfully in the workplace. Students will learn business English fundamentals, basic business writing principles, and oral communication strategies for the office.

### 133 How to Succeed in an Online Course (1)

Lecture 0.5 hour. Laboratory 1 hour.

This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including posting to forums, taking quizzes, submitting assignments, etc., as well as the soft skills needed to be successful in an online environment.

### 152 Mobile Apps for Business (3) CSU

Lecture 3 hours.

Students acquire, install, and use existing mobile apps with emphasis on mobile apps for marketing and productivity. The fundamental use of mobile applications for business is emphasized to provide a foundation for building mobile apps in popular platforms. Students learn about general mobility practices, available platforms and devices, market share, and potential for additional mobile business apps.

## Computer Information Systems (CIS)

### 101 Introduction to Computers and Their Uses (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Formerly CO INFO 501. Credit not given for both courses.

Students learn to use common productivity applications and will describe the uses, concepts, techniques and terminology of computing. Students will discover the possibilities and problems of computer use in historical, economical and social contexts. Students develop college-level and workplace skills in word processing, spreadsheets and presentation graphics in a practical lab environment, along with a conceptual view of databases, visual programming, and Internet methods and procedures.

### 111 Supporting Windows Desktops (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 581. Credit not given for both courses.

Students learn personal computer (PC) maintenance and repair with an emphasis on gaining employment as a PC support or Desktop support technicians. Through a combination of lectures, hands on labs and other projects, students troubleshoot PC subsystems (disks, peripherals, printers and adapters) software configurations (operating systems, drivers), and basic networking issues. This is the second course needed for CompTIA A+ certification.

### 112 Introduction to Linux (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 534. Credit not given for both courses.

Prerequisite: CIS 222, CO INFO 572, or CO SCI 572 with a grade of "C" or better.

Students learn a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in government and corporate computing. In fact, Linux is the central operating system for much of the world's IT infrastructure powering more internet servers than any other major operating system. Students learn to configure common tasks in major distributions of Linux including the Linux command line, basic maintenance, installing and configuring workstation, and networking. Content from this course helps with the CompTIA Linux+ exams.

### 120 Introduction to Databases (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 533. Credit not given for both courses.

Students examine the concepts and functions of a relational database management system and create a complete system using the principles of good database design. Students learn the skills necessary to create tables and relationships, queries, forms and reports using Access and SQL. Students learn and practice the advanced features of Excel financial features and their uses.

### 124 Data Analytics (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 561. Credit not given for both courses.

Advisory: CIS 120, CO INFO 533, or CO SCI 533.

Students learn Python as it applies to Computer Information Systems. Students learn practical applications of Python tools and technologies to solve business problems and to manipulate, analyze, and visualize data sets.

### 126 Adobe Dreamweaver (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 550. Credit not given for both courses.

Students use HTML and Cascading Style Sheets (CSS) to develop and maintain websites. Students use WordPress or similar Content Management Systems to create maintainable page layouts, style pages and forms. Students also use appropriate tools to publish and maintain websites and web pages.

### 127 Advanced Dreamweaver - Dynamic Website Development (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 556. Credit not given for both courses.

Prerequisite: CIS 126, CO INFO 550, or CO SCI 550 with a grade of "C" or better.

Students apply Advanced Dreamweaver tools and skills to develop dynamic, interactive websites which populate web pages from database information. Students retrieve and pass user input data using form and URL variables, cookies, and email forms. Students create server-side data validation, filter and display data using XML and AJAX, creating Administration Pages, Authenticating Users and Managing content.

### 129 Digital Image Processing and Programming for the Web (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 547. Credit not given for both courses.

This course is an introduction to digital image development, manipulation, management, and optimization for web sites. Topics include image and graphics preparation for inclusion on web pages, resolution optimization and sizing images for the web, file types, the use of various graphic editing software, importing and exporting files, sizing images for the web, and working with text. Additionally, bulk processing of images for the web using scripting and programming strategies will be addressed. Students will use Photoshop for many tasks.

**130 Web Development Using Flash and ActionScript (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 548. Credit not given for both courses.*

Students use the current versions of Adobe Flash and ActionScript to develop and program interactive websites which include animation, graphics, video, and sound. Students incorporate Flash basic features to create and control animation, and use ActionScript, with variables, control structures, events, and event handlers to create interactive web pages. Knowledge of file management in Windows or Mac is required.

**148 Web Development Using PHP-MYSQL (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO SCI 554. Credit not given for both courses.**Prerequisite: CIS 126, CO SCI 550, or CO INFO 550 with a grade of "C" or better.**Advisory: CIS 120, CO SCI 533, or CO INFO 533.*

Students learn the PHP scripting language, and how to write PHP scripts to access web-based databases such as PostgreSQL and MySQL. Students examine setup, configuration, maintenance, security, designs, and implementation issues as it applies to Content Management Systems such as WordPress, Drupal, and Joomla!.

**149 Advanced Website Development Using JavaScript and AJAX (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO SCI 555. Credit not given for both courses.**Prerequisite: CS 111 or CO SCI 508 with a grade of "C" or better.**Advisory: CIS 126, CO SCI 550, or CO INFO 550.*

Use JavaScript, AJAX and the latest tools to develop and program interactive websites. Topics include: Advance JavaScript to manipulate the DOM, handle events, and provide error checking and debugging; AJAX to provide asynchronous server communication; Security to ensure a safe website; jQuery to animate and deliver the "wow factor"; Bootstrap to build "mobile first" responsive and consistent website presentations.

**190 E-Commerce Essentials (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO SCI 558. Credit not given for both courses.*

Students learn to develop a dynamic, interactive electronic commerce (E-Commerce) websites to conduct business over the Internet and World Wide Web using software such as PHP and MySQL. This course introduces electronic commerce including history, E-Commerce concepts and technology, development and integration of PHP and MySQL into an E-Commerce website, online catalog, shopping cart development, payment systems, website security, and Search Engine Optimization. This course also focuses on the development of dynamic, interactive website pages for all aspects of E-Commerce.

**192 Introduction to Cloud Computing (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 590. Credit not given for both courses.*

Students learn cloud computing which shifts information systems from on premises computing infrastructure to highly scalable Internet architectures. Students learn concepts of IT cloud computing infrastructure and systems and gain skills necessary to apply knowledge to implement, deploy, and support; configuration, optimization, services, and virtualization in the cloud environment. Students will learn concepts of cloud computing for both the enterprise and SoHo environments. Students review case studies to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

**193 Database Essentials in Amazon Web Services (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: CIS 192 or CO INFO 590 with a grade of "C" or better.*

Students learn fundamentals of Cloud databases and data storage services. The course covers both an introduction of cloud databases technologies and block and object-based storage services. Students learn SQL and NoSQL database technologies, including the principles of database design and management. In addition, students are introduced to block and object-based storage options and the various use case scenarios for Cloud data storage services.

**194 Compute Engines in Amazon Web Services (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 591. Credit not given for both courses.**Corequisite: Concurrent enrollment in CIS 192 or CO INFO 590.*

Students explore how cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. Students gain an understanding of business and technical tools, and architecting on the Cloud. Students acquire practical hands-on experience solving real-world cloud computing problems with the Cloud. Students learn about tools useful for managing a business' IT infrastructure, and an understanding of how the cloud platform can help companies meet compliance, governance, and regulatory requirements.

**195 Security in the Cloud (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 592. Credit not given for both courses.**Prerequisite: CIS 192 or CO INFO 590 with a grade of "C" or better.*

Students learn to protect the confidentiality, integrity and availability of computing systems and data. Students learn how to use redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students learn about the various security tools and features provided by Cloud Services. Students learn fundamental principles and topics of Information Technology Security and Risk Management at the organizational level and policies and procedures with respect to organizational Cybersecurity and Risk Management.

**210 Introduction to Computer Networking (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 587. Credit not given for both courses.*

Students explore the fundamentals of computer networking using network simulation and virtualization tools to learn about common network functionality and topologies; the functions and applications of the TCP/IP protocols; the relationship of the OSI model to TCP/IP-based networking; and basic router and switch architecture. The course also places a major focus on understanding IP Addressing rules, subnet masking, and CIDR. Additionally, the course will cover network cable types and use. This also the first course in the Cisco Network Academy program for CCNA preparation.

**216 Network Security (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Formerly CO INFO 584. Credit not given for both courses.**Prerequisite: CIS 225, CO SCI 537, or CO INFO 537 with a grade of "C" or better.**Advisory: CIS 226, CO SCI 538, or CO INFO 538.*

This course will cover the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the Cisco CCNA Security certification.

**219 Introduction to Oracle: SQL and PL/SQL (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 560. Credit not given for both courses.

**Prerequisite:** CIS 120, CO SCI 533, or CO INFO 533 with a grade of “C” or better.

Students examine the processes of analysis, design, and implementation of computer database systems as applied to business. Using a relational data base, project work is assigned in table design, data retrieval using Structured Query Language (SQL), and database security and administration.

**222 PC Maintenance and Troubleshooting (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 572. Credit not given for both courses.

Students learn to configure computer hardware such as motherboards, processors, RAM, BIOS/CMOS hard drives, optical drives, expansion cards I/O devices among other peripherals. Students learn to analyze the functionality of a computer system and troubleshoot various computer problems. Students acquire skill to survey, optimize, support and install Windows operating systems, and basic skill for troubleshooting Linux and Mac OS. Students learn to support and configure Small Office and Home Networks (SOHO). This course prepares students for the CompTIA A+ certification.

**224 Routing and Switching Essentials (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 578. Credit not given for both courses.

**Prerequisite:** CIS 210, CO SCI 587, or CO INFO 587 with a grade of “C” or better.

In this course, students learn how to perform basic router and switch configuration, and network fundamentals and configure a variety of routing strategies including static routing and dynamic routing with EIGRP and OSPF. IPv4 and IPv6 theory and basic switch configuration including VLANs, DHCP and NAT. This is the second course in the Cisco Academy CCNA preparation program.

**225 LAN & VLAN Switching (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 537. Credit not given for both courses.

**Prerequisite:** CIS 224, CO SCI 578, or CO INFO 578 with a grade of “C” or better.

With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, troubleshoot, and scale switched and routed internetworks. Students use technologies that include multi-area OSPF, EIGRP, link aggregation, and LAN redundancy to create larger-scale internetworks based on skills learned in the prior two Cisco Academy courses. This is the third course in the CCNA Routing and Switching program.

**226 Implementing Wide Area Networking (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 538. Credit not given for both courses.

**Prerequisite:** CIS 225, CO SCI 537, or CO INFO 537 with a grade of “C” or better.

Students learn Wide Area Networking (WAN) technologies and Virtual Private Networks (VPNs) by applying lecture content to hands-on lab activities. Students configure WANs, with multiple protocols, plan and implement network security including Access Control Lists (ACLs), and teleworker services (VPNs). Additionally, support for IPv4 and IPv6 Addressing strategies, including DHCP, NAT, and IPv6 will be addressed, analyzed and configured. Students will troubleshoot WAN misconfigurations. This is semester four in the Cisco CCNA R&S Networking Academy program.

**227 Server Administration and Network Security (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 535. Credit not given for both courses.

**Prerequisite:** CO SCI 587 or CO INFO 587 with a grade of “C” or better.

Students learn strategies for deploying, installing, configuring and troubleshooting Windows Server operating systems and their application layer services. Students learn to identify environment issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

**185 Directed Study - Computer Information Systems (1) CSU****285 Directed Study - Computer Information Systems (2) CSU****385 Directed Study - Computer Information Systems (3) CSU**

Conference 1 unit per hour.

This course allows the student to pursue directed study in Computer Information Systems on a contract basis under the direction of a supervising instructor.

## Computer Information Systems (CO INFO)

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**501 Introduction to Computers and Their Uses (3) UC:CSU**

Lecture 3 hours. Laboratory 1 hour.

Formerly CO SCI 501. Credit not given for both.

Students learn to use common productivity applications and will describe the uses, concepts, techniques and terminology of computing. Students will discover the possibilities and problems of computer use in historical, economical and social contexts. Students develop college-level and workplace skills in word processing, spreadsheets and presentation graphics in a practical lab environment, along with a conceptual view of databases, visual programming, and Internet methods and procedures.

**531 Managing and Administering Windows Server (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

**Corequisite:** Concurrent enrollment in CO INFO 535.

Students examine concepts and skills on how to manage and maintain a Windows Server network; Students manage and maintain servers, configure file and print services, network services, access and infrastructure. Students configure and manage Active Directory as well as Group Policy. This course maps directly to the exam 70-471 from the Microsoft Certified Solution Associate (MCSA).

**533 Databases Using Access and SQL (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 533. Credit not given for both courses.

Students examine the concepts and functions of a relational database management system and create a complete system using the principles of good database design. Students learn the skills necessary to create tables and relationships, queries, forms and reports using Access and SQL. Students learn and practice the advanced features of Excel financial features and their uses.

**534 Linux Operating Systems (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 534. Credit not given for both courses.

**Prerequisite:** CO SCI 572 or CO INFO 572 with a grade of “C” or better.

Students learn a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in government and corporate computing. In fact, Linux is the central operating system for much of the world's IT infrastructure powering more internet servers than any other major operating system. Students

learn to configure common tasks in major distributions of Linux including the Linux command line, basic maintenance, installing and configuring workstation, and networking. Content from this course helps with the CompTIA Linux+ exams.

### 535 Supporting Windows Servers (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 535. Credit not given for both courses.*

*Prerequisite: CO SCI 587 or CO INFO 587 with a grade of "C" or better.*

Students learn strategies for deploying, installing, configuring and troubleshooting Windows Server operating systems and their application layer services. Students learn to identify environment issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

### 550 Introduction to Web Development Using HTML and CSS (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 550. Credit not given for both courses.*

Students use HTML and Cascading Style Sheets (CSS) to develop and maintain websites. Students use WordPress or similar Content Management Systems to create maintainable page layouts, style pages and forms. Students also use appropriate tools to publish and maintain websites and web pages.

### 561 Data Analysis for Computer Information Systems with Python (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Advisory: CO SCI 533 or CO INFO 533.*

Students learn Python as it applies to Computer Information Systems. Students learn practical applications of Python tools and technologies to solve business problems and to manipulate, analyze, and visualize data sets.

### 578 Routing and Switching Fundamentals (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 578. Credit not given for both courses.*

*Prerequisite: CO SCI 587 or CO INFO 587 with a grade of "C" or better.*

In this course, students learn how to perform basic router and switch configuration, and network fundamentals and configure a variety of routing strategies including static routing and dynamic routing with EIGRP and OSPF, IPv4 and IPv6 theory and basic switch configuration including VLANs, DHCP and NAT. This is the second course in the Cisco Academy CCNA preparation program.

### 584 Network Security (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 584. Credit not given for both courses.*

*Prerequisite: CO SCI 537 or CO INFO 537 with a grade of "C" or better.*

*Advisory: CO SCI 538 or CO INFO 538.*

This course will cover the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the Cisco CCNA Security certification.

### 587 Introduction to Computer Networks (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 587. Credit not given for both courses.*

Students explore the fundamentals of computer networking using network simulation and virtualization tools to learn about common network functionality and topologies; the functions and applications of the TCP/IP protocols; the relationship of the OSI model to TCP/IP-based networking; and basic router and switch

architecture. The course also places a major focus on understanding IP Addressing rules, subnet masking, and CIDR. Additionally, the course will cover network cable types and use. This also the first course in the Cisco Network Academy program for CCNA preparation.

### 590 Introduction to Cloud Computing (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

Students learn cloud computing which shifts information systems from on premises computing infrastructure to highly scalable Internet architectures. Students learn concepts of IT cloud computing infrastructure and systems and gain skills necessary to apply knowledge to implement, deploy, and support; configuration, optimization, services, and virtualization in the cloud environment. Students will learn concepts of cloud computing for both the enterprise and SoHo environments. Students review case studies to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

### 591 Cloud Computing Architecture (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Corequisite: Concurrent enrollment in CO INFO 590.*

Students explore how cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. Students gain an understanding of business and technical tools, and architecting on the Cloud. Students acquire practical hands-on experience solving real-world cloud computing problems with the Cloud. Students learn about tools useful for managing a business' IT infrastructure, and an understanding of how the cloud platform can help companies meet compliance, governance, and regulatory requirements.

### 592 Security in the Cloud (3) CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Prerequisite: CO INFO 590 with a grade of "C" or better.*

Students learn to protect the confidentiality, integrity and availability of computing systems and data. Students learn how to use redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students learn about the various security tools and features provided by Cloud Services. Students learn fundamental principles and topics of Information Technology Security and Risk Management at the organizational level and policies and procedures with respect to organizational Cybersecurity and Risk Management.

### 185 Directed Study - Computer Information Systems (1) CSU

### 285 Directed Study - Computer Information Systems (2) CSU

### 385 Directed Study - Computer Information Systems (3) CSU

*Conference 1 unit per hour.*

This course allows the student to pursue directed study in Computer Information Systems on a contract basis under the direction of a supervising instructor.

## Computer Science (CS)

### 111 Programming in Visual Basic (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Formerly CO SCI 508. Credit not given for both courses.*

Students examine programming fundamentals using Visual Basic and VBA with an emphasis on business and engineering problem solving. Student examine event-driven programming, decision and looping structures, data types, file processing, program debugging, procedures, functions, Excel/VBA environment, and basic principles of interface design. Please check the transfer, degree, or certifi-





cate requirements. This course applies to some programs in CSIT department, but specifically not to Programming for Computer Science.

### 112 Programming in JavaScript (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO INFO 553. Credit not given for both courses.

**Prerequisite:** CS 111 or CS 116 or CO SCI 508 or CO SCI 575 with a grade of "C" or better.

**Advisory:** CIS 126, CO INFO 550, or CO SCI 550.

Students learn client-side web programming starting with a review of the latest version of HTML and an introduction to JavaScript and DOM. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web resources.

### 114 Programming in C (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Formerly CO SCI 539. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

Students learn and apply programming methodologies using the C programming language. Students examine data types, operators and expressions, control flow, functions and program structure, pointers, arrays, arrays of pointers, structures, I/O, and binary files.

### 116 Programming in C++ (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Formerly CO SCI 575. Credit not given for both courses.

This course introduces the discipline of computer science using a high-level programming language such as C++ and utilizing programming and practical hands-on problem solving. Students learn the fundamental concepts of programming by applying lecture content to practical hands-on problem solving laboratory activities. Students design, implement, test, and debug computer programs using top-down, structured programming techniques. Students examine 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. This course is required for computer information systems and computer science majors; and is desirable for students wishing to study programming.

**C-ID:** COMP 122

### 130 Introduction to Computer Architecture and Organization (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 516. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

**Advisory:** CS 114 or CO SCI 539.

This course covers the organization and behavior of real computer systems at the assembly-language level. Students analyze the mapping of statements and constructs in a high-level language onto sequences of machine instructions, and differentiate among internal representations of simple data types and structures. Students examine numerical calculation at a computer architecture level, estimate data representation errors, and appraise potential procedural errors, details of computer architecture, instruction formats, stacks, and the execution cycle, and the underlying hardware elements.

**C-ID:** COMP 142

### 131 Discrete Structures for Computer Science (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 542. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

**Advisory:** Mathematics 260.

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Students examine Functions,

Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

(CSU GE Area B4 • IGETC Area 2A)

**C-ID:** COMP 152

### 136 Introduction to Data Structures (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 536. Credit not given for both courses.

**Corequisite:** Concurrent enrollment in CS 213 or CS 216.

This course is an introduction to data structures and their applications. Students examine the role of the abstract data type in object-oriented programming design; recursion; sorting and searching algorithms; Students evaluate algorithms using time complexity expressions. Students examine the definition, implementation, and application of data structures: stacks, queues, linked lists, trees, and graphs. Students apply software engineering techniques to the design and development of large programs utilizing various data structures.

**C-ID:** COMP 132

### 213 Advanced Programming in Java (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 552. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

This course covers Java language and object-oriented programming paradigm. Students examine Java expressions, control structures, methods, Java classes, overloading, object references, inheritance, polymorphism, Java library packages, exception handling, file input/output, applets, Graphical User Interface (GUI), and event handling.

### 215 Advanced Database Programming Using C# (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 541. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

**Advisory:** CIS 120, CO INFO 533, or CO SCI 533.

This course covers principles of event-driven programming and object-oriented design in Windows applications using the C# programming language. Students examine event-driven programming using GUI classes, OOP concepts of data encapsulation, inheritance, and polymorphism. Students create multi-form projects. Students use C# for the front-end interface for a database.

### 216 Object-Oriented Programming in C++ (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 540. Credit not given for both courses.

**Prerequisite:** CS 116 or CO SCI 575 with a grade of "C" or better.

Students learn and apply object-oriented programming methodology using the C++ language. Object-oriented features in this course include encapsulation, data hiding, inheritance and polymorphism -- with emphasis on classes, constructors, destructors, friend functions, virtual functions, and operator function overloading. Students use these features in programming assignments and a project due at end of the semester.

### 230 Advanced Computer Architecture and Organization (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 546. Credit not given for both courses.

**Prerequisite:** CS 130 or CO SCI 516 with a grade of "C" or better.

Students study design of the main memory systems, including considerations of caching, error detection, and error correction; CPU design, including binary arithmetic, floating point, register usage, and a comparison of different addressing schemes; bus design, including its use in I/O; and performance-enhancing innovations such as superscalar architecture, pipelining, and multiprocessing. Student develop programs simulating or using various architectural features studied.

### 236 Advanced Data Structures and Introduction to Databases (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Formerly CO SCI 532. Credit not given for both courses.

Prerequisite: CS 136 or CO SCI 536 with a grade of "C" or better.

This course is a continuation of the study of data structures using object-oriented design. Students examine, use, and implement a number of classic data structures, including (but not limited to) the following: Union/Find Trees, Priority Queues and Heaps, Huffman Trees, Graphs, Hash Tables and Files, and B-Trees, and main memory structures, architectural foundations for files, Large-scale sorting, hash-based persistent structure, Indexed files. Students evaluate the basic concepts involved in external sorting, including the Replacement Selection and Polyphase Merge algorithms, introduction to Database Management Systems.

### 243 Advanced Programming for Android Devices (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 557. Credit not given for both courses.

Prerequisite: CS 213 or CS 216 or CO SCI 540 or CO SCI 552 with a grade of "C" or better.

This course provides students with advanced programming concepts and skills for creating mobile applications for Android devices. Students create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based services programmatically; develop services; create a home screen widget. Students learn about exception handling, create manageable user preferences and incorporate security and permissions. Students publish and distribute developed applications. Students analyze and apply these concepts and methods through hands-on projects developing computer programs.

### 244 Advanced Programming for iOS Devices (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly CO SCI 559. Credit not given for both courses.

Prerequisite: CS 111 or CS 116 or CO SCI 508 or CO SCI 575 with a grade of "C" or better.

Students learn advanced programming concepts and skills for creating mobile applications for iOS devices. Students create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based services programmatically; develop services; create a home screen widget. Students implement exception handling, will create manageable user preferences and will incorporate security and permissions. Students will sign, publish and distribute developed applications.

### 185 Directed Study - Computer Science (1) CSU

### 385 Directed Study - Computer Science (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Computer Science and Information Technology on a contract basis under the direction of a supervising instructor.

## Computer Science- Information Technology (CO SCI)

### 508 Introduction to Programming Using Visual Basic (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Students examine programming fundamentals using Visual Basic. Event-driven programming, basic control structures, data types, arrays, file processing, error-handling, procedures, program development life cycle, and basic principles of interface design. Please check the transfer, degree, or certificate requirements.

This course applies to some programs in CSIT department, but specifically not to Programming for Computer Science.

### 516 Beginning Computer Architecture and Organization (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 575 with a grade of "C" or better.

Advisory: CO SCI 539.

This course covers the organization and behavior of real computer systems at the assembly-language level. Students analyze the mapping of statements and constructs in a high-level language onto sequences of machine instructions, and differentiate among internal representations of simple data types and structures. Students examine numerical calculation at a computer architecture level, estimate data representation errors, and appraise potential procedural errors, details of computer architecture, instruction formats, stacks, and the execution cycle, and the underlying hardware elements.

C-ID: COMP 142

### 532 Advanced Data Structures and Introduction to Databases (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Prerequisite: CO SCI 536 with a grade of "C" or better.

This course is a continuation of the study of data structures using object-oriented design. Students examine, use, and implement a number of classic data structures, including (but not limited to) the following: Union/Find Trees, Priority Queues and Heaps, Huffman Trees, Graphs, Hash Tables and Files, and B-Trees, and main memory structures, architectural foundations for files, Large-scale sorting, hash-based persistent structure, Indexed files. Students evaluate the basic concepts involved in external sorting, including the Replacement Selection and Polyphase Merge algorithms, introduction to Database Management Systems.

### 536 Introduction to Data Structures (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Corequisite: Concurrent enrollment in CO SCI 540 or CO SCI 552.

This course is an introduction to data structures and their applications. Students examine the role of the abstract data type in object-oriented programming design; recursion; sorting and searching algorithms; Students evaluate algorithms using time complexity expressions. Students examine the definition, implementation, and application of data structures: stacks, queues, linked lists, trees, and graphs. Students apply software engineering techniques to the design and development of large programs utilizing various data structures.

C-ID: COMP 132

### 539 Programming in C (3) UC:CSU

Lecture 3 hours. Laboratory 1 hour.

Prerequisite: CO SCI 575 with a grade of "C" or better.

Students learn and apply programming methodologies using the C programming language. Students examine data types, operators and expressions, control flow, functions and program structure, pointers, arrays, arrays of pointers, structures, I/O, and binary files.

### 540 Object Oriented Programming in C++ (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 575 with a grade of "C" or better.

Students learn and apply object-oriented programming methodology using the C++ language. Object-oriented features in this course include encapsulation, data hiding, inheritance and polymorphism -- with emphasis on classes, constructors, destructors, friend functions, virtual functions, and operator function overloading. Students use these features in programming assignments and a project due at end of the semester.

**552 Programming in Java (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** CO SCI 575 or CO INFO 575 with a grade of "C" or better.

This course covers Java language and object-oriented programming paradigm. Students examine Java expressions, control structures, methods, Java classes, overloading, object references, inheritance, polymorphism, Java library packages, exception handling, file input/output, applets, Graphical User Interface (GUI), and event handling.

**575 Programming Fundamentals for Computer Science (3) UC:CSU**

Lecture 3 hours. Laboratory 1 hour.

This course introduces the discipline of computer science using a high-level programming language such as C++ and utilizing programming and practical hands-on problem solving. Students learn the fundamental concepts of programming by applying lecture content to practical hands-on problem solving laboratory activities. Students design, implement, test, and debug computer programs using top-down, structured programming techniques. Students examine 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. This course is required for computer information systems and computer science majors; and is desirable for students wishing to study programming.

**C-ID:** COMP 122

**185 Directed Study - Computer Science-Information Technology (1) CSU****385 Directed Study - Computer Science-Information Technology (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Computer Science and Information Technology on a contract basis under the direction of a supervising instructor.

## Counseling (COUNSEL)

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**001 Introduction to College (1) CSU**

Lecture 1 hour.

*Formerly Personal Development 1. Credit not given for both courses.*

*Note: No credit if taken after Personal Development 40 or Counseling 040. Credit only given for either Counseling 001 or Personal Development 1, not both.*

Students learn the necessary skills to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and time management. Additional topics include: certificate, associate degree requirements, and transfer admission requirements.

**004 Career Planning (1) CSU**

Lecture 1 hour.

*Formerly Personal Development 4. Credit not given for both courses.*

This course will 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.

**008 Career Planning and Development (2) CSU**

Lecture 2 hours.

*Formerly Personal Development 8. Credit not given for both courses.*

*Note: Credit only given for either Counseling 008 or Personal Development 8, but not both.*

Students will learn 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.

**020 Post-Secondary Education: The Scope of Career Planning (3) \*UC:CSU**

Lecture 3 hours.

*Formerly Personal Development 20. Credit not given for both courses.*

Students are introduced 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.

(CSU GE Area E)

**022 The Transfer Process (1) \*UC:CSU**

Lecture 1 hour.

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and will provide students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals will enable the student to develop a transfer educational plan and to be prepared to apply to a transfer institution. The course will consist of lecture, use of internet resources, guest speakers and student assignments.

**040 College Success Seminar (3) \*UC:CSU**

Lecture 3 hours.

*Formerly Personal Development 40. Credit not given for both courses.*

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. Students engage topics such as motivation, critical thinking, learning strategies, time management, communication strategies, career exploration and educational planning by of active learning strategies such as classroom activities and discussions, peer presentations, real world scenarios and collaborative problem solving assignments.

(CSU GE Area E)

*\*UC Credit Limit: Counseling 020, 022 and 040 combined: maximum credit, one course.*

## Criminal Justice

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See course listings under Administration of Justice.

## Dance Specialties (DNCESPC)

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Theater Arts & Dance department, families have been created as follows:

### DANCE FAMILY NAMES AND COURSE NUMBERS:

Ballet Techniques . . . . .	DANCETQ 111-114, 434, 466 DANCEST 806, 807
Latin and Social Dance . . . . .	DANCETQ 440, 473 DNCESPC 441-444, 490
Dance Productions . . . . .	DANCEST 814, 815, 820, 821
Hip Hop Techniques . . . . .	DNCESPC 171-174, 402
Jazz Techniques . . . . .	DANCETQ 121-124, 437, 468
Modern Techniques . . . . .	DANCETQ 141-144, 431 DANCEST 801-803
Special Projects in Dance . . . . .	DANCEST 185, 262, 285 DANCETQ 290, 536
Tap Dance . . . . .	DANCETQ 446; DNCESPC 331-334
Yoga/Stress Management . . . . .	DANCETQ 101, 231-234, 710
Dance Choreography . . . . .	DANCEST 301, 302, 452
Dance Performance . . . . .	DANCEST 822, 823
Folk Dance Forms . . . . .	DNCESPC 491, 492

### 171 Hip-Hop Dance Techniques I (1) UC:CSU

Laboratory 3 hours.

Formerly Dance Specialties 402. Credit not given for both courses.

This course introduces students to the current techniques and trends present in hip-hop and street dance forms. Students focus on the fundamentals of various hip-hop styles, including their historical chronology and context, and explore the unique culture of hip-hop developing skill in the areas of: strength, stamina, technique and musicality.

(CSU GE Area E)

### 172 Hip-Hop Dance Techniques II (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 171 with a grade of "C" or better.

This beginning level course will establish a broader foundation of various hip-hop and street dance techniques. Students will explore musicality and beginning level rhythmic skills, in addition to historical chronology and context. This course will review cumulative hip-hop technique and information while preparing students for further study at an intermediate level.

(CSU GE Area E)

### 173 Hip-Hop Dance Techniques III (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 172 with a grade of "C" or better.

This intermediate level course will focus on hip-hop and street dance techniques including historical chronology as well as current trends. Students will explore the technical aspects of hip-hop with an emphasis on memorization and building dance phrases from movement vocabulary learned in the beginning levels.

(CSU GE Area E)

### 174 Hip-Hop Dance Techniques IV (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 173 with a grade of "C" or better.

This advanced level course will focus on improvisation and free style hip-hop and current street dance movement trends. Students will explore the technical aspects of hip-hop with a focus on building dance phrases from improvisation, developing choreography, and individual expression within performance material.

(CSU GE Area E)

### 331 Tap Dance Techniques I (1) UC:CSU

Laboratory 3 hours.

This course is an introduction to basic tap dance skills. Students will learn and practice introductory level tap dance fundamentals: technique, combinations, terminology, music essentials, and appreciation of dance as an art form.

(CSU GE Area E)

### 332 Tap Dance Techniques II (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 331 with a grade of "C" or better.

This course continues to establish a technical foundation for tap dance by utilizing syncopated rhythms, compound step sequences and accelerated tempos. Students continue to acquire tap dance techniques, choreography, terminology, music essentials, and appreciation of dance as an art form.

(CSU GE Area E)

### 333 Tap Dance Techniques III (1) CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 332 with a grade of "C" or better.

This course offers instruction in intermediate level tap dance skills by building on syncopated rhythms, compound step sequences and accelerated tempos. Emphasis is placed on developing skills in classic style and performance dynamics. Students continue to establish an understanding of tap dance techniques, choreography, terminology, music essentials, and appreciation of dance as an art form.

(CSU GE Area E)

### 334 Tap Dance Techniques IV (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 333 with a grade of "C" or better.

This pre-performance level dance course advances acquired techniques and knowledge of a complete tap technique course with emphasis placed on the development of stylistic nuances in Broadway and rhythm tap. Students apply knowledge of codified terminology, advanced technique, musical phrasing, and artistic development for the purpose of stage performance preparation in tap dance.

(CSU GE Area E)

### 441 Latin Social and Salsa Dance I (1) UC:CSU

Laboratory 3 hours.

This course offers instruction and practice in the fundamentals of Latin Social and Salsa Dance, with focus on basic foot patterns and partnering sequences, cultural origins, and social etiquette. Students learn a variety of rhythms indigenous to the Latin cultures such as: Cha-Cha, Rumba, Jive, Mambo and/or Salsa.

(CSU GE Area E)

### 442 Latin Social and Salsa Dance II (1) UC:CSU

Laboratory 3 hours.

Prerequisite: Dance Specialties 441 with a grade of "C" or better.

Note: Students may be considered for the level II class through an audition process.

Students learn a variety of rhythms indigenous to the Latin cultures which developed into contemporary popular social and ballroom styles in America:



Merengue, Mambo, Cha Cha, Rhumba, Samba, Tango, and Salsa. This beginning level course continues to establish a technical foundation of the Latin rhythm dances by utilizing compound step sequences, higher level codified terminology, and faster tempo music.

(CSU GE Area E)

#### 443 Latin Social and Salsa Dance III (1) UC:CSU

Laboratory 3 hours.

**Prerequisite:** *Dance Specialties 442 with a grade of "C" or better.*

Students learn a variety of rhythms indigenous to the Latin cultures which developed into contemporary popular social and ballroom styles in America such as: Merengue, Cha Cha, Rhumba, Jive, Mambo, and/or Salsa. This intermediate level course continues to establish a technical foundation of the Latin rhythm dances by utilizing compound step sequences, intermediate level foot patterns and partnering sequences, social etiquette higher level codified terminology, and faster tempo music.

(CSU GE Area E)

#### 444 Latin Social and Salsa Dance IV (1) UC:CSU

Laboratory 3 hours.

**Prerequisite:** *Dance Specialties 443 with a grade of "C" or better.*

Students learn a variety of rhythms indigenous to the Latin cultures which developed into contemporary popular social and ballroom styles in America such as: Merengue, Cha Cha, Rhumba, Samba, Paso Doble, Jive, Mambo, and/or Salsa. This advanced level course continues to establish a technical foundation of the Latin rhythm dances by utilizing compound step sequences, advanced level foot patterns, arm styling, and partnering sequences, social etiquette, higher level codified terminology, and music theory.

(CSU GE Area E)

#### 491 Special Topics in Dance I (1) CSU

Laboratory 3 hours.

This course introduces students to the historical and cultural origins and basic dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from a particular genre are utilized to create an understanding of musical phrasing and rhythms utilized in that particular dance form. This introductory course provides a foundation for further study in a particular dance genre.

#### 492 Special Topics in Dance II (1) CSU

Laboratory 3 hours.

**Prerequisite:** *Dance Specialties 491 with a grade of "C" or better.*

This course offers continued instruction in the historical and cultural origins of folk, ethnic, recreational, or other specialized dance genres. Transitional combinations of steps from the particular genre are utilized to broaden the students understanding of specialized dance techniques, musical phrasing and rhythms utilized in that particular dance form. This low-intermediate course provides a greater foundation for further study in the particular genre of dance.

## Dance Studies (DANCEST)

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Theater Arts & Dance department, families have been created as follows:

#### DANCE FAMILY NAMES AND COURSE NUMBERS:

Ballet Techniques . . . . .	DANCETQ 111-114, 434, 466 DANCEST 806, 807
Latin and Social Dance. . . . .	DANCETQ 440, 473 DNCESPC 441-444, 490
Dance Productions . . . . .	DANCEST 814, 815, 820, 821
Hip Hop Techniques . . . . .	DNCESPC 171-174, 402
Jazz Techniques . . . . .	DANCETQ 121-124, 437, 468
Modern Techniques. . . . .	DANCETQ 141-144, 431 DANCEST 801-803
Special Projects in Dance . . . . .	DANCEST 185, 262, 285 DANCETQ 290, 536
Tap Dance . . . . .	DANCETQ 446; DNCESPC 331-334
Yoga/Stress Management. . . . .	DANCETQ 101, 231-234, 710
Dance Choreography . . . . .	DANCEST 301, 302, 452
Dance Performance . . . . .	DANCEST 822, 823
Folk Dance Forms. . . . .	DNCESPC 491, 492

#### 301 Choreography I (1) UC:CSU

Laboratory 3 hours.

This course will introduce students to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the choreographic elements of space, time, and energy. Students will create and explore the concepts of choreography, as well as tricks and techniques used to create dance and movement phrases while analyzing movement for composition and meaning.

#### 302 Choreography II (1) UC:CSU

Laboratory 3 hours.

**Prerequisite:** *Dance Studies 301 with a grade of "C" or better.*

Students continue exploring the principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy.

#### 452 Introduction to Choreography (2) UC:CSU

Laboratory 4 hours.

Students are introduced to the basic principles of dance composition and choreography, such as theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy.

**Note:** *Enrollment is by add card only.*

(CSU GE Area E)

#### 801 Modern Dance I (3) UC:CSU

Lecture 2 hours. Laboratory 4 hours.

**Formerly Dance 801. Credit not given for both courses.**

This course offers students instruction in the fundamentals of Modern Dance technique. Students will explore fundamental technique, biomechanical principles of movement, elements of improvisation and composition, theory, and history of Modern Dance in its social, political and cultural context.

(CSU GE Area C1 or E • IGETC Area 3A)

**802 Modern Dance II (3) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Formerly Dance 802. Credit not given for both courses.*

*Prerequisite: Dance Studies 801 with a grade of "C" or better.*

This course offers in-depth instruction and practice in modern dance technique. Content includes theory, historical context, terminology of dance and theater, and elements of space, time, and energy. Students explore and practice techniques for rhythm, alignment, motivation, dynamics, and design as well as continue to train the body for performance and lifelong movement skills. Trailblazers of modern dance are highlighted.

(CSU GE Area C1 • IGETC Area 3A)

**803 Modern Dance III (3) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Formerly Dance 803. Credit not given for both courses.*

*Prerequisite: Dance Studies 802 with a grade of "C" or better.*

This course continues the dancers' development and progression in all areas of modern dance techniques; including musicality, expressivity, dynamic alignment and incorporation of biomechanics principles. Content includes theory, historical context, terminology of dance theater and instruction in the design elements of space, time and energy. Students deepen their range in technique, performance dynamics, the craft of choreography and artistic expression and begin to distinguish their artistry from their technique.

**805 History and Appreciation of Dance (3) UC:CSU**

*Lecture 3 hours.*

Students will examine dance for its historical, religious, social, and artistic functions. Students will attain a historical perspective of dance from ritual to contemporary theatrical dance forms. Students will examine the progression of dance throughout western society in the forms of court dance, ballet, modern dance, musical theater, dance theater, tap, jazz and ballroom dance. Students will view live dances as well as in video form throughout the course. Students will broach the topics of dance as it relates to religion, history, sociology, aesthetics, and to the cultures where the forms are manifest.

(CSU GE Area C1 • IGETC Area 3A)

**806 Ballet I (3) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

Students analyze and perform traditional ballet techniques with an emphasis on the fundamentals of traditional positions, body placement, injury prevention, French terminology and ballet history. Students discuss the thematic material of individual ballets, the influences of society on ballet, the historical figures in ballet and their impact on ballet as a performing art.

**807 Ballet II (3) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Prerequisite: Dance Studies 806 with a grade of "C" or better.*

Students perform traditional ballet techniques at a beginning level improving body placement and utilizing higher level codified terminology and music fundamentals. Students discuss historical figures in ballet and their impact on stage production.

(CSU GE Area C1 • IGETC Area 3A)

**808 Ballet III (3) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Prerequisite: Dance Studies 807 with a grade of "C" or better.*

This intermediate level ballet course further develops student's skills in the areas of codified ballet terminology, musical phrasing and theory, and classical composition. Students will distinguish the primary visual and stylistic characteristics of court dance, romantic, classical and contemporary ballet. Students will apply performance components through the practice of intermediate ballet techniques and

choreography increasing their physical aptitude and performance skills. This course prepares students for higher study of ballet at a pre-professional level.

**814 Dance Production I (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Formerly Dance 814. Credit not given for both courses.*

This course provides instruction and laboratory experience in dance concert production for stage, film and site-specific areas including: publicity, lighting design, audio/visual training, costuming, dance criticism, audition and performance skills. The course involves dance rehearsals as well as production duties for non-dancers.

(CSU GE Area C1)

**815 Dance Production II (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Dance Studies 814 with a grade of "C" or better.*

This course provides instruction and laboratory experience in dance concert production for stage, film or site-specific areas including: publicity, marketing, lighting design, audio, costuming, dance criticism, audition techniques and performance skills.

**820 Dance Staging and Methods (4) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Formerly Dance 820. Credit not given for both courses.*

This class provides students with instruction and laboratory experience in dance concert production including: choreography, staging, audio/visual training, costume, and make-up design. Students will gain additional experience in publicity and, administrative details of pre/post-performance responsibilities. The students will perform and/or choreograph with the Pierce College Dance Theater and develop their artist skills and experience therein.

**821 Dance Staging and Methods II (4) UC:CSU**

*Lecture 2 hours. Laboratory 4 hours.*

*Formerly Dance 821. Credit not given for both courses.*

*Prerequisite: Dance Studies 820 with a grade of "C" or better.*

*Advisory: Dance Studies 822.*

Students gain increased experience in the art of dance production including: choreography, staging methods, set design, lighting design, audio/visual training, costume, and make-up design. Students participate in publicity, ticket sales and the administrative details of dance production. The class, which is a continuation of Dance 820, affords students the opportunity to produce choreography, manage projects and further develop their workshop experience.

**822 Dance Rehearsals and Performances I (1) UC:CSU**

*Laboratory 2 hours.*

*Formerly Dance 822. Credit not given for both courses.*

Students will gain practical experience and an awareness of the social, cultural and historical influences that create art and dance. Traditional and contemporary dance techniques will be explored and presented in dance concerts and site specific locations. Emphasis is placed on developing skills in choreographic design, performance dynamics and movement analysis.

(CSU GE Area E)

**823 Dance Rehearsals and Performances II (1) UC:CSU**

*Laboratory 2 hours.*

*Prerequisite: Dance Studies 822 with a grade of "C" or better.*

Students continue to establish practical experience and an awareness of the social, cultural and historical influences that create dance as a performing art. This course further explores the study of traditional and contemporary dance techniques through student participation in dance concerts, events and site specific locations. The dancer will exam his/her role in the creative process through: improvisational



techniques, choreographic development, characterization, costume design, performance dynamics and movement analysis.

(CSU GE Area E)

### 826 Dance Performance Company (1) UC:CSU - RPT 3

Laboratory 3 hours.

*Note: This course is intended for students who are able to demonstrate a foundation of traditional core dance genres through an audition process.*

Students perform in college-based, professional dance companies and/or touring dance troupes. Students explore various dance genres, which will enhance their abilities to become well-rounded dance artists in and around our community. Students will have the opportunity to participate in the Annual American College Dance Festival, the Los Angeles Community College Dance Competition/Invitational.

### 185 Directed Study - Dance Studies (1) CSU

### 285 Directed Study - Dance Studies (2) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Dance Studies on a contract basis under the direction of a supervising instructor.

## Dance Techniques (DANCETQ)

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Special Projects in Dance . . . . .	DANCEST 185, 262, 285 DANCETQ 290, 536
Tap Dance . . . . .	DANCETQ 446; DNCESPC 331-334
Yoga/Stress Management . . . . .	DANCETQ 101, 231-234, 710
Dance Choreography . . . . .	DANCEST 301, 302, 452
Dance Performance . . . . .	DANCEST 822, 823
Folk Dance Forms. . . . .	DNCESPC 491, 492

### 101 Dance to Fitness (1) \*UC:CSU

Laboratory 2 hours.

*Formerly Dance 101. Credit not given for both courses.*

Using a variety of dance styles and movement forms, students develop flexibility, strength and cardiovascular endurance according to their physical ability. The course includes movement phrases designed to develop an understanding of rhythm and increase coordination. Each class consists of a warm-up, introduction of basic rhythmic skills, dance workout, choreography with soft-rebound and

smooth-impact movement phrases, stretching techniques and a cool down. Each individual will find his/her own Personal Training Zone (PTZ).

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### 111 Ballet Techniques I (1) UC:CSU

Laboratory 3 hours.

*Formerly Dance Techniques 434. Credit not given for both courses.*

This course offers students an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, and introductory level exercises. Students are introduced to ballet through basic steps and combinations, terminology, music, and appreciation of dance as a performing art.

(CSU GE Area E)

### 112 Ballet Techniques II (1) UC:CSU

Laboratory 3 hours.

*Prerequisite: Dance Techniques 111 with a grade of "C" or better.*

This beginning level ballet course continues to establish a basic knowledge of a complete classical ballet class by utilizing compound step sequences and combinations, higher level codified terminology, and faster tempo music while preparing students for further study at an intermediate level. This course affirms each student's appreciation of ballet dance as a historical and performing art form by reviewing cumulative ballet technique and music essentials.

(CSU GE Area E)

### 113 Ballet Techniques III (1) UC:CSU

Laboratory 3 hours.

*Prerequisite: Dance Techniques 112 with a grade of "C" or better.*

This intermediate level ballet course solidifies learned techniques and knowledge of a complete classical ballet class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of codified ballet terminology, musical phrasing in ballet composition, physical aptitude and performance skills prepare students for higher study of ballet and affirms each student's appreciation of ballet as a performing art form.

(CSU GE Area E)

### 114 Ballet Techniques IV (1) UC:CSU

Laboratory 3 hours.

*Prerequisite: Dance Techniques 113 with a grade of "C" or better.*

This pre-performance level ballet course advances acquired techniques and knowledge of a complete classical ballet class with emphasis placed on the development of stylistic nuances in ballet performance. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of ballet. Students apply knowledge of codified terminology, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Performance practices prepare students for real world performance opportunities and solidify the student's appreciation of ballet dance as a performing art form.

(CSU GE Area E)

### 121 Jazz Dance Techniques I (1) UC:CSU

Laboratory 3 hours.

*Formerly Dance Techniques 437. Credit not given for both courses.*

This fundamental course in Jazz dance provides students with a foundation for performance-based dance techniques of Jazz. Students are introduced to fundamental step sequencing and combinations, music, history, terminology and appre-

ciation of the evolution of Jazz dance as a performing art form, which prepares students for further study in Jazz dance technique.

(CSU GE Area E)

### 122 Jazz Dance Techniques II (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 121 with a grade of "C" or better.

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique. Students will utilize compound step sequences and combinations, higher codified level terminology, diverse selections of musical rhythms and phrasing that will affirm each student's appreciation of the evolution of Jazz dance as a performing art form by reviewing cumulative jazz technique and information while preparing students for further study at higher levels.

(CSU GE Area E)

### 123 Jazz Dance Techniques III (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 122 with a grade of "C" or better.

This intermediate level jazz dance course solidifies learned techniques and knowledge of a complete jazz dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Students acquire increased awareness of the codified terminology used within the jazz genre, musical phrasing, physical aptitude and performance skills that prepare them for a more in-depth study of jazz dance and affirm their appreciation of jazz dance as a historical and performing art form. Social issues in the mid 20th century, including globalization and popularization of jazz as an artistic expressive form are discussed.

(CSU GE Area E)

### 124 Jazz Dance Techniques IV (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 123 with a grade of "C" or better.

This capstone course teaches the technique, principles, terminology and practice of Jazz dance at the advanced level. Students practice the correct placement and execution of a wide variety of advanced Jazz dance movements and various jazz styles and learn the history of the movements.

(CSU GE Area E)

### 141 Modern Dance Techniques I (1) UC:CSU

Laboratory 3 hours.

*Formerly Dance Techniques 431. Credit not given for both courses.*

This fundamental course in modern dance provides a foundation for the appreciation of how to take a modern dance class. Students learn foundational body movement skills, introductory performance qualities, fundamental theory of modern dance principles, an introduction to various styles of modern dance for the new dancer, and exposure to the historical development of modern dance forms as we know them today. Emphasis is placed on the development of technique and style.

(CSU GE Area E)

### 142 Modern Dance Techniques II (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 141 with a grade of "C" or better.

This beginning level modern dance course establishes basic knowledge of beginning techniques of modern dance. Students broaden the exploration of body movement skills, basic performance qualities, deeper study of modern dance principles, and a greater ability to distinguish the differences of various modern dance forms as we know them today. Emphasis is placed on the development of individ-

ual expression and integration of creativity in order to prepare dancers for further study in modern dance.

(CSU GE Area E)

### 143 Modern Dance Techniques III (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 142 with a grade of "C" or better.

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of intermediate level modern dance movements, along with a more integrated use of the arms. The course includes an in-depth exploration of the choreographic element of Time through improvisational and choreographic exercises. Students increase coordination, flexibility, and cardiovascular strength using various movement combinations.

(CSU GE Area E)

### 144 Modern Dance Techniques IV (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 143 with a grade of "C" or better.

This advanced level modern dance course advances acquired techniques and knowledge of a complete modern dance class with emphasis placed on the development of stylistic nuances and improvisational techniques demonstrated within movement form and artistry. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of modern dance. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Performance practices prepare students for real world performance opportunities and solidify student's appreciation of modern dance as a historical and performing art form. Students have the opportunity to create unique projects for a comprehensive understanding of contemporary relevance of this dance form. Social, cultural, and political ideologies illustrated within the genre are surveyed, as well as theoretical perspectives used to analyze the development of post-modern dance during the second half of the 20th century.

(CSU GE Area E)

### 151 Dance for Film and Stage I (1) UC:CSU

Laboratory 3 hours.

This course will provide the student with the fundamental tools and abilities for the world of Dance. Students will audition for, perform in, and produce Dance works in the mediums of stage as well as film.

### 152 Dance for Film and Stage II (1) UC:CSU

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 151 with a grade of "C" or better.

This course will provide the student with the intermediate level tools and abilities to create dance in various performance platforms. Students will audition for, perform in, and produce dance in the mediums of stage as well as film, as well as create their own promotional website.

### 231 Conditioning for Dance I (1) \*UC:CSU

Laboratory 3 hours.

*Formerly Dance Techniques 710. Credit not given for both courses.*

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Students will perform fundamental level exercises that are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*



**232 Conditioning for Dance II (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 231 with a grade of "C" or better.

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Students will perform beginning level exercises that are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

(CSU GE Area E)

**233 Conditioning for Dance III (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 232 with a grade of "C" or better.

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Students will perform intermediate level exercises that are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

(CSU GE Area E)

**234 Conditioning for Dance IV (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 233 with a grade of "C" or better.

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Students will perform advanced level exercises that are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

(CSU GE Area E)

**535 Dance Team Techniques I (2) UC:CSU - RPT 3**

Laboratory 6 hours.

Students examine techniques, performance qualities, and choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or Dance Company conventions and tours as part of course requirements. This course is required for the Los Angeles Pierce College Dance Theater Company/Team members.

(CSU GE Area E)

**536 Dance Team Techniques II (2) UC:CSU**

Laboratory 6 hours.

*Prerequisite:* Dance Techniques 535 with a grade of "C" or better.

Students examine techniques, performance qualities and intermediate level repertoire choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or dance company conventions and tours as part of this course requirement. This second level dance course offers students the opportunity to participate in the creation, communication and design elements of the choreography.

(CSU GE Area E)

**570 Conditioning for Dance Team Techniques I (1) UC:CSU**

Laboratory 3 hours.

This course provides students with fundamental skills to condition the body for participation in a college dance team. In addition to exploring conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination, and endurance, students have the opportunity to develop dance techniques through discussion and application of warm-up skills, movement sequences, and basic dance combinations.

**571 Conditioning for Dance Team Techniques II (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 570 with a grade of "C" or better.

This course establishes students dance skills to condition the body for participation in a college dance team. Students build additional skills to increase flexibility, strength, core awareness, balance, coordination, and endurance. Students have the opportunity to enhance various dance techniques through the application of beginning warm-up routines, movement sequences, and beginning dance combinations which prepare them for the college audition process.

**572 Conditioning for Dance Team Techniques III (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 571 with a grade of "C" or better.

This intermediate level course solidifies learned techniques and knowledge to condition the body for college dance team participation through the application of acquired skills and technical elements demonstrated in flexibility and strength programs, compound step sequences, and combinations. Students have the opportunity to construct unique conditioning programs to challenge core awareness, balance, coordination and endurance. Advancement of dance techniques through discussion and application of warm-up skills, movement sequences, and intermediate dance combinations prepare students for dance team performances. Dance team responsibilities, training, etiquette and the audition process are applied to prepare students for future audition experiences.

**573 Conditioning for Dance Team Techniques IV (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite:* Dance Techniques 572 with a grade of "C" or better.

This pre-performance level dance course advances acquired techniques and knowledge of a complete conditioning for dance class with emphasis placed on the development of stylistic nuances and dynamic range for college dance team performances. Artistic development of performance components and advancement in conditioning techniques are applied to acquired skills learned in previous dance conditioning programs. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Dancer marketing materials, including dance resume, bio and head shots are discussed. Simulation of professional dance auditions further prepare students for real-life audition processes.

## Desktop Publishing

See course listings under Computer Applications Office Technology.

## Earth Science (EARTH)

### 003 Earth Science Lecture and Laboratory (4) UC:CSU

Lecture 3 hours. Laboratory 3 hours.  
Offered Fall semesters only.

Students will survey the science of whole Earth inquiry and thereby includes the following topics: Scientific method, Earth systems, Earth materials, internal processes, surface processes, oceans, atmosphere, Earth origins, and Earth history. Students are introduced to important contributions to the study of these topics from the fields of geography, geology, oceanography, chemistry, astronomy, physics, and biology with special attention to the organizing paradigms of contributory disciplines such as Plate Tectonic Theory, the Theory of Evolution, and the Big Bang. Students will be offered a hands-on experience with Earth materials including rock and mineral identification, skills to gather scientific data, map reading, and critical thinking to solve problems.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

C-ID: GEOL 121

## Economics (ECON)

### 001 Principles of Economics I (3) UC:CSU

Lecture 3 hours.  
**Prerequisite:** Mathematics 115 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics placement process.  
**Advisory:** Mathematics 125.  
May be offered as an honors section.

Students learn the principles of economic analysis and decision-making from the viewpoint of the individual consumer, worker, and firm. Emphasis is placed 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. Students review the global economy, 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.

(CSU GE Area D • IGETC Area 4)

C-ID: ECON 201

### 002 Principles of Economics II (3) UC:CSU

Lecture 3 hours.  
**Prerequisite:** Mathematics 115 with a grade of "C" or better.  
**Advisory:** Mathematics 125.  
May be offered as an honors section.

Students learn the principles of economics focusing on aggregate economic analysis. Topics discussed include the market system of resource allocation, measurement of GDP, the problems of unemployment and inflation, stabilization policy, and macroeconomic controversies. The global economy, 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 are emphasized.

(CSU GE Area D • IGETC Area 4)

C-ID: ECON 202

### 010 Economic History of the United States (3) UC:CSU

Lecture 3 hours.  
May be offered as an honors section.

Students study the causes of growth in the American economy and how the economy today continues to be influenced by events from the past, such as the

American Revolution, Civil War, World War I, and the Great Depression. Further speculation on the future of the U.S. economy, with explorations into various motivations to enhance global trade is also explored.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 185 Directed Study - Economics (1) CSU

### 285 Directed Study - Economics (2) CSU

### 385 Directed Study - Economics (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Economics on a contract basis under the direction of a supervising instructor.

## Education (EDUC)

### 001 Introduction to Teaching (3) UC:CSU

Lecture 3 hours.  
**Note:** Students must have a negative TB test result to participate in the 45-hour observation.

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Students will examine topics including teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured observation in public school elementary classrooms that represent California's diverse student population.

C-ID: EDUC 200

### 006 Methods and Materials of Tutoring (1)

Lecture 1 hour.

This is 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.

Students gain knowledge related to the sources of developmental diversity, including both biological and environmental factors and how these factors can impact a child's development in the areas of social, cognitive, physical, emotional and language skills. Emphasis is placed on the practical implications for special education and the role of the special educator and other members of the educational planning team in promoting a positive, supportive and healthy learning environment and individualized instruction. This course also covers the legal requirements of special education as specified in the Individuals with Disabilities Education Act (IDEA) and other legislative mandates.

### 203 Education in American Society (3) UC:CSU

Lecture 3 hours.

Students examine the fundamental theories of the American educational institution in its social, political, and economic contexts. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of American schools. Consideration of contemporary issues, including the roles of the American school in a democratic, multi-cultural society is emphasized. Analysis of the historical, philosophical, and social founda-



tions of education and of school organization are used to evaluate selected proposals and models for reform.

(CSU GE Area D • IGETC Area 4)

## Electronics (ELECTRN)

### 004A Fundamentals of Electronics I (3) UC:CSU

Lecture 3 hours.

**Corequisite:** Concurrent enrollment in Electronics 004B.

Students study electronics fundamentals such as Atomic theory, voltage, resistance, current, energy and power, Ohm's law, series-parallel circuits, voltage and current dividers. Students study the Network theorems and applications of Kirchhoff's laws. Students learn about voltage and current sources, conductors, resistors, batteries, magnetism, D.C. characteristics of capacitors and inductors. Students learn how to use computer simulation tools to do schematic capture and circuit analysis.

### 004B Fundamentals of Electronics I (1) UC:CSU

Laboratory 3 hours.

**Corequisite:** Concurrent enrollment in Electronics 004A.

In this course, students will deal with 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.

### 006A Fundamentals of Electronics II (3) UC:CSU

Lecture 3 hours.

**Prerequisite:** Electronics 004A and 004B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 006B.

Students will study alternating current theory and applications such as AC waveforms, reactance, impedance, resonance, transformers, quality factor, magnetism, coupling, and filters. Emphasize the solution of alternating current circuit problems.

### 006B Fundamentals of Electronics II (1) UC:CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 004A and 004B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 006A.

Students will practice laboratory applications of the theories presented in Electronics 006A. Experiments are performed to study alternating current parameters and components including capacitance, inductance, reactance, resonance, filters and transformers. Students will use oscilloscopes, function generators, other lab instruments, and computer aided circuit analysis.

### 008A Electron Devices (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 006A and 006B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 008B.

Students will learn principles of semiconductors including diodes, bipolar and field effect transistors, SCRs, tunnel diodes, light emitting diodes, photo-transistors, DIACs, TRIACs, Zener diodes, UJT's, tubes. 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.

### 008B Electron Devices (1) CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 006A and 006B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 008A.

Students will utilize laboratory experience analyzing characteristics and applications of solid state electron devices and the use of test equipment including multi-meter, oscilloscope, function generator, and DC power supply. Students will focus on constructing, testing, analyzing, and troubleshooting a variety of circuits using semiconductor devices, including diodes and transistors. Students will use computer simulation tools (such as Pspice and Multisim) to design, construct and simulate different solid state devices circuits and their applications.

### 026 Linear Circuits (3) CSU

Lecture 3 hours.

**Advisory:** Electronics 008A and 008B.

Students will construct, examine and analyze power supplies, AC and DC amplifiers, push-pull amplifiers, complementary symmetry, and phase splitters. Students will examine and perform analysis of distortion in amplifiers. Class A, B, and C amplifiers and oscillators. Multistage and large signal amplifiers. Students will analyze characteristics of feedback, input and output impedance, and frequency response. Students will perform analysis of computer circuits.

### 028 Electronic and Electro-Mechanical Drafting I (2) CSU

Lecture 1 hour. Laboratory 2 hours.

The student will be introduced to computer aided drafting as applied to electronics. The student will use CAD programs to draw schematic symbols and diagrams, flow charts, block diagrams, highway and logic diagrams. The student will be presented and use methods for printed circuit board design and layout. Students will be introduced to assembly and construction drawings. Students will use schematic capture using PSPICE. Students will be introduced to printed circuit board design computer programs.

### 044 Communications Electronics (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 006A, 006B, 008A, and 008B with a grade of "C" or better.

Students will be presented and study concepts of modulating and demodulating a RF carrier including AM, SSB, FM, and PM. Students will study 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. Students will study TV systems, digital Communications, FSK and PSK, and signals in the frequency and time domains.

### 045 Communications Electronics Laboratory (1) CSU

Laboratory 3 hours.

**Corequisite:** Concurrent enrollment in Electronics 044.

**Advisory:** Electronics 008A and 008B.

This class is for the student to gain laboratory experience for Electronics 044. Students will construct and analyze communications circuits including oscillators, modulators, filters, IF amplifiers, TV systems, digital communications systems and modems. Students will connect and use communications test equipment, including signal generator, oscilloscope, FFT spectrum analyzer.

### 048A Integrated Circuits (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 026 and 063 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 048B.

Students will learn about 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, fil-

ters and mixers. Differential amplifiers and phase lock loops. Applications and CAD circuit analysis.

### 048B Integrated Circuits Laboratory (1) CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 026 and 063 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 048A.

Students will obtain a 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.

### 060 Microwave Fundamentals (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 008A and 008B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 061.

Students learn and analyze Microwave signals and their applications. Calculate Power density and RF safety. Analyze Electromagnetic waves and propagation. Design Antennas: Dipole, vertical. Learn Transmission lines: Characteristics, principles and analysis. Practice the Use of Smith Chart. Calculate VSWR, return loss, and reflection coefficient. Learn and Analyze Stubs and tuners, Waveguides, modes. Learn and analyze Microwave signal generation, amplifiers, and Microwave components operation.

### 061 Microwave Fundamentals Laboratory (1) CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 008A and 008B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 060.

Students practice performing microwave measurements and instrumentation using VSWR and power meters, spectrum analyzers, swept frequency systems and plotters. Students Calculate, measure and analyze VSWR, reflection coefficient, load impedance, power, frequency, and attenuation.

### 063 Circuit Analysis Laboratory (1) CSU

Laboratory 3 hours.

**Advisory:** Electronics 008A and 008B.

Students work in a laboratory environment with linear and switching power supplies, AC and DC and multistage amplifiers, push-pull and complementary symmetry. Students construct and test class A, B, and C amplifiers and oscillators, apply laboratory circuit construction and troubleshooting techniques, and use aided circuit analysis.

### 072A Digital Circuits I (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 008A and 008B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 072B.

Students will obtain a comprehensive study of Digital number systems, Boolean algebra, Karnaugh maps, Combinational systems including gates, adders, encoders, decoders, code converters, display drivers, multiplexers, Sequential circuits including flip flops, mono-stable, multi-vibrators, counters, registers, and timers. Students will learn about Synchronous sequential design, transition tables, timing diagrams and Memory systems. Students will analyze, design and practice digital circuits using multiple Computer aided circuit analysis.

### 072B Digital Circuits I (1) CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 008A and 008B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 072A.

Students will practice in breadboarding and troubleshooting digital circuits using integrated circuits. Students will construct and test the circuits using logic gates,

flip-flops, memories, counters, registers, synchronous sequential designs, and digital displays. Students will learn how to use manufacturer's data sheets.

### 074A Digital Circuits II (3) CSU

Lecture 3 hours.

**Prerequisite:** Electronics 072A and 072B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 074B.

Students will obtain a comprehensive study of a representative microprocessor, with an emphasis on the internal architecture, instruction set, timing and support chips. Students will learn the fundamentals of micro and macro programming, input and output control, interfacing, and machine language programming techniques. Students will be expose to practice many programming examples and control applications such as A/D and D/A conversion.

### 074B Digital Circuits II (1) CSU

Laboratory 3 hours.

**Prerequisite:** Electronics 072A and 072B with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Electronics 074A.

Students will program a representative microprocessor, with an emphasis on the internal architecture, instruction set, timing and support chips. Students will learn the fundamentals of macro programming, input and output control, interfacing, and machine language programming techniques. Students will learn and practice several programming examples.

### 081 Projects Laboratory (1) CSU

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.

### 159 Programmable Logic Controls (PLC) (4) CSU

Lecture 3 hours. Laboratory 4 hours.

**Prerequisite:** Electronics 072A and 072B with a grade of "C" or better.

Students will obtain a comprehensive study of PLC programming with an emphasis on the ladder logic, and the inner workings of a standard HMI (Human-Machine Interface). Students will study PLC programming for Industrial Processes, general controls, digital and analog IO, alarm / notification handling, counters/Timers Using the Rockwell software RSLogix 500.

## Engineering (ENG GEN)

### 101 Introduction to Science, Engineering and Technology (2) UC:CSU

Lecture 2 hours.

Students will explore engineering profession and its different fields, while learning effective strategies to reach their full academic potential. The course presents an introduction to the methods and tools of engineering problem solving and design, including the interface of the engineer with society and engineering ethics. Students will develop technical communication skills that are critical to the engineering profession.

**C-ID:** ENGR 110

### 131 Statics (3) UC:CSU

Lecture 3 hours.

**Prerequisite:** Physics 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Mathematics 262.

This is a first course in engineering mechanics. Students will learn about two and three dimensional analysis of force systems on particles and rigid bodies in equilib-



rium. Topics also include static analysis of trusses and beams, and determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

**C-ID:** ENGR 130

### 220 Electrical Circuits I (4) UC:CSU

Lecture 3 hours. Laboratory 3 hours.

**Prerequisite:** Physics 102 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Mathematics 275.

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits and Laplace Transforms. Introduction to AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

### 185 Directed Study - Engineering, General (1) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in General Engineering on a contract basis under the direction of a supervising instructor.

## Engineering Graphics and Design Technology (EGD TEK)

### 101 Engineering Graphics (3) \*UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Formerly Industrial Technology 110. Credit not given for both courses.

In this introductory course students will learn the fundamentals of technical drawing and an introduction to computer-aided design (CAD) with a focus on mechanical applications. Topics include the development of visualization and technical sketching skills in conjunction with orthographic projections; dimensioning and tolerancing practices, including a brief introduction to geometric dimensioning and tolerancing (GD&T); and reverse engineering. Lab work includes hand sketching and the use of two- and three-dimensional CAD software.

**\*UC Credit Limit:** Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.

### 111 2-D Computer-Aided Drafting (3) \*UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Students will utilize AutoCAD software to learn the basic concepts involved in creating two-dimensional CAD drawings. This course is appropriate for students studying engineering, architecture, landscape, and construction as well as other fields that require CAD skills. Upon successful completion of this course students will be able to accurately produce 2-D drawing documents that follow CAD and appropriate industry standards.

**\*UC Credit Limit:** Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.

### 131 CAD-Advanced Applications 3-D (2) \*UC:CSU

Laboratory 3 hours.

**Prerequisite:** Engineering Graphics & Design 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Engineering Graphics & Design 111 or 210 or 310.

This laboratory class is designed for students who need additional experience using 2-D and/or 3-D CAD software. Students will explore advanced comput-

er-aided design and drafting techniques in various applications related to mechanical design and manufacturing. Students must have some prior experience with CAD software and an understanding of engineering drawings, and may be taking a CAD course concurrently. Specific course content will vary by student.

**\*UC Credit Limit:** Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.

### 210 3D Computer-Aided Design (3) \*UC:CSU

Lecture 1 hour. Laboratory 5 hours.

**Prerequisite:** Engineering Graphics & Design 101 with a grade of "C" or better.

In this course students learn the fundamentals of 3D solid modeling with mechanical applications. The topics include sketching, part modeling, assembly modeling, and engineering drawing creation using 3D parametric modeling software. The course assumes the student has prior knowledge of mechanical drawings, either by taking EGD TEK 101 or an equivalent Engineering Graphics course, or through relevant industry experience.

**\*UC Credit Limit:** Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.

### 310 Engineering Design (3) \*UC:CSU

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Engineering Graphics & Design 210 with a grade of "C" or better.

Students will learn mechanical design concepts for drafters, designers, and engineers. Topics include the design process and methodologies, documentation practices, material selection, manufacturing processes, and technical communication. The use of 3D CAD software and a design project are integral to the course. This course assumes the student has prior knowledge and experience in mechanical drafting and 3D CAD software such as SolidWorks.

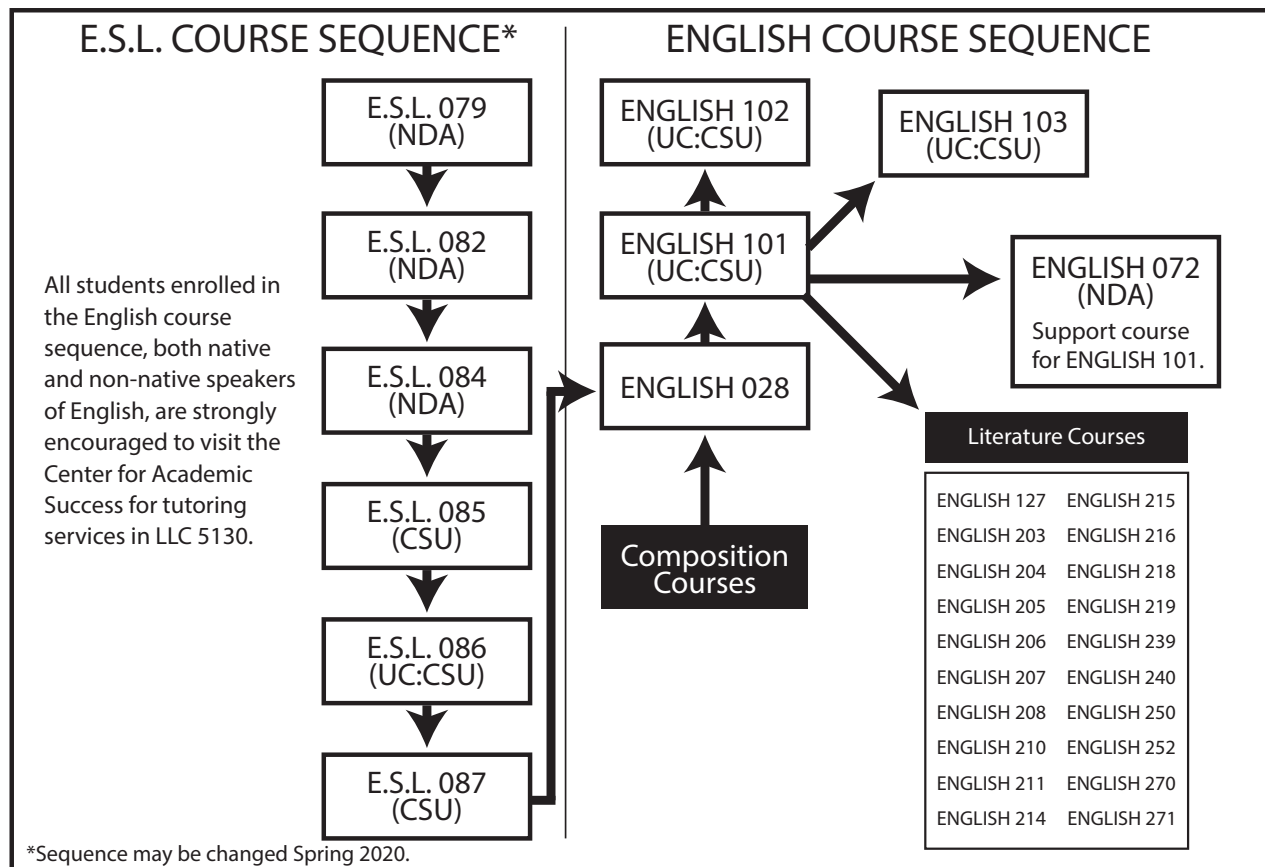
**\*UC Credit Limit:** Engineering Graphics & Design Technology 101, 111, 131, 210, 310 and Architecture 162 combined: maximum credit, 8 quarter units.

English Department Chair: Brad Saenz  
 Phone: 710-3355 Office: FO 2203  
 Faculty Advisor: Brad Saenz

SEQUENCE OF ENGLISH COMPOSITION COURSES

The English department offers classes designed to coincide with students' reading and writing ability on entering college.

- ENGLISH 028 - This is the course designed for students who wish to have extra study prior to taking English 101. It emphasizes grammar, sentence structure, paragraph and essay writing.
- ENGLISH 101 - This is the composition course required for students who plan to transfer to a four year college. It emphasizes expository reading and essay writing, research techniques and semantics. Students in English 101 are expected to write well-organized, grammatically correct compositions 700 words and more.



In keeping with AB 705, students who have graduated from a US High School within the last 10 years are eligible to enroll in English 101 automatically. The college makes the following recommendations based on high school GPA:

- GPA greater than 2.6 - English 101
- GPA between 1.9 and 2.6 - English 101 and are recommended to enroll in English 072, a support course
- GPA less than 1.9 - English 101 and are highly recommended to enroll in English 072, a support course

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a US high school or earn a GED or CA High School Proficiency certificate, may use the Guided Self-placement process. This will likely involve meeting with a counselor or other college officer to discuss topics such as the following in order for the student to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705 law

The Guided Self-placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review any sample questions, problems, or prompts.



## English

### ENGLISH PLACEMENT PROCESS

In keeping with AB 705, students who have graduated from a US High School within the last 10 years are eligible to enroll in English 101 automatically. The college makes the following recommendations based on high school GPA:

- GPA greater than 2.6 - English 101
- GPA between 1.9 and 2.6 - English 101 and are recommended to enroll in English 072, a support course
- GPA less than 1.9 - English 101 and are highly recommended to enroll in English 072, a support course

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a US high school or earn a GED or CA High School Proficiency certificate, may use the Guided Self-placement process. This will likely involve meeting with a counselor or other college officer to discuss topics such as the following in order for the student to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705 law

The Guided Self-placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review any sample questions, problems, or prompts.

### 021 English Fundamentals (3) (NDA)

*Lecture 3 hours.*

English 21 is designed to improve the writing of sentences, paragraphs, and short essays. Students practice short writing assignments and learn how to read short academic essays. They also review punctuation, spelling, and sentence structure and develop the ability to read analytically and think logically.

### 028 Intermediate Reading and Composition (3)

*Lecture 3 hours.*

*Satisfies reading and composition competency requirements for AA degree.*

The course is designed to assist the student in making a successful transition to English 101. Students focus on grammar, sentence structure, and paragraph and essay writing.

### 032 College Literary Magazine Editing (2) CSU

*Lecture 2 hours.*

Students 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, students acquire print shop experience doing make up and proof reading, study and evaluation of other college literary magazines, and training in magazine promotion and sales.

### 067 Writing Laboratory (0.5) (NDA)

*Laboratory 1 hour.*

*This course is offered as a pass/no pass course only.*

Students will improve their writing skills through one-to-one tutoring conferences, writing workshops, and computer instruction with assistance from an instructor and tutors. Students will develop their understanding of purpose, audience, invention, drafting, revision, and editing. Students will also focus on improv-

ing punctuation, mechanics, and grammar. This class may be taken by students at any level of English.

### 072 English Bridge (1) (NDA)

*Laboratory 3 hours.*

*Corequisite: Concurrent enrollment in English 101.*

*This course is offered as a pass/no pass course only.*

The course is designed to assist the student who requires supplemental support for English 101. Students focus on grammar, sentence structure, paragraph and essay writing, and research skills.

### 101 College Reading and Composition I (3) UC:CSU

*Lecture 3 hours.*

*Prerequisite: English 028 with a grade of "C" or better, or appropriate skill level demonstrated through the English placement process.*

Students gain proficiency in reading and writing through application of the principles of rhetoric and the techniques of critical thinking. A formal research paper is required. An understanding of the elements of grammar, punctuation, and sentence structure is crucial to successful completion of English 101. English 101 is required for AA and GE/transfer completion. Placement Advisory: ENGLISH 28 or appropriate placement per AB 705.

(CSU GE Area A2 • IGETC Area 1A)

*C-ID: ENGL 100*

### 102 College Reading and Composition II (3) UC:CSU

*Lecture 3 hours.*

*Prerequisite: English 101 with a grade of "C" or better.*

Students analyze literature and literary criticism in order to develop critical thinking, reading and writing skills beyond the level achieved in English 101, emphasizing logical reasoning, analysis, and strategies of argumentation.

(CSU GE Area A3 or C2 • IGETC Area 1B or 3B)

*C-ID: ENGL 120*

*C-ID: ENGL 110 (ENGLISH 102 and 206)*

### 103 Composition and Critical Thinking (3) UC:CSU

*Lecture 3 hours.*

*Prerequisite: English 101 with a grade of "C" or better.*

*May be offered as an honors section.*

Students develop critical thinking and writing skills beyond the level achieved in English 101 with an emphasis on logical reasoning, analysis, and strategies of argumentation using expository prose as subject matter. Students demonstrate the ability to use critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting propaganda techniques. One of two critical thinking courses offered by the English department.

(CSU GE Area A3 • IGETC Area 1B)

*C-ID: ENGL 105*

### 127 Creative Writing (3) UC:CSU

*Lecture 3 hours.*

*Prerequisite: English 101 with a grade of "C" or better.*

*Advisory: English 102 is recommended, but not required.*

This course 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.

(CSU GE Area C2)

*C-ID: ENGL 200*

**203 World Literature I (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students in this class explore the works of great writers of the world from ancient times through the Renaissance.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 140

**204 World Literature II (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students analyze great books of the world from the Renaissance to recent times. English 203 is not a prerequisite.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 145

**205 English Literature I (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students read and analyze English literature from Anglo-Saxon period through the 18th century. This class is required for English majors. Students will read and analyze the works of major English writers to construct critical arguments.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 160

**206 English Literature II (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students continue the study of English 205, covering English literature, poetry, and fiction from the 18th century to the 20th century. Students analyze major authors within cultural context. English 205 is not a prerequisite. This class is required for English majors.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 165

*C-ID:* ENGL 110 (ENGLISH 102 and 206)

**207 American Literature I (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students survey American literature from 1608 to the Civil War, focusing on major writers and works.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 130

**208 American Literature II (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students read and analyze texts focusing on American literature from 1860 to the 20th century. Students compose thesis-driven essays based on readings.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID:* ENGL 135

**210 The Twentieth Century Novel (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is 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.

(CSU GE Area C2 • IGETC Area 3B)

**211 Fiction (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

This course emphasizes selected great novels and short stories from French, German, Russian, English, American, and Spanish literature.

(CSU GE Area C2 • IGETC Area 3B)

**214 Contemporary Literature (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is 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.

(CSU GE Area C2 • IGETC Area 3B)

**215 Shakespeare I (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students read and discuss the early plays of Shakespeare, including the histories and comedies, with an emphasis on understanding the themes, characters, writing components and context of the works. Students analyze the works to construct critical arguments.

(CSU GE Area C2 • IGETC Area 3B)

**216 Shakespeare II (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

*May be taken before English 215.*

Students read and discuss the tragedies and non-dramatic poetry of William Shakespeare, with emphasis on understanding the themes, characters, and context of the works. Students analyze the plays and poems to construct critical arguments.

(CSU GE Area C2 • IGETC Area 3B)

**218 Children's Literature (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

This course surveys the historical and cultural development of children's literature and includes critical approaches and the examination of shared themes that cross geographical boundaries. Students analyze both classic and contemporary works spanning different cultures in order to understand how evolving historical, social, political, and theoretical attitudes toward childhood have shaped the field of children's literature.

(CSU GE Area C2)



**219 The Literature of American Ethnic Groups (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

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.

(CSU GE Area C2 • IGETC Area 3B)

**239 Women in Literature (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students examine major literary works from ancient times to the present that make women their central character or focus. Students also examine women's changing status and sense of identity as reflected in essays, fiction, poetry, and drama.

(CSU GE Area C2 • IGETC Area 3B)

**240 Literature and the Motion Picture I (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

Students examine the comparative arts of literature and the motion picture. Students read literary works, both classic and modern, and screen film versions of these literary sources. Students also discuss these works and write critical papers on them.

(CSU GE Area C2 • IGETC Area 3B)

**250 Mythology and Literature (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

This class introduces the mythology of Western and Near-Eastern civilizations, broadened to include such other elements of folk tale as marches, fairy tale, legend, etiological tale, fable, myth, and motif.

(CSU GE Area C2 • IGETC Area 3B)

**252 The English Bible as Literature (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students read and analyze the Bible with the Oxford Annotated Revised Standard Version with the Apocrypha as the basic text. Students compose thesis-driven essays based on course texts.

(CSU GE Area C2 • IGETC Area 3B)

**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.

*Advisory:* English 102 is recommended, but not required.

Students analyze science fiction as literature, with emphasis on the use of mythology; science fiction by scientists and non-scientists, political and philosophical oriented science fiction, and science fiction as fantasy and escape literature.

(CSU GE Area C2 • IGETC Area 3B)

**271 Graphic Fiction (3) UC:CSU**

Lecture 3 hours.

*Prerequisite:* English 101 with a grade of "C" or better.

*Advisory:* English 102 is recommended, but not required.

Students analyze graphic novels as literature and gain proficiency in reading and writing through the application of the principles of rhetoric and the techniques of critical thinking. The scope of the class encompasses from the origin of comics through current graphic novels. Students explore character, plot, dialogue, setting and other storytelling elements using various literary lenses to analyze the futures and fantasies created by graphic fiction writers and illustrators.

**185 Directed Study - English (1) CSU****285 Directed Study - English (2) CSU****385 Directed Study - English (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

*\*UC Credit Limit:* Any or all of these courses combined: maximum credit, 8 units.

## English as a Second Language (E.S.L.)

*\*UC Credit Limit:* E.S.L. limited to 8 units.

**004A College ESL IV: Writing and Grammar (6)**

Lecture 6 hours.

*Prerequisite:* ESL 003A with a grade of "C" or better, or placement exam.

Within the ESL credit course sequence, this mid-intermediate writing and grammar course prepares non-native English speakers for college work. Students practice mid-intermediate vocabulary and grammar and write compositions and paragraphs based on readings and personal experience. Required: 8-10 short compositions including at least three 200-300-word paragraphs. Skills Advisory: Students who want support with reading/vocabulary and speaking/listening should take: ESL 003B (Low-Intermediate Reading and Vocabulary), ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004B (Mid-Intermediate Reading and Vocabulary) and ESL 004C (Mid-Intermediate Speaking and Listening).

**004B College ESL IV: Reading and Vocabulary (3)**

Lecture 3 hours.

*Prerequisite:* ESL 003B with a grade of "C" or better, or placement exam.

In this intermediate ESL course, students practice reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary. Skills Advisory: Students who want support with speaking/listening should take ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004C (Mid-Intermediate Speaking and Listening).

**005A College ESL V: Writing and Grammar (6) UC:CSU**

Lecture 6 hours.

*Prerequisite:* E.S.L. 004A with a grade of "C" or better, or placement exam.

Within the ESL credit-course sequence, this high-intermediate writing and grammar course continues to prepare non-native English speakers for college work. The emphasis is on course work in written composition, grammar, and critical reading skills. Students in this high-intermediate ESL course write compositions, paragraphs, and summaries based on critical reading, interpretation/analysis, and personal experience. Required: 8-10 short compositions, including at least three 300-400 word multi-paragraph or paragraph compositions. Skills Advisory: Students who want support with reading/vocabulary and speaking/listening should take: ESL 003B (Low-Intermediate Reading and Vocabulary), ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004B (Mid-Intermediate

Reading and Vocabulary) and ESL 004C (Mid-Intermediate Speaking and Listening).

### 006A College ESL VI: Writing and Grammar (6) UC:CSU

Lecture 6 hours.

**Prerequisite:** E.S.L. 005A with a grade of "C" or better, or placement exam.

Within the ESL credit-course sequence, this low-advanced writing and grammar course continues to prepare non-native English speakers for college work. It emphasizes course work in written composition, grammar, critical reading skills, and aspects of American culture. Students in this low-advanced ESL course write compositions and paragraphs based on advanced ESL reading, critical thinking, interpretation/analysis, and personal experience. Students will be introduced to a variety of rhetorical modes. Low advanced reading and vocabulary activities reinforce advanced writing, grammar, and mechanics development. Required: 8-10 writing assignments, including at least three 400-500-word compositions. Skills Advisory: Students who want support with reading/vocabulary and speaking/listening should take: ESL 003B (Low-Intermediate Reading and Vocabulary), ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004B (Mid-Intermediate Reading and Vocabulary) and ESL 004C (Mid-Intermediate Speaking and Listening).

### 008 Advanced ESL Composition (6) UC:CSU

Lecture 6 hours.

**Prerequisite:** E.S.L. 006A with a grade of "C" or better, or placement exam.

Students in this high-advanced ESL course leading to English 101 learn written composition, grammar, and critical reading skills through the analysis of various aspects of American and cross-cultural topics through readings to prepare students for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis of fiction and non-fiction. Students will practice using MLA and/or APA citation and bibliographic conventions in their research and critical thinking in their compositions. Advanced grammar skills, mechanics, and academic vocabulary are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words. Prerequisite: Completion of ESL 006A with a grade of "C" or better, or appropriate placement level demonstrated through the assessment process.

Skills Advisory: Students who want support with reading/vocabulary and speaking/listening should take: ESL 003B (Low-Intermediate Reading and Vocabulary), ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004B (Mid-Intermediate Reading and Vocabulary) and ESL 004C (Mid-Intermediate Speaking and Listening).

### 079 Beginning College English as a Second Language (6) (NDA)

Lecture 6 hours.

Students in this beginning E.S.L. course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments consisting of 1 - 5 simple sentences.

### 082 Introduction to College English as a Second Language (5) (NDA)

Lecture 5 hours.

**Prerequisite:** E.S.L. 079 with a grade of "C" or better, or appropriate skill level demonstrated through the E.S.L. placement process.

Students in this high-beginning E.S.L. course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments consisting of 1 - 5 complex/compound sentences.

### 084 College English as a Second Language I (5) (NDA)

Lecture 5 hours.

**Prerequisite:** E.S.L. 082 with a grade of "C" or better, or appropriate skill level demonstrated through the E.S.L. placement process.

Students in this low-intermediate E.S.L. course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 150-250 words.

### 085 College English as a Second Language II (5) CSU

Lecture 5 hours.

**Prerequisite:** E.S.L. 084 with a grade of "C" or better, or appropriate skill level demonstrated through the E.S.L. placement process.

Students in this intermediate E.S.L. course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 200-300 words.

### 086 College English as a Second Language III (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** E.S.L. 085 with a grade of "C" or better, or appropriate skill level demonstrated through the E.S.L. placement process.

Students in this high-intermediate E.S.L. course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 300-500 words.

### 087 Advanced ESL: Reading and Vocabulary (3) CSU

Lecture 3 hours.

**Prerequisite:** E.S.L. 086 with a grade of "C" or better, or appropriate skill level demonstrated through the E.S.L. placement process.

Students in this advanced E.S.L. course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency and academic vocabulary.

## English as a Second Language (ESL)

### 003A College ESL III: Writing and Grammar (6)

Lecture 6 hours.

Within the ESL credit course sequence, this low-intermediate writing and grammar course prepares non-native English speakers for college work. It emphasizes low-intermediate vocabulary, grammar, and the writing of basic compositions and paragraphs based on critical reading and personal experience. Required: 8-10 short compositions including at least three 100-200-word paragraphs. Skills advisory: Students who want additional support with reading and vocabulary skills at the low-intermediate level should also enroll in ESL 003B. Students who want additional support with speaking and listening skills at the low-intermediate level should enroll in ESL 003C.

### 003B College ESL III: Reading and Vocabulary (3)

Lecture 3 hours.

Students in this low-intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary. Skills Advisory: Students who want support with speaking/



listening should take ESL 003C (Low-Intermediate Speaking and Listening) or ESL 004C (Mid-Intermediate Speaking and Listening).

### 003C College ESL III: Listening and Speaking (3)

*Lecture 3 hours.*

Students at the low-intermediate ESL level learn skills to improve listening and speaking to prepare them for college work. Skills Advisory: Students who want support with reading and vocabulary should take ESL 003B (Low-Intermediate Reading and Vocabulary) or ESL 004B (Mid-Intermediate Reading and Vocabulary).

### 004C College ESL IV: Listening and Speaking (3)

*Lecture 3 hours.*

*Prerequisite:* ESL 003C with a grade of "C" or better.

Students in this intermediate ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and interviews using academic vocabulary. Skills Advisory: Students who want support with reading and vocabulary should take ESL 003B (Low-Intermediate Reading and Vocabulary) or ESL 004B (Mid-Intermediate Reading and Vocabulary).

## English as a Second Language - Noncredit (ESL NC)

### 001CE English as a Second Language - Beginning I (0) (NDA) - RPT 9

*Lecture 3 hours.*

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and write sentences related to basic communications, housing, food, health, and emergencies.

### 002CE English as a Second Language - Beginning II (0) (NDA) - RPT 9

*Lecture 3 hours.*

This is an open-entry, open-exit course that is a continuation of ESL NC 001CE. The emphasis of the course is on listening/speaking and reading/writing skills at a beginning level. Students will acquire skills to understand and participate in basic communication and conversation in routine social situations. Students will read simple passages and write sentences related to transportation, employment, community resources, clothing, and interpersonal communication. Students learn and practice basic elements of grammar and syntax.

### 0023CE English as a Second Language - Speech I (0) (NDA) - RPT 9

*Lecture 6 hours.*

This is an open-entry open-exit course that emphasizes listening/speaking and pronunciation skills at a low level. The focus of the course is on listening and speaking on topics within social and academic contexts. Students will be able to respond to impromptu questions. Students will be able to practice pronunciation skills and develop rhythm, stress, and intonation patterns of English conversation.

### 0024CE English as a Second Language - Speech II (0) (NDA) - RPT 9

*Lecture 6 hours.*

This is an open-entry open-exit course that emphasizes listening/speaking and pronunciation skills at an intermediate low level. The focus of the course is on listening and speaking through conversations, discussions, and lectures within the contexts of social, academic, legal and medical environments. Students will be able to give brief prepared oral presentation. Students will focus on practicing pro-

nunciation skills for better oral communication, as well as developing rhythm, stress, and intonation patterns of English conversation.

## Environmental Design (ENV)

### 101 Foundations of Design I (3) UC:CSU

*Laboratory 6 hours.*

This is a first level architectural design studio where students develop creative, conceptual and analytical skills by creating two and three dimensional projects. Students will learn to properly communicate architectural concepts through drawings, renderings, physical models, and computer 3-D modeling. Fundamental architectural formal and spatial design principles, theories, order, methodologies and sustainability are explored and incorporated into student projects. The profession of architecture and the practice of architects are clarified. This fundamentals class is critical for students interested in pursuing a higher degree in architecture school or related design field and is recommended as well for art, interior design, construction and related fields. This course is great as a general education course to develop the creative mind and problem solving skills. Students will also create a portfolio of their work.

### 102 Foundations of Design II (3) UC:CSU

*Laboratory 6 hours.*

*Prerequisite:* Environmental Design 101 with a grade of "C" or better.

Second level architectural design studio. Students continue to develop creative, conceptual and analytical skills by designing more complex projects addressing multiple programmatic requirements, symbolism and contextualism. Drawing, rendering, computer and model making skills are further refined. Students will also create a portfolio of their work.

## Environmental Science (ENV SCI)

### 001 Introduction to Environmental Science (3) UC:CSU

*Lecture 3 hours.*

Students are introduced to the environmental mechanisms that constitute our planetary life support systems and the social, political and economic factors that are the root of many environmental problems. The fundamental science required to understand how environmental systems work is presented followed by analysis of the basic components of our life support systems and how we impact them. Additional topics will include an examination of the difference between science and technology and the promises and limits of technological solutions to environmental issues.

(CSU GE Area B1 or E • IGETC Area 5A)

### 002 The Human Environment: Biological Processes (3) \*\*UC:CSU

*Lecture 3 hours.*

Students are introduced to the biological aspects of our environmental systems. Study will focus on our large-scale systems including populations and ecosystems and small-scale issues such as nutrition and toxicity. A portion of the course will be dedicated to examining the ability of species to adapt: leading to issues such as pesticide and antibiotic resistance. Global population will be examined through the lens of population dynamics. These topics will form a foundation for discussing the dynamic interplay between ecosystems, populations and economics. Upon completion of the course, students will develop an appreciation of the problems facing humans as we attempt to set environmentally meaningful standards for tox-

ins and how important concepts such as nutrition, toxicity, birth defects and cancer rates relate to our environmental life support systems.

(CSU GE Area B2 • IGETC Area 5B)

**\*\*UC Credit Limit:** *Environmental Science 002 and Plant Science 901 combined: maximum credit, one course.*

### 032 Survey of Environmental Regulations (3) CSU

Lecture 3 hours.

Presents a survey of the principal environmental legislation that must be considered in the design and performance of environmental projects. Includes discussion of the natural history and practical application of the common environmental regulations at the federal, state and local levels. Regulations to be discussed are: NEPA, CWA, FESA, NBTA, Fed. Wet. Reg., Coastal Act, CEQA, Fish and Game Code, CESA, Cal. Wat. Qual. Reg., General Plan Req., and Project Mitigation Monitoring.

### 033 Fundamentals of Water Treatment (3) CSU

Lecture 3 hours.

This course presents a survey of modern water treatment methods for drinking water, industrial water, and facilities water systems. Discussions include methods for removal of particles, dissolved chemicals and disinfection. Methods of water monitoring and conservation and interpretation of water quality reports will also be examined.

### 034 EPA Methods for Environmental Analysis (4) CSU

Lecture 3 hours. Laboratory 2 hours.

Same as Chemistry 034. Credit not given for both courses.

Students learn sample collection and preparation of geological, water and atmospheric sample and analyze environmental samples for specific pollutants utilizing specialized instrumental techniques and follow proper data handling and analysis protocols. Regulatory requirements, such as the Environmental Protection Agency (EPA) are introduced as the basis for sampling and analysis techniques.

### 035 Basic Environmental Field Techniques (1) CSU

Lecture 0.75 hour. Laboratory 0.5 hour.

This course presents basic requirements and methods used in environmental field work including preparation for field work, background project research, sampling protocols and methods, and field data logging. The course is divided between classroom and field instruction. Personal field effects (e.g. boots, clothing, hat, canteen etc.), field notebook and writing implements will be required.

### 185 Directed Study - Environmental Science (1) CSU

### 285 Directed Study - Environmental Science (2) CSU

### 385 Directed Study - Environmental Science (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Environmental Science on a contract basis under the direction of a supervising instructor.

## Family and Consumer Studies (FAM &CS)

### 034 Child Nutrition (3) CSU

Lecture 3 hours.

This course provides students with an understanding of the relationships among nutrition, growth, development, and disease prevention prenatal through childhood. Students will examine nutritional needs of pregnant women, lactating women, infants, and children. Nutritional assessment for normal and high risk

groups will be discussed as well as the psychological, social, and economic factors that contribute to nutritional status. Students will learn about meal planning for families and for child care centers as well as intervention strategies with special populations.

## Finance

### 001 Principles of Finance (3) CSU

Lecture 3 hours.

Students examine the principles of money, credit, banking, and the role of the Federal Reserve System and government policy on the financial environment. Financial instruments, interest rates, capital management, money and capital markets and currency fluctuations and hedging for global business are analyzed, including detailed evaluations of the time value of money, and its application to calculations in personal and business finance.

### 002 Investments (3) CSU

Lecture 3 hours.

Students analyze 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.

### 008 Personal Finance and Investments (3) CSU

Lecture 3 hours.

Students examine the concepts and tools necessary for the rational allocation of personal resources. 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 are emphasized.

## French

### 001 Elementary French I (5) UC:CSU

Lecture 5 hours.

**Note:** *Students with previous knowledge of French should not enroll in French 001, but in a higher level. Native speakers should enroll in French 004, 005, or 006.*

Students acquire the fundamentals of pronunciation and grammar, practical vocabulary, and useful phrases. Communicative interaction facilitates the acquisition of the four language skills (speaking, listening, reading, and writing) and focuses on French culture. The language of instruction is mainly French. English is used only when it is necessary to explain difficult grammatical concepts. Students with two years of high-school French should enroll in French 002.

(CSU GE Area C2 • IGETC Area 6A)

### 002 Elementary French II (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** *French 001 or language proficiency equivalent to two years of high-school French with a grade of "C" or better.*

**Note:** *Students with previous knowledge of French should not enroll in French 002, but in a higher level. Native speakers should enroll in French 004, 005, or 006.*

Students continue to practice authentic language in communicative contexts and increase their listening, speaking, reading, and writing proficiency. Upon successful completion of this course, students are able to describe and narrate in the present, past, and future time frames with an increasing degree of grammatical accuracy and lexical detail. Students expand their awareness of the cultural diversity of



the Francophone world. This class is equivalent to two years of high-school French. It is conducted entirely in French except for grammar clarification.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 003 Intermediate French I (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** French 002 or language proficiency equivalent to three years of high-school French with a grade of "C" or better.

**Note:** Concurrent enrollment in French 008 is strongly recommended for non-native speakers.

Not offered every semester.

Students complete the study of basic French grammar. There is continued emphasis upon French pronunciation, practical vocabulary, and useful phrases. The course emphasizes more challenging texts and continued improvement in writing and speaking through written and oral dialogues. Further exposure to French culture is used as a background for conversation and reading. The class is conducted entirely in French except when English clarification is necessary for grammatical concepts.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 004 Intermediate French II (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** French 003 with a grade of "C" or better.

**Note:** Concurrent enrollment in French 008 is strongly recommended for non-native speakers.

Not offered every semester.

Students expand the structural concepts acquired in French 001, 002, and 003 while acquiring additional vocabulary to maximize comprehension and expression skills. Students focus on social, cultural, educational, and political aspects; as well as discussions on art and media, and topics relevant to the francophone world. The course emphasizes oral discussions and presentations as well as written compositions and analysis.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 005 Advanced French I (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** French 004 with a grade of "C" or better.

**Note:** Concurrent enrollment in French 008 is strongly recommended for non-native speakers.

Not offered every semester.

Students review and expand the grammatical structures acquired in French 004. They continue to acquire advanced vocabulary to maximize comprehension and expression skills and examine in greater depth the literature of France and the Francophone world. The course emphasizes oral discussions and presentations as well as written compositions and analysis on more complex topics.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 006 Advanced French II (5) UC:CSU

Lecture 5 hours.

**Prerequisite:** French 005 with a grade of "C" or better.

**Note:** Concurrent enrollment in French 008 is strongly recommended for non-native speakers.

Not offered every semester.

Students continue to review advanced structures within authentic French literature texts from the seventeenth century through the present time. Special emphasis is placed on oral discussions and presentations as well as written essays and analysis of the literature and culture of France and the Francophone world.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 008 Conversational French (2) CSU

Lecture 2 hours.

**Prerequisite:** French 002 with a grade of "C" or better.

This course is offered as a pass/no pass course only.

Not offered every semester.

Students practice the fundamentals of French pronunciation and develop conversational skill and fluency through a review of basic French grammar and the core vocabulary of everyday situations. French is used throughout except in instances in which clarification in English is necessary.

### 010 French Civilization (3) UC:CSU

Lecture 3 hours.

No knowledge of French required.

Not offered every semester.

Students examine the origins, growth, and development of French civilization in its many forms with special emphasis on modern France and Francophone countries and its literary movements, ideas, sciences and the arts. Lectures and readings are in English.

(CSU GE Area C2 • IGETC Area 3B)

### 185 Directed Study - French (1) CSU

### 285 Directed Study - French (2) CSU

### 385 Directed Study - French (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in French on a contract basis under the direction of a supervising instructor.

## Geographic Information Systems (GIS)

### 025 Introduction to Geographic Information Systems and Laboratory (4) UC:CSU

Lecture 2 hours. Laboratory 4 hours.

**Advisory:** Computer Science-Information Technology 501.

Same as Geography 025. Credit not given for both courses.

Using Geographic Information Systems (GIS), a computer-based tool that uses spatial (geographic) data, students analyze and solve real-world problems. Students examine the basic principles and techniques of GIS, including: computer representation of geographic data, vector and raster data models, map projections, coordinate systems, spatial analysis, and map design. Students apply the theoretical underpinnings of GIS by practicing those concepts and techniques in the laboratory portion of the course. The GIS software ArcGIS by Esri is used.

**C-ID:** GEOG 155

### 033 Intermediate GIS Applications (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

**Advisory:** Geography 025 or Geographic Information Systems 025.

Same as Geography 033. Credit not given for both courses.

This course provides students with more in-depth use of GIS software and familiarization with more advanced GIS software operations. Students will apply 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.)

**036 Cartography and Base Map Development (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Geography 025 or Geographic Information Systems 025 with a grade of "C" or better.

Same as Geography 036. Credit not given for both courses.

Students will receive a comprehensive study of GIS cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. The course will include an in depth study of cartography (history, principles, map projections, scales, and map accuracy). Methods of data acquisition will include the basic principles used in remote sensing, aerial images and the use of Global Positioning Systems (GPS) in the field for map feature locations. Techniques used in GIS base map development (scanning, digitizing and coordinate geometry) will also be introduced. The course will include production of professional quality maps using ArcGIS software.

**037 Introduction to Global Positioning Systems (GPS) (1) UC:CSU**

Lecture 1 hour.

Same as Geography 037. Credit not given for both courses.

Students are introduced to the basic use of a hand-held Global Positioning System (GPS) unit in the field, including the terminology, hardware and technology used in GPS. While operating a hand-held GPS unit, students examine the basic techniques used in the determination of location as well as collecting data to be used in production of a GIS-generated map.

**038 Spatial Analysis and Modeling (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Geography 025 or Geographic Information Systems 025 with a grade of "C" or better.

Same as Geography 038. Credit not given for both courses.

Students will review the principles of statistics and relate them to methods used in analysis 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. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis.

**040 GIS Internship (1) CSU**

Lecture 1 hour.

**Prerequisite:** Geography 038 or Geographic Information Systems 038 with a grade of "C" or better.

Students apply classroom instruction to real-world Geographic Information Systems (GIS) projects in the community in a business, government or non-profit agency under the supervision of a faculty advisor. The short-term internship includes periodic meetings with the advisor, the completion of interim reports, and the presentation of a final report at the completion of the internship.

## Geography (GEOG)

**001 Physical Geography (3) \*UC:CSU**

Lecture 3 hours.

May be offered as an honors section.

This course is a spatial study of the Earth's dynamic physical systems and processes using an Earth Systems Science approach. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also

briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS).

(CSU GE Area B1 • IGETC Area 5A)

**\*UC Credit Limit:** Credit for either: Geography 1 and 15 or for 17.

**C-ID:** GEOG 110

**002 Cultural Elements of Geography (3) UC:CSU**

Lecture 3 hours.

May be offered as an honors section.

This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. Tools of geographic inquiry may include maps, satellite imagery, and geographic information systems.

(CSU GE Area D • IGETC Area 4)

**C-ID:** GEOG 120

**003 Introduction to Weather and Climate (3) UC:CSU**

Lecture 3 hours.

Same as Meteorology 003. Credit not given for both courses.

Students acquire introductory knowledge of the Earth's atmosphere using an Earth Systems Science approach. Topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. The following tools of inquiry may be used: weather maps, satellite imagery, and geographic information systems.

(CSU GE Area B1 • IGETC Area 5A)

**C-ID:** GEOG 130

**007 World Regional Geography (3) UC:CSU**

Lecture 3 hours.

Students will survey the world's cultural regions and nations as interpreted by geographers, including physical, cultural, and economic features. The course will emphasize spatial and historical influences on population growth, transportation networks, natural environments, and significant features of regions.

(CSU GE Area D • IGETC Area 4)

**C-ID:** GEOG 125

**014 Geography of California (3) UC:CSU**

Lecture 3 hours.

Students survey the physical and cultural landscapes of California with emphasis on human-environment interaction and the natural, socio-political, economic and demographic forces that have shaped the state. The course deals with the history of the state, settlement and land-use patterns, economic activities, resource use, transportation and trade, as well as California's role in the new global economy. The political, economic, environmental and demographic challenges facing the state are also discussed. Optional field trips will be offered.

(CSU GE Area D • IGETC Area 4)

**C-ID:** GEOG 140

**015 Physical Geography Laboratory (2) \*UC:CSU**

Lecture 1 hour. Laboratory 2 hours.

**Corequisite:** Concurrent enrollment in Geography 001.

Students use laboratory exercises 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 geomorphic 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. This course supplements the material of Geography 001.

(CSU GE Area B3 • IGETC Area 5C)

*\*UC Credit Limit: Credit for either: Geography 1 and 15 or for 17.*

*C-ID: GEOG 111*

### 017 Physical Geography and Laboratory (5) \*UC:CSU

*Lecture 4 hours. Laboratory 2 hours.*

Lecture: Students study 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. Lab: This lab course supplements the material of Geography 001. Laboratory exercises are used to increase understanding of geographical concepts. Tools used for laboratory may include topographic maps, satellite images, selected weather instruments and computer software.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

*\*UC Credit Limit: Credit for either: Geography 1 and 15 or for 17.*

*C-ID: GEOG 115*

### 019 Introductory Meteorology Laboratory (2) UC:CSU

*Lecture 1 hour. Laboratory 2 hours.*

*Corequisite: Concurrent enrollment in Geography 003 or Meteorology 003. Same as Meteorology 004. Credit not given for both courses.*

This course supplements the material of Geography 003 or Meteorology 003. Students participate in laboratory exercises to increase their understanding of weather and climatological processes on the Earth, to develop skills using meteorological instruments and observations, to appraise Earth-Sun relationships and energy balances as they impact temperature, to identify the major atmosphere-hydrosphere interactions related to humidity, clouds and precipitation, to identify and analyze the factors that contribute to pressure patterns, winds and storms and to demonstrate an understanding of the factors which control climate development. Tools used for laboratory inquiry may include various weather charts and maps, satellite images, selected weather instruments and computer programs.

(CSU GE Area B3 • IGETC Area 5C)

### 023 Severe and Hazardous Weather (3) UC:CSU

*Lecture 3 hours.*

*Same as Meteorology 005. Credit not given for both courses.*

Students will learn basic principles about the atmosphere as it relates to severe, hazardous, and unusual weather events. Emphasis is first given to the properties and measurements of severe weather conditions, maps and computer simulations of severe weather events, and basic forces and dynamics of the atmosphere during severe and hazardous weather. Then a series of severe, hazardous, and unusual weather phenomena will be discussed, including thunderstorms, lightning, hailstorms, downbursts, tornadoes, tropical cyclones and hurricanes, floods, drought, and extreme mountain weather. Tools used of inquiry may include weather maps, radar and satellite imagery, and geographic information systems.

(CSU GE Area B1 • IGETC Area 5A)

### 025 Introduction to Geographic Information Systems and Laboratory (4) UC:CSU

*Lecture 2 hours. Laboratory 4 hours.*

*Advisory: Computer Science-Information Technology 501.*

*Same as Geographic Information Systems 025. Credit not given for both courses.*

Using Geographic Information Systems (GIS), a computer-based tool that uses spatial (geographic) data, students analyze and solve real-world problems. Students examine the basic principles and techniques of GIS, including: computer representation of geographic data, vector and raster data models, map projections, coordinate systems, spatial analysis, and map design. Students apply the theoretical underpinnings of GIS by practicing those concepts and techniques in the laboratory portion of the course. The GIS software ArcGIS by Esri is used.

*C-ID: GEOG 155*

### 033 Intermediate GIS Applications (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Advisory: Geography 025 or Geographic Information Systems 025.*

*Same as Geographic Information Systems 033. Credit not given for both courses.*

This course provides students with more in-depth use of GIS software and familiarization with more advanced GIS software operations. Students will apply 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.)

### 036 Cartography and Base Map Development (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Prerequisite: Geography 025 or Geographic Information Systems 025 with a grade of "C" or better.*

*Same as Geographic Information Systems 036. Credit not given for both courses.*

Students will receive a comprehensive study of GIS cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. The course will include an in depth study of cartography (history, principles, map projections, scales, and map accuracy). Methods of data acquisition will include the basic principles used in remote sensing, aerial images and the use of Global Positioning Systems (GPS) in the field for map feature locations. Techniques used in GIS base map development (scanning, digitizing and coordinate geometry) will also be introduced. The course will include production of professional quality maps using ArcGIS software.

### 037 Introduction to Global Positioning Systems (GPS) (1) UC:CSU

*Lecture 1 hour.*

*Same as Geographic Information Systems 037. Credit not given for both courses.*

Students are introduced to the basic use of a hand-held Global Positioning System (GPS) unit in the field, including the terminology, hardware and technology used in GPS. While operating a hand-held GPS unit, students examine the basic techniques used in the determination of location as well as collecting data to be used in production of a GIS-generated map.

### 038 Spatial Analysis and Modeling (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

*Prerequisite: Geography 025 or Geographic Information Systems 025 with a grade of "C" or better.*

*Same as Geographic Information Systems 038. Credit not given for both courses.*

Students will review the principles of statistics and relate them to methods used in analysis 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. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis.

### 185 Directed Study - Geography (1) CSU

### 285 Directed Study - Geography (2) CSU

### 385 Directed Study - Geography (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Geography on a contract basis under the direction of a supervising instructor.

## Geology

See also course listings under Environmental Science and Oceanography.

### 001 Physical Geology (3) \*UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

Physical geology is an introduction to the composition and dynamics of the earth from the atomic scale of minerals to the global scale of plate tectonics. Topics include the composition of minerals and rock, volcanism, earth structures, earthquakes, erosion and surface processes, geologic time, geologic hazards, and plate tectonics. Students learn to recognize, understand, and appreciate the processes which continually change our earth.

(CSU GE Area B1 • IGETC Area 5A)

*\*UC Credit Limit: Geology 1 and 6 combined: maximum 5 units.*

*C-ID: GEOL 100*

### 002 Earth History (3) UC:CSU

*Lecture 3 hours.*

This course is an introduction to the history of Earth from its origin to the present. This course will cover the history of the major systems of Earth: the solid planet, atmosphere, hydrosphere/cryosphere and the biosphere. Emphasis will be placed on the history of the life and landforms of North America. Topics include the tectonic, climatic and biological evolution of the planet; major geochemical reservoirs and fluxes; geological time and stratigraphy; a systematic study of tectonic processes preserved in the rock record and the evolutionary history of life including plants, invertebrates, fish, dinosaurs and mammals. Field trips may be taken.

(CSU GE Area B1 • IGETC Area 5A)

*C-ID: GEOL 110*

### 006 Physical Geology Laboratory (2) \*UC:CSU

*Lecture 1 hour. Laboratory 2 hours.*

*Corequisite: Concurrent enrollment in Geology 001.*

This course provides students the laboratory complement to Geology 001: Physical Geology. Students in this lab explore the composition and dynamics of the earth from the atomic scale of minerals to the global scale of plate tectonics. Students will learn to determine the composition of minerals and rocks, as well as to understand volcanism, earth structures, earthquakes, erosion and surface processes, geologic time, geologic hazards, and plate tectonics. Successful completion of physical geology laboratory prepares the student to recognize, understand, and appreciate processes which continually change our earth.

(CSU GE Area B3 • IGETC Area 5C)

*\*UC Credit Limit: Geology 1 and 6 combined: maximum 5 units.*

*C-ID: GEOL 100 L*

### 007 Earth History Laboratory (2) UC:CSU

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Geology 002 with a grade of "C" or better.*

*Corequisite: Concurrent enrollment in Geology 002.*

This is a supplemental laboratory course for Geology 002, 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. This course will include methods used to determine events in Earth history and reconstruct past environmental conditions. Field trips will be taken. Strongly recommended for the student who is enrolled in or has completed Geology 002.

(CSU GE Area B3 • IGETC Area 5C)

*C-ID: GEOL 110 L*

### 010 Introduction to Environmental Geology (3) UC:CSU

*Lecture 3 hours.*

*Same as Environmental Science 007. Credit not given for both courses.*

This course provides a survey of the relationships between humans and the environment, including a review of natural, geological processes and effects. Topics include a discussion of the hazards and risks associated with catastrophic geologic events like earthquakes, floods, landslides and volcanoes. Mineral, energy, soil and water resources will be discussed, the future of these resources discussed and the impacts of their extraction and consumption investigated.

(CSU GE Area B1 • IGETC Area 5A)

*C-ID: GEOL 130*

### 012 Introduction to the Geology of California (3) UC:CSU

*Lecture 3 hours.*

This class is a survey of the physical and historical geology of California.

Consideration is given to studying the twelve geomorphic provinces into which the State is divided. Students will learn to recognize the characteristic geologic features for each of these regions. Additionally, major events in earth history will be identified for each geomorphic region.

(CSU GE Area B1 • IGETC Area 5A)

### 015 Geological Catastrophes (3) UC:CSU

*Lecture 3 hours.*

Students will learn to understand the geological and tectonic forces behind the most common natural disasters on Earth. Students will analyze how earthquakes, tsunamis, volcanoes, mass movements, weather-related phenomena, wildfires and floods are generated and evaluate how they affect populations. Specific hazard mitigation techniques will also be compared. Special emphasis will be placed on the disaster risk of the Los Angeles region.

(CSU GE Area B1 • IGETC Area 5A)

### 022A Geology Field Study - Mojave (1) CSU

*Lecture 0.5 hour. Laboratory 1 hour.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes a multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments. NOTE: This course is taught in one unit modules.

(CSU GE Area B3)



**022B Geology Field Study - Basin and Range (1) UC:CSU***Lecture 0.5 hour. Laboratory 1 hour.**Corequisite: Concurrent enrollment in Geology 001.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments.

(CSU GE Area B3)

**022C Geology Field Study - Yosemite (1) UC:CSU***Lecture 0.5 hour. Laboratory 1 hour.**Corequisite: Concurrent enrollment in Geology 001.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments.

(CSU GE Area B3)

**022D Geology Field Study-Death Valley (1) UC:CSU***Lecture 0.5 hour. Laboratory 1 hour.**Corequisite: Concurrent enrollment in Geology 001.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments.

(CSU GE Area B3)

**022E Geology Field Study - Joshua Tree (1) UC:CSU***Lecture 0.5 hour. Laboratory 1 hour.**Corequisite: Concurrent enrollment in Geology 001.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments.

**022F Geology Field Study - San Andreas Fault (1) CSU***Lecture 0.5 hour. Laboratory 1 hour.*

This course offers students an opportunity to explore fundamental geological concepts in a field-based setting. Pre-trip meetings will orient students to the tectonic, petrologic, historical and geomorphological setting of the selected field area. This course includes multi-day field excursions to various locales of geological interest and may involve camping in primitive wilderness environments.

**185 Directed Study - Geology (1) CSU****285 Directed Study - Geology (2) CSU****385 Directed Study - Geology (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Geology on a contract basis under the direction of a supervising instructor.

## Health

**002 Health and Fitness (3) \*UC:CSU***Lecture 2 hours. Laboratory 2 hours.*

Students examine physical, holistic, and psychological wellness, with an emphasis on disease prevention, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management and weight control. Individual improvement using cardiovascular, flexibility, body composition and strengthening activities is emphasized in the physical fitness segment of the course.

(CSU GE Area E)

*\*UC Credit Limit: Health 002, 007, 008, 011 and 043, any or all of these courses combined: maximum credit, one course.*

**007 Physical Fitness and Nutrition (3) \*UC:CSU***Lecture 3 hours.*

Students focus on the nature and importance of physical fitness and good nutrition in their personal and social development. Various types of physical activities are analyzed and evaluated. Appropriate selection of nutritive foods for weight control and ergo-genics are covered. Fad diets and food supplements are also analyzed.

*\*UC Credit Limit: Health 002, 007, 008, 011 and 043, any or all of these courses combined: maximum credit, one course.*

**008 Women's Personal Health (3) \*UC:CSU***Lecture 3 hours.*

In this course, Women's Personal Health, students will examine Socio-cultural influences, 7-dimensions of wellness, holistic health options, and factors that contribute to the overall well-being of women's health such as: breast and cervical cancer, cardiovascular disease risk factors, stress management, menopause/PMS, birth control/pregnancy, Sexually Transmitted Diseases and disease prevention.

(CSU GE Area E)

*\*UC Credit Limit: Health 002, 007, 008, 011 and 043, any or all of these courses combined: maximum credit, one course.*

**011 Principles of Healthful Living (3) \*UC:CSU***Lecture 3 hours.**Not an activity class.**Note: Credit given for either Health 10 or Health 011, but not both.*

Students examine health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the student's mental, emotional, spiritual, and physical well-being.

(CSU GE Area E)

*\*UC Credit Limit: Health 002, 007, 008, 011 and 043, any or all of these courses combined: maximum credit, one course.*

**043 Men's Health and Fitness (3) \*UC:CSU***Lecture 2 hours. Laboratory 2 hours.*

This course is designed to give students the knowledge and understanding of men's health issues. During the physical fitness segment, students participate in aerobic, flexibility, and strength training activities, focusing on individual improvement. It studies topics such as domestic abuse and violence, stress, alcoholism, disease transmission and other physical, emotional and social topics related to men's health, fitness and wellness. This class is open to students of all genders.

(CSU GE Area E)

*\*UC Credit Limit: Health 002, 007, 008, 011 and 043, any or all of these courses combined: maximum credit, one course.*

## History

### 001 Introduction to Western Civilization I (3) UC:CSU

Lecture 3 hours.

Students analyze major elements in Western heritage from the earliest Mesopotamian civilizations through the reformations of the sixteenth century. The ideas and institutions central to western civilization are examined through reading and critical discussion.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID: HIST 170*

### 002 Introduction to Western Civilization II (3) UC:CSU

Lecture 3 hours.

From an emerging secular society to one that is being redefined by rapid technological change, Western Civilization II examines the west as it emerges from brutal religious wars and proceeds to establish its influence upon the rest of the world. Students evaluate Western Civilization's positive and negative impact on other civilizations through class discussion and the examination of primary source material.

(CSU GE Area C2 • IGETC Area 3B)

*C-ID: HIST 180*

### 005 History of the Americas I (3) UC:CSU

Lecture 3 hours.

Students survey the political, economic, social, and intellectual history of Latin America from the Age of Exploration and conquest of the indigenous people of the Americas through the colonial period.

(CSU GE Area D • IGETC Area 4)

### 006 History of the Americas II (3) UC:CSU

Lecture 3 hours.

Students explore the political, economic, social, and intellectual history of Latin America from the 19th Century into the 21st Century.

(CSU GE Area D • IGETC Area 4)

### 011 Political and Social History of the United States I (3) \*UC:CSU

Lecture 3 hours.

Students survey the history of the United States from pre-Columbian times to 1877. Political and social events as well as the development of America's central institutions are emphasized.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

*\*UC Credit Limit: History 011, 041 and 043 combined: maximum credit, one course.*

*C-ID: HIST 130*

### 012 Political and Social History of the United States II (3) \*\*UC:CSU

Lecture 3 hours.

*May be offered as an honors section.*

Students survey the political, economic, social, and intellectual history of the United States from the Civil War to present.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

*C-ID: HIST 140*

### 013 The United States in the Twentieth Century (3) \*\*UC:CSU

Lecture 3 hours.

Students analyze the main events, actors, and themes of the twentieth century, primarily focusing on their impact on United States history (i.e. cultural, political, and social movements), including a discussion of America's central institutions.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 019 History of Mexico (3) UC:CSU

Lecture 3 hours.

Students examine the cultural, social, political, and economic history of Mexico from the pre-Columbian era to the present.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

### 029 Asian Civilization: The Middle East (3) UC:CSU

Lecture 3 hours.

In this introductory survey of the modern Middle East, students explore the political and social development of Islamic culture. The course covers the life and teachings of Muhammad, the development of the Islamic faith, and interaction with the West.

(CSU GE Area D • IGETC Area 4)

### 041 The African American in the History of the U.S. I (3) \*UC:CSU

Lecture 3 hours.

Students analyze United States history and major American institutions from the early colonial era through the Civil War with special emphasis on the contributions of African-Americans to the nation's political and social development.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

*\*UC Credit Limit: History 011, 041 and 043 combined: maximum credit, one course.*

### 042 The African American in the History of the U.S. II (3) UC:CSU

Lecture 3 hours.

This course surveys the history of African-Americans in the United States and their relationship with major American institutions. Covering the period that spans from the end of the Civil War to the present time, this course emphasizes the role African-Americans played in the social and political development of American civilization.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 043 The Mexican-American in the History of the United States I (3) \*UC:CSU

Lecture 3 hours.

Students will be able to trace the historical evolution of the Mexicans and their culture and institutions to 1865, and survey the contributions of the Mexican-Americans to the United States, with particular emphasis on the Southwest, and the causes and consequences of the Mexican-American War.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

*\*UC Credit Limit: History 011, 041 and 043 combined: maximum credit, one course.*

### 044 The Mexican American in the History of the United States II (3) UC:CSU

Lecture 3 hours.

Students analyze the historical evolution of the Mexican-American since the 1850s, immigration patterns from Mexico, the impact of the civil rights movement, the aftermath of the Mexican-American War, and the contributions of the Mexican-Americans to the American experience. Discussions include basic American institutions. Students will be able to name important figures in



Mexican American history, analyze their achievements and value, and construct a timeline of events comparing parallel events and major figures from U.S. history.

(CSU GE Area C2 or D • IGETC Area 3B or 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 052 The Role of Women in the History of the U.S. (3) UC:CSU

*Lecture 3 hours.*

Students will explore 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 and well as issues they faced.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-1)

### 056 American Environmental History (3) UC:CSU

*Lecture 3 hours.*

Students will survey the environmental history of the United States from the pre-Columbian era to the present, including an examination of the economic, social and political consequences of environmental degradation and the responses to those disasters by governmental and other bodies. Students will relate events and express concerns when dealing with issues of the environment. They will apply this knowledge by calculating and assembling data while measuring the outcomes of the environment and how it is interpreted in American History.

(CSU GE Area D • IGETC Area 4)

### 086 Introduction to World Civilization I (3) UC:CSU

*Lecture 3 hours.*

Students examine world civilization from prehistory through the 1500's, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status and cross-cultural influences.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

*C-ID: HIST 150*

### 087 Introduction to World Civilization II (3) UC:CSU

*Lecture 3 hours.*

Students trace 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.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

*C-ID: HIST 160*

### 185 Directed Study - History (1) CSU

### 385 Directed Study - History (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in History on a contract basis under the direction of a supervising instructor.

## Horse Science

See course listings under Animal Science 600-699.

## Horticulture, Ornamental

See course listings under Plant Science 700-899.

## Hospitality (HOSPT)

### 100 Introduction to the Hospitality Industry (3) CSU

*Lecture 3 hours.*

Students will learn about the organization, employment opportunities, and financial performances of the many segments involved in the hospitality industry--food and lodging, resorts, tourism enterprises, attractions, and related operations such as event planning and entertainment. The focus is on orientation to customer service, cultural and economic trends, and career opportunities in the various segments.

## Humanities (HUMAN)

### 006 Great People, Great Ages (3) UC:CSU

*Lecture 3 hours.*

This is an interdisciplinary course in the liberal arts that includes a cultural survey of the lives and contributions of selected individuals whose impact helped shape the eras in which they lived. The course explores both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage. There is emphasis on philosophy, art, music, literature, architecture, science, etc.

(CSU GE Area C2 • IGETC Area 3B)

### 031 People in Contemporary Society (3) UC:CSU

*Lecture 3 hours.*

Students explore from a humanistic perspective the cultural changes from the Industrial Revolution to the present. This course uses an interdisciplinary approach, involving art, music, literature, drama, philosophy, and history.

(CSU GE Area C2 • IGETC Area 3B)

### 185 Directed Study - Humanities (1) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Humanities on a contract basis under the direction of a supervising instructor.

## Industrial Technology (IND TEK)

Industrial Technology courses are listed individually under sub-headings, (e.g., Industrial Technology - Machine Shop/CNC)

Automotive Service Technology - Listed separately

Electronics - Listed separately

Engineering - Listed separately

Engineering Graphics & Design - Listed separately

Engineering Design and Technology (includes CAD)

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

### 385 Directed Study - Industrial Technology (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Industrial Technology on a contract basis under the direction of a supervising instructor.

## Industrial Technology (Engineering Design and Technology)

### 105 Industrial Print Reading with GD&T (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Provides training in reading basic engineering prints as used in contemporary manufacturing industries. Both the visualization and interpretation aspects of print reading are covered. Reviews history of engineering drawing and tolerancing and overviews geometric dimensioning & tolerancing standards and applications.

## Industrial Technology (Machine Shop-CNC)

### 130 Technology of Metal Machining Processes I (3) CSU

Laboratory 6 hours.

Students will be introduced to the fundamentals of metal machining processes. Theory is supplemented with demonstrations and/or practice on: lathes, mills, grinders, drills. The course conveys concepts of metal machining to: draftpersons, engineer/designers, NC programmer/operators, QC inspectors; and provides entry-level skills to: machinists, machine operators, and tool makers.

### 140 Fundamentals of CNC Technology (3) CSU

Laboratory 6 hours.

This introductory course provides the student an overall picture of the history of numerical control, the wide variety of CNC equipment available, basic coding systems, axes designation and notation, and CNC program preparation equipment. Students will develop CNC programs for assigned projects and 'run' their programs on a CNC mill.

### 230 Technology of Metal Machining Processes II (3) CSU

Laboratory 6 hours.

*Prerequisite:* Industrial Technology 130 with a grade of "C" or better.

Students increase their depth and breadth of understanding of the theoretical concepts and practical skill introduced in IND TEK 130. Students advance their studies in: metallurgy theory and practice, engineering materials, metrology, and conventional machining techniques.

### 244 CNC Programming and Machine Operation - Lathe (3) CSU

Laboratory 6 hours.

*Advisory:* Industrial Technology 130 and 140.

This course continues the study of CNC programming begun in IND TEK 140. This course introduces CNC turning using the popular Haas CNC turning machine tool. Expanded exposure to axes designation and word address formats for CNC part programming. The student will develop and 'run' CNC part programs for facing, turning, drilling, boring, and threading.

### 248 CNC Programming and Machine Operation - Mill (3) CSU

Laboratory 6 hours.

*Prerequisite:* Industrial Technology 140 with a grade of "C" or better.

*Advisory:* Industrial Technology 130.

Students will expand their CNC knowledge and skills with three axis CNC applications involving manufacturing planning, CNC paperwork, CNC mill programming using linear and circular interpolation, bolt hole patterns, pocketing, cutter compensation, and implementation of programs using the Haas machining center. Lab emphasizes writing and running CNC mill programs, machining parts representative of typical industry hardware.

### 330 Technology of Metal Machining Processes III (3) CSU

Laboratory 6 hours.

*Prerequisite:* Industrial Technology 230 with a grade of "C" or better.

Students will build upon manual machining skills and concepts from IND TEK 130 and 230. Additional techniques, such as EDM and Jig Boring will be introduced, and close tolerance work will be required. Students will complete a project involving the fabrication of parts. This course provides preparation for employment in the metal machining industry.

### 332 Projects Laboratory in Metal Machining Processes I (3) CSU

Laboratory 6 hours.

*Prerequisite:* Industrial Technology 230 with a grade of "C" or better.

Students will develop skills in the techniques of design, planning and execution of machined parts. Prototype work not possible in regular machine shop classes will be covered. Emphasis is placed on developing a project that requires extensive job planning, independent study, and machining.

### 346 CAM Programming Using SURFCAM (3) CSU

Laboratory 6 hours.

*Advisory:* Industrial Technology 140.

The student will be instructed on computer-aided manufacturing CNC programming using SURFCAM software. 2-D and 3-D geometry creation and manipulation, cutter selection & parameters, tool path creation and verification is covered. Students will complete CNC programming assignments using the current SURFCAM software called VELOCITY.

### 444 Projects Laboratory--CNC Lathe Programming (3) CSU

Laboratory 6 hours.

*Corequisite:* Concurrent enrollment in Industrial Technology 244.

Students will develop skills in the techniques of design or selection of an advanced project, planning, and execution of CNC lathe program(s) to complete projects. Students will learn part programs and CNC programming practices not possible in IND TEK 244. Emphasis is placed on developing a project to be programmed and machined using CNC turning machines, requiring extensive job planning and independent study.

### 448 Projects Laboratory--CNC Mill Programming (3) CSU

Laboratory 6 hours.

*Corequisite:* Concurrent enrollment in Industrial Technology 248.

Students will develop skills in the techniques of design or selection of an advanced project, planning, and execution of CNC mill program(s) to complete projects. Emphasis is placed on developing a project to be programmed and machined using CNC mill machines, requiring extensive job planning and independent study.

## Industrial Technology (Welding)

### 161 Oxy-Acetylene Welding I (3)

Laboratory 6 hours.

Students are presented with the principles of oxyacetylene welding and cutting. Students will practice safety procedures and acquire knowledge related on welding equipment methods and materials.

### 162 Oxy-Acetylene Welding II (3)

Laboratory 6 hours.

*Prerequisite:* Industrial Technology 161 with a grade of "C" or better.

The advanced student utilizes the enhanced concepts and skills required in the oxy-acetylene welding and cutting process. Students review the basic principles of



safety, equipment, methods, and materials. Students analyze fitting, metallurgy, heat treating, and distortion control factors.

### 261 Arc Welding I (3)

Laboratory 6 hours.

**Prerequisite:** *Industrial Technology 161 with a grade of "C" or better.*

The student is given a basic foundation in the principles and practices associated with shielded metal arc welding. Students are presented the rules of welding safety, along with fundamental information on the tools and techniques used in the shielded metal process and welding electrodes.

### 262 Arc Welding II (3)

Laboratory 6 hours.

**Prerequisite:** *Industrial Technology 261 with a grade of "C" or better.*

This class provides the student with the intermediate level theory and techniques required for successful gas tungsten arc welding of ferrous and nonferrous metals. Students will be instructed on, and practice the gas metal and flux cored arc welding processes.

### 361 Inert Gas Arc Welding I (3)

Laboratory 6 hours.

**Prerequisite:** *Industrial Technology 261 and 262 with a grade of "C" or better.*

Students acquire a solid foundation in the principle and practices necessary to construct weldments using gas metal arc welding (GMAW). Stresses welding safety and elementary information on the equipment and procedures critical to GMAW.

### 362 Inert Gas Arc Welding II (3)

Laboratory 6 hours.

**Advisory:** *Industrial Technology 162, 262, and 361.*

Provides the students 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 arc welding processes.

### 461 Advanced Arc Welding I (3)

Laboratory 6 hours.

**Advisory:** *Industrial Technology 261 and 262.*

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 Welding II (3)

Laboratory 6 hours.

**Advisory:** *Industrial Technology 261, 262, and 461.*

Advanced students 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.

## Insurance (INSUR)

### 101 Principles of Property and Liability Insurance (3) CSU

Lecture 3 hours.

Students examine basic information concerning various aspects of Property and Liability Insurance. The fundamentals of insurance, including types of insurers, institutions that provide insurance, regulations, and measurements of financial performance are introduced in the first segment of the course. Insurance operations, such as marketing, underwriting, and claims are covered in the second seg-

ment of the course. Insurance contracts, loss exposure, and risk management are reviewed in the final segment of the course.

### 102 Personal Insurance (3) CSU

Lecture 3 hours.

Students examine basic information regarding personal insurance as it relates to 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. Valuable personal insurance information for anyone who does not possess the knowledge of how to handle his/her personal insurance needs is reviewed.

### 103 Commercial Insurance (3) CSU

Lecture 3 hours.

Students review basic information regarding the whole area of commercial insurance, such as 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 (INTBUS)

### 001 International Trade (3) \*UC:CSU

Lecture 3 hours.

Students engage in 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. The practical application of basic international trade topics is emphasized.

**\*UC Credit Limit:** *Business 001 and International Business 001: maximum credit, 1 course.*

### 006 International Marketing I (3) CSU

Lecture 3 hours.

Students analyze the challenges of marketing consumer and industrial products in the global marketplace and the most effective approaches to these challenges. 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 are explored.

### 018 Basics of Exporting (1) CSU

Lecture 1 hour.

Students are introduced to the basic information needed for an understanding of the export process. The most important U.S. Government export regulations are reviewed, which gives the student an overview of export documentation and terminology.

### 019 Basics of Importing (1) CSU

Lecture 1 hour.

Students develop a solid understanding of the import process, including import documentation, and U.S. Government customs regulations. Students are guided through the process of creating a basic import business plan.

### 022 International Management (3) CSU

Lecture 3 hours.

Students examine international management principles with an overview of global and multinational organizations. This issues of international human resource,

operational topics, marketing decisions, strategic planning, and cross-cultural issues are analyzed.

## Italian

### 001 Elementary Italian I (5) UC:CSU

Lecture 5 hours.

*Note: Students with previous knowledge of Italian should not enroll in Italian 001 or 002, but in a higher level. Native speakers should enroll in Italian 003, 004, 005, or 006.*

Students acquire the fundamentals of pronunciation and grammar, practical vocabulary, and useful phrases. Communicative interaction facilitates the acquisition of the four language skills (speaking, listening, reading, and writing) and focuses on Italian culture. The language of instruction is mainly Italian. English is used only when it is necessary to explain difficult grammatical concepts. Students with two years of high-school Italian should enroll in Italian 002.

(CSU GE Area C2 • IGETC Area 6A)

### 002 Elementary Italian II (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Italian 001 with a grade of "C" or better or language proficiency equivalent to two years of high-school Italian.*

*Note: Students with previous knowledge of Italian should not enroll in Italian 001 or 002, but in a higher level. Native speakers should enroll in Italian 003, 004, 005, or 006.*

Students continue to practice authentic language in communicative contexts and increase their listening, speaking, reading, and writing proficiency. Upon successful completion of this course, students are able to describe and narrate in the present, past, and future time frames with an increasing degree of grammatical accuracy and lexical detail. Students expand their awareness of the cultural significance and influence of Italy in Western culture. This class is conducted entirely in Italian except for grammar clarification.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 003 Intermediate Italian I (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Italian 002 with a grade of "C" or better or language proficiency equivalent to three years of high-school Italian.*

*Note: Concurrent enrollment in Italian 008 is strongly recommended for non-native speakers.*

*Normally offered in the Fall semester only.*

Students practice complex grammatical structures in communicative activities that are culturally contextualized. Students analyze basic elements of Italian culture, life, and civilization as transmitted by representative texts of Italian literature.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 004 Intermediate Italian II (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Italian 003 with a grade of "C" or better.*

*Note: Concurrent enrollment in Italian 008 is strongly recommended for non-native speakers.*

*Normally offered in the Spring semester only.*

Students practice complex grammatical structures and conceptual vocabulary in communicative activities that are culturally contextualized on the arts, the mass media, and contemporary social issues. Students analyze Italian literary texts and practice expository writing.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 005 Advanced Italian I (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Italian 004 with a grade of "C" or better.*

*Note: Concurrent enrollment in Italian 008 is strongly recommended for non-native speakers.*

*Normally offered in the Spring semester only.*

This course provides a historical perspective of Italy and its literature. Students analyze selected works of Italian literature and identify Italy's contributions as a center of culture and artistic innovation. Students participation focuses on oral presentations and written papers. Elements of advanced grammar and stylistics are also discussed.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 008 Conversational Italian (2) CSU

Lecture 2 hours.

*Prerequisite: Italian 002 with a grade of "C" or better.*

*This course is offered as a pass/no pass course only.*

Students develop their communicative skills through the practice of a combination of group-based and individual activities focused on language functions within a cultural context. This course is designed for students who have at least the equivalent of two semesters of college-level Italian. The primary language of instruction is Italian.

### 010 Italian Civilization (3) UC:CSU

Lecture 3 hours.

Students analyze the cultural development of Italy from the earliest period to the present day with emphasis on Italian contributions to Western civilization in the fields of art, architecture, literature, music and the sciences. This course is conducted in English.

(CSU GE Area C2 • IGETC Area 3B)

### 185 Directed Study - Italian (1) CSU

### 285 Directed Study - Italian (2) CSU

### 385 Directed Study - Italian (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Italian language, literature, or culture on a contract basis under the direction of a supervising instructor.

## Japanese (JAPAN)

### 001 Elementary Japanese I (5) UC:CSU

Lecture 5 hours.

*Note: Students with previous knowledge of Japanese should not enroll in Japanese 001 or 002, but in a higher level. Native speakers should enroll in Japanese 003 or 004.*

Students acquire the fundamentals of pronunciation and grammar, basic vocabulary, and useful phrases, and the ability to read and write Japanese scripts. Students also gain knowledge of basic facts on the geography, customs and culture of Japan. Corresponds to the first year of high school Japanese.

(CSU GE Area C2)

### 002 Elementary Japanese II (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Japanese 001 with a grade of "C" or better.*

*Note: Students with previous knowledge of Japanese should not enroll in Japanese 001 or 002, but in a higher level. Native speakers should enroll in Japanese 003 or 004.*

Students continue to learn the fundamentals of grammar, vocabulary, and useful expressions, and increase their listening, speaking, reading and writing proficiency.



Additional Kanji will be introduced. Students expand their knowledge of Japanese customs and culture.

(CSU GE Area C2 • IGETC Area 6A)

### 003 Intermediate Japanese I (5) UC:CSU

Lecture 5 hours.

*Prerequisite:* Japanese 002 with a grade of "C" or better.

*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 writing.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 004 Intermediate Japanese II (5) UC:CSU

Lecture 5 hours.

*Prerequisite:* Japanese 003 with a grade of "C" or better.

*Normally offered in the Fall semester only.*

The course provides additional training in the comprehension, speaking, grammar, reading and writing of modern Japanese. Topics and cultural information relevant to the daily lives of Japanese (i.e. food, transportation, seasons, geography, traveling and traditional customs) are included.

(CSU GE Area C2 • IGETC Area 3B + 6A)

### 009 Japanese Civilization (3) UC:CSU

Lecture 3 hours.

Students explore the origins and evolution of Japanese civilization with emphasis on Japan's socio-political institutions, religion, philosophy and art forms. Lectures and readings are in English.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

### 027 Cultural Awareness Through Advanced Conversation (3) UC:CSU

Lecture 3 hours.

*Prerequisite:* Japanese 003 with a grade of "C" or better.

Students practice Japanese conversation in the context of the lives and customs of contemporary Japanese culture and become prepared for authentic interaction within Japanese people. Intercultural comparisons between American culture and Japanese culture are also discussed.

### 185 Directed Study - Japanese (1) CSU

### 285 Directed Study - Japanese (2) CSU

### 385 Directed Study - Japanese (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Japanese on a contract basis under the direction of a supervising instructor.

## Journalism (JOURNAL)

### 100 Social Values in Mass Communication (3) \*UC:CSU

Lecture 3 hours.

*May be offered as an honors section.*

Students will survey and evaluate the mass media in economic, historical, political, psychological and social terms. The focus of this course is to help the media consumer better understand today's mass communications; newspapers, radio, television, motion pictures, magazines, the internet, advertising and public relations.

Students will learn about the relationships, ethics, rights and responsibilities of media in today's society.

(CSU GE Area D • IGETC Area 4)

*\*UC Credit Limit: Journalism 100 and 251 combined: maximum credit, one course.*

*C-ID: JOUR 100*

### 101 Collecting and Writing News (3) CSU

Lecture 3 hours.

*Advisory: English 101. Concurrent enrollment in Journalism 100 for all journalism majors.*

Students gain 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.

*C-ID: JOUR 110*

### 108 Article Writing (3) CSU

Lecture 3 hours.

This is a course for journalism majors, freelance writers and anyone who wants to learn to write materials for magazines. Emphasis is placed on writing articles, features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

### 202 Advanced Newswriting (3) CSU

Lecture 3 hours.

*Prerequisite: Journalism 101 with a grade of "C" or better.*

*Advisory: English 021, 028, or 101.*

Students practice the principles of journalism through writing specialized types of newspaper and online stories. Mastery of fundamental reporting techniques, interpretative writing skills, editorial writing, and feature writing are emphasized. This course is required for all journalism majors.

*C-ID: JOUR 210*

### 217 Publication Laboratory (2) CSU

Laboratory 6 hours.

*Prerequisite: Journalism 101 with a grade of "C" or better.*

*Corequisite: Concurrent enrollment in Journalism 202 or 218 or 219 or 220, or Photography 020 or 021, or Broadcasting 010.*

Student reporters, editors, photographers and other visual student journalists learn newspaper production techniques through the publication of the campus newspaper and website, as well as other student-produced publications. Reporters will focus on basic reporting and writing for the campus newspaper and website and other student-run publications, while photographers focus on gathering images for publications. Other visual journalists will focus on beginning layout and design or cartooning and illustration.

*C-ID: JOUR 130 (JOURNAL 217 and 219)*

### 217-1 Publication Laboratory I (2) CSU

Laboratory 6 hours.

In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real-world working conditions are stressed.

**217-2 Publication Laboratory II (2) CSU**

Laboratory 6 hours.

**Prerequisite:** Journalism 217-1 with a grade of "C" or better.

In this intermediate level course, students learn to identify relevant editorial topics and produce content for the opinion/editorial section, through the publication of the campus newspaper, the Roundup. Reporters, photographers and cartoonists learn to collaborate at the intermediate level in order to produce effective staff editorials and editorial cartoons or other images. Students also produce content for the news section, and learn to create style sheets and dummy pages for the graphic design of the op/ed section. Students adhere to strict deadlines.

**217-3 Publication Laboratory III (2) CSU**

Laboratory 6 hours.

**Prerequisite:** Journalism 217-2 with a grade of "C" or better.

In this advanced course, students learn newspaper production techniques, and adapt print work to the Internet. Advanced students produce stories for the print edition of the campus newspaper and also contribute content to the newspaper's digital site, www.the roundupnews.com. Students focus on introductory vertical reporting skills that may include photography, videography, broadcast editing, broadcast reporting and print reporting. Students learn to generate ideas for photo essays, graphics centerpieces and bar charts. Student reporters focus on series and investigative reporting techniques.

**217-4 Publication Laboratory IV (2) CSU**

Laboratory 6 hours.

**Prerequisite:** Journalism 217-3 with a grade of "C" or better.

Student reporters, editors, photographers and other visual student journalists learn newspaper production techniques through the publication of the campus newspaper and website, as well as other student-produced publications. Reporters will focus on basic reporting and writing for the campus newspaper and website and other student-run publications, while photographers focus on gathering images for publications. Other visual journalists will focus on layout and design or cartooning and illustration.

**218 Practical Editing (3) CSU**

Lecture 1 hour. Laboratory 6 hours.

**Prerequisite:** Journalism 202 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 217-1 or 217-2 or 217-3 or 217-4.

**Advisory:** English 101 and Library Science 102.

Students learn 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.

**C-ID:** JOUR 131

**219 Techniques for Staff Editors (1) CSU**

Laboratory 3 hours.

**Prerequisite:** Journalism 100, 101 and 202 with a grade of "C" or better.

**Advisory:** English 101.

Students in this course analyze editorial problems and write editorials for the College newspaper. Formulation of editorial policy, first-person commentaries, third-person commentaries, editorial cartoons, letters to the editor, corrections/clarifications, encouraging reader participation, ethics, and writing skills are emphasized. This course is designed for College newspaper editors.

**C-ID:** JOUR 130 (JOURNAL 217 and 219)

**220 Magazine Production (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

**Advisory:** Journalism 101 and Photography 101.

Students will learn the theory of writing, editing and producing 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. Students will create print and/or online editions of The Bull magazine.

**C-ID:** JOUR 130

**223 Magazine Writing (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

Students will learn the theory of writing for a magazine. Focus is on research, reporting and writing. Writing and editing of copy, working with editors, photographers or illustrators, preparing articles for production; arranging production schedules; and other aspects of publishing are included.

**227 Field Work Laboratory (2) CSU**

Laboratory 6 hours.

**Prerequisite:** Journalism 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 202 or 218 or 219 or 220, or Photography 020 or 021, or Broadcasting 010.

Student reporters, editors, photographers and other visual journalists practice and refine intermediate skills in the publication of the campus newspaper, website and other student-run publications. The focus of the course is the preparation of specialized content for print, online and social media. Students will apply newsgathering skills to one or more media platforms.

**229 Editorial Techniques for Staff Editors (1) CSU**

Laboratory 3 hours.

**Prerequisite:** Journalism 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 202 or 218 or 238 or 248 or 258 or 268, or Photography 021.

**Advisory:** English 021, 028, or 101.

This course offers instruction for campus publication editors in editorial writing, photo illustrations and editorial cartoons, as well as analysis of editorial problems. An emphasis is placed on formulating editorial policy for campus publications.

**238 Editing for Publications (3) CSU**

Lecture 1 hour. Laboratory 6 hours.

**Prerequisite:** Journalism 202 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 217.

**Advisory:** Computer Science-Information Technology 501 or Library Science 102. English 021, 028, or 101.

This course provides practical instruction and practice in copy editing for print and online publications as required to produce the campus news print and online publications. Print and online editions are evaluated and critiqued in regularly scheduled student staff meetings.

**239 Opinion Writing Techniques for Staff Editors (1)**

Laboratory 3 hours.

**Prerequisite:** Journalism 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 202 or 218 or 238 or 248 or 258 or 268, or Photography 021.

**Advisory:** English 021, 028, or 101.

This course offers instruction for campus publication editors in column writing, as well as analysis of editorial problems. An emphasis is placed on formulating editorial policy for campus publications.

**248 Investigative Journalism (3) CSU**

Lecture 1 hour. Laboratory 6 hours.

**Prerequisite:** Journalism 202 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Journalism 217.

**Advisory:** Computer Science-Information Technology 501 or Library Science 102. English 021, 028, or 101.

This course provides instruction and practice in developing, researching and writing investigative articles for the student print and online campus publications.





Print and online editions are evaluated and critiqued in regularly scheduled student staff meetings.

### 249 Management Techniques for Staff Editors (1) CSU

Laboratory 3 hours.

*Prerequisite:* Journalism 101 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Journalism 202 or 218 or 238 or 248 or 258 or 268, or Photography 021.

*Advisory:* English 021, 028, or 101.

This course offers instruction for campus publication editors in management techniques and editorial problems as well as editorial writing, photo illustrations and editorial cartoons. An emphasis is placed on formulating editorial policy for campus publications.

### 251 Visual Communication in Mass Media (3) \*UC:CSU

Lecture 3 hours.

Students in this course examine 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. Emphasis is put on determining obvious and implied messages and their impact on individuals and society. This course includes discussion of ethical considerations inherent in visual communication.

(CSU GE Area D • IGETC Area 4)

*\*UC Credit Limit:* Journalism 100 and 251 combined: maximum credit, one course.

*C-ID:* JOUR 170

### 255 Online Journal Production (The Roundup Online) (2) CSU

Lecture 1 hour. Laboratory 2 hours.

*Advisory:* Journalism 101 or Photography 101.

Students in this course focus on producing journalistic content and multimedia storytelling for online campus publications, such as The Roundup Online and The Bull Online, as a practical laboratory. Students research, produce and edit content for the online school newspaper using multimedia techniques, such as photo slideshows, videos, animations, Flash-based presentations, podcasts, Webcasts and other various forms of digital content. Students research stories, produce and edit them, and prepare them for dissemination. New trends in online journalism are also explored. Ethical and legal aspects of communication and journalism are also covered.

### 258 Blogging and Social Media (3) CSU

Lecture 1 hour. Laboratory 6 hours.

*Prerequisite:* Journalism 202 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Journalism 217.

*Advisory:* Computer Science-Information Technology 501 or Library Science 102. English 021, 028, or 101.

This course provides practical instruction and practice in developing, producing, writing and marketing blogs as part of the student online campus publications. Online editions are evaluated and critiqued in regularly scheduled student staff meetings.

### 260 Media Design and Copy Writing (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Students in this course learn principles and theory of publication layout as it relates to various forms of media, such as magazines, brochures, Web sites, newspapers, etc. The practical aspect of this class focuses on the news and public relations aspects of digital layout and copy writing. A basic introduction to typography, color, print layout and web layout will be covered with an emphasis on journalism and public relations based projects. Headline and advertising copy writing and editing will be discussed, including formatting and Associated Press style. An introduction to design software will be given.

### 268 Computer Assisted Reporting, Editing and Design (3) CSU

Lecture 1 hour. Laboratory 6 hours.

*Prerequisite:* Journalism 202 with a grade of "C" or better.

*Corequisite:* Concurrent enrollment in Journalism 217.

*Advisory:* Computer Science-Information Technology 501 or Library Science 102. English 021, 028, or 101.

This course provides practical instruction and practice in working with content management systems, data collection for storytelling and creating visual elements through data for the student print and online campus publications. Print and online editions are evaluated and critiqued in regularly scheduled student staff meetings.

### 185 Directed Study - Journalism (1) CSU

### 285 Directed Study - Journalism (2) CSU

### 385 Directed Study - Journalism (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Journalism on a contract basis under the direction of a supervising instructor.

## Kinesiology (KIN)

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Kinesiology department, families have been created as follows:

### KINESIOLOGY FAMILY NAMES AND COURSE NUMBERS:

Aerobics, Circuit Training & Sport-Specific Strength Training	All Levels of KIN 229, 250, 327, 329, 329-2, 329-3, 330-2, 330-3, 332, 350, 350-2, 352-1
Aquatics . . . . .	All Levels of KIN 201, 300, 301, 303
Court Sports . . . . .	All Levels of KIN 266, 271, 291, 371
Directed Studies . . . . .	KIN 185, 911, 921, 931, 941
Individual Activities . . . . .	All Levels of KIN 268, 373-1, 373-2
Martial Arts/Combatives . . . . .	All Levels of KIN 217-1, 316
Mind/Body Conditioning . . . . .	All Levels of KIN 251, 340-1, 347, 351
Team Sports . . . . .	All Levels of KIN 287, 289, 387-1, 387-2
Track & Field Mixed Activities . . . . .	All Levels of KIN 307, 334

### 201 Swimming Skills (1) \*UC:CSU

Laboratory 2 hours.

*Formerly Physical Education 102. Credit not given for both courses.*

Students develop and expand fundamental swimming skills. Water orientation, safety, poolside etiquette and components of fitness are reviewed. Students with all levels of swimming ability may participate.

(CSU GE Area E)

*\*UC Credit Limit:* Any or all of these PE Activity courses combined: maximum credit, 4 units.

### 217-1 Self Defense Skills I (1) \*UC:CSU

Laboratory 2 hours.

This is a basic level activity course designed to include concepts and techniques for practice of effective self-defense skills. Students will learn methods to prevent and avoid assault, rape and mugging as well as methods of developing an awareness of personal safety and how to avoid and deescalate violent confrontation. The

course includes discussion of safety precautions and the promotion of mental and physical well-being.  
(CSU GE Area E)

**229 Body Conditioning Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 228. Credit not given for both courses.*

Students analyze the procedures for evaluating fitness levels and evaluate the cognitive, affective, and psychomotor levels involved in learning a variety of exercise programs and techniques designed to improve their physical fitness.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**250 Weight Training Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 230. Credit not given for both courses.*

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course includes instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**251 Yoga Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 225. Credit not given for both courses.*

Students learn an ancient form of hatha yoga (the physical movement of yoga) along with breathing and meditation techniques. Brief lectures covering yoga history, diaphragmatic breathing, basic anatomical alignment of yoga poses, body awareness, and stress management are presented. Students practice the 25 basic asanas (yoga poses) with modifications to each asanas, and alignment principles (forward folds, twists, backbends, and standing poses, etc.).  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**266 Badminton Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 203. Credit not given for both courses.*

Badminton is a fitness class where students will develop basic skills and abide by rules and regulations set forth by the sport. Students will understand the care and selection of equipment and proper etiquette to be displayed during all phases of play.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**268 Golf Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 259. Credit not given for both courses.*

Students start with the basics of the golf grip, stance, swing, posture, and advance to the specifics of course etiquette, course management, driving, putting and chipping. Students with any golf skills, from beginning to advanced, may participate.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**271 Tennis Skills (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Physical Education 212. Credit not given for both courses.*

Students understand and practice the fundamentals of tennis through lecture, demonstration, group and individual drills, analysis, singles and doubles situations as well as competitive single and double matches. Nutrition and physical fitness are emphasized. Instruction and practice play is arranged to suit all skill levels.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**287 Basketball Skills (1) \*UC:CSU**

*Laboratory 2 hours.*  
Students practice all levels of the basic basketball skills of passing, dribbling, shooting, and rebounding in the context of individual and team offense and defense, rules, proper etiquette, terminology, and the components of fitness.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**289 Soccer Skills (1) \*UC:CSU**

*Laboratory 2 hours.*  
Students practice fundamental soccer skills and learn the game rules, proper etiquette, terminology, game strategies, and the selection and care of equipment. Students are introduced to individual and team offense and defense as well as the five components of fitness.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**291-1 Volleyball Skills I (1) \*UC:CSU**

*Laboratory 2 hours.  
Formerly Kinesiology 291. Credit not given for both courses.*

Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Game strategies and rules of the sport will also be addressed. The course will introduce individual and team offense and defense systems, as well as proper etiquette, terminology, components of fitness, and injury prevention strategies for volleyball.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**291-2 Volleyball Skills II (1) \*UC:CSU**

*Laboratory 2 hours.  
Prerequisite: Kinesiology 291-1 with a grade of "C" or better.*

Students continue their education in the fundamental aspects of volleyball which includes the skills and strategies at the intermediate level: serving, spiking, passing, and blocking. The student will learn advanced skills in offense and defense systems, as well as proper court etiquette and sportsmanship through active practice of the game.  
(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**301-1 Swimming Skills I (1) \*UC:CSU**

*Laboratory 3 hours.*  
In this introductory swimming course students learn and practice freestyle and backstroke. Upon completion of this course, students will be able to perform



these basic introductory strokes, understand injury prevention strategies and dry-land exercises for swimming.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **301-2 Swimming Skills II (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 301-1 with a grade of "C" or better.*

In this intermediate swimming course students will practice freestyle and backstroke and are introduced to butterfly stroke. Upon completion of this course, student will be able to perform these strokes with more advanced technique and will learn turns and transitions.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **301-3 Swimming Skills III (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 301-2 with a grade of "C" or better.*

In this advance swimming course students will practice freestyle, backstroke and butterfly and are introduced to breaststroke and Individual Medleys. Upon completion of this course, student will be able to perform these strokes with more advanced technique, apply interval training and develop swim workouts.

### **303-1 Aqua Aerobics I (1) UC:CSU**

Laboratory 3 hours.

An introduction to aqua aerobics, a conditioning method that promotes fitness and therapy using water resistance exercises. Students will learn how to improve cardiovascular endurance, muscular fitness, and flexibility by practicing exercises with body weight, flotation devices, and resistance equipment in shallow water. No swimming skills required.

### **303-2 Aqua Aerobics II (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 303-1 with a grade of "C" or better.*

This course continues the study and practice of aqua aerobics, a conditioning method that promotes fitness and therapy. Students focus on skill progression by practicing intermediate water resistance exercise routines: ideal for improved fitness, cross-training, and injury management. No swimming skills required.

### **316 Karate (1) \*UC:CSU**

Laboratory 3 hours.

*Formerly Physical Education 675. Credit not given for both courses.*

Students practice the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. Through active participation, students improve in the basic five components of fitness: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **316-2 Karate II (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 316 with a grade of "C" or better.*

Students continue their education in the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. The science behind martial arts such as physiology and physics of how and why specific techniques apply in certain situations is emphasized. Through active practice, students improve in

the basic five components of fitness: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **316-3 Karate III (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 316-2 with a grade of "C" or better.*

Through this advanced course, students enhance physical skill and mental focus in the martial arts. Students gain knowledge of functional anatomy as it pertains to martial arts training and they engage in sport specific training.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **316-4 Karate IV (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 316-3 with a grade of "C" or better.*

Students expand the skills and knowledge gained from the study of Karate in prior courses and engage in advanced martial arts training. Additionally, they enhance their communication skills through apprentice teaching in the martial arts and reinforce their knowledge of the origins of martial arts and the effects globalization has had upon them.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **327 Lifelong Fitness Lab (1) \*UC:CSU**

Laboratory 3 hours.

*Formerly Physical Education 640. Credit not given for both courses.*

Through this physical fitness course, students design procedures for evaluating individual fitness levels. A progression of lifelong fitness exercises for all major muscle groups to improve cardiovascular fitness, muscular strength/endurance, flexibility and body composition are examined.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **329 Body Conditioning (1) \*UC:CSU**

Laboratory 3 hours.

*Formerly Physical Education 666. Credit not given for both courses.*

Students develop body fitness with an emphasis on aerobics, proper nutrition, weight control, and strength training in accordance with the American College of Sports Medicine Guidelines. Using a variety of exercises and techniques, based on personal needs, students establish programs that achieve these goals.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **329-2 Body Conditioning II (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 329 with a grade of "C" or better.*

Students continue to develop body fitness with an emphasis on aerobics, proper nutrition, weight control, and strength training in accordance with the American College of Sports Medicine Guidelines. Using a variety of exercises and techniques, based on personal needs, students establish programs that achieve these goals.

(CSU GE Area E)

**332 Step Aerobics (1) UC:CSU**

Laboratory 3 hours.

In this course students improve their cardiovascular fitness and strengthen select muscle groups by performing stepping skills in rhythm with music. Stepping is primarily a low impact aerobic exercise. Activity includes muscle conditioning and flexibility exercises.

(CSU GE Area E)

**334-1 Fitness Walking I (1) \*UC:CSU**

Laboratory 3 hours.

In this course the student will focus on achieving cardiovascular fitness and a healthy lifestyle through walking. Topics taught in this course are: basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**340-1 T'ai Chi Ch'uan I (1) \*UC:CSU**

Laboratory 3 hours.

This course introduces T'ai chi ch'uan, an internal martial art, designed to increase physical and mental strength by incorporating energy circulation, breathing, and mindfulness. Students will study and practice stances and movement sequences that improve joint stability, postural alignment, flexibility, balance, and relaxation to manage stress and improve health.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**340-2 T'ai Chi Ch'uan II (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 340-1 with a grade of "C" or better.*

This course continues the study and practice of T'ai chi ch'uan, an internal martial art, designed to increase physical and mental strength by incorporating energy circulation, breathing, and mindfulness. Students focus on skill progression and martial arts applications to improve physical performance, manage stress, and improve health.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**347 Pilates Mat (1) \*UC:CSU**

Laboratory 3 hours.

This course is an introduction to the Pilates method of conditioning. Students will learn how to improve personal fitness by practicing beginning Pilates mat exercises: designed to reduce muscular imbalances and improve body alignment by incorporating flexibility, muscular strength, muscular endurance, and relaxation techniques. Activities focus on core strength, postural symmetry, and stress management.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**347-2 Pilates Mat II (1) UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 347 with a grade of "C" or better.*

This course continues the study and practice the Pilates method of conditioning. Students focus on skill progression by practicing intermediate Pilates mat exercises: designed to reduce muscular imbalances and improve body alignment by

incorporating flexibility, muscular strength, muscular endurance, and relaxation techniques. Activities focus on movement precision, breath control, and fluidity.

(CSU GE Area E)

**350 Weight Training (1) \*UC:CSU**

Laboratory 3 hours.

*Formerly Physical Education 690. Credit not given for both courses.*

Students develop knowledge and understand the value of building muscle strength and endurance. Students are introduced to the five health related components of fitness: body composition, muscle strength, muscle endurance, flexibility, and cardiovascular fitness. Students learn to develop their own physical fitness program at any time in life based upon sound physiological principles.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**350-2 Weight Training II (1) \*UC:CSU**

Laboratory 3 hours.

*Prerequisite: Kinesiology 350 with a grade of "C" or better.*

Students will analyze the intermediate principles of weight training for men and women. A general program of progressive resistance exercises with adaptation and implication are developed by the individual student. Terminology, use of equipment, safety precautions, program development, fitness assessment, heavy rope training, care and prevention of injury, nutrition for fitness, steroid use, anatomy and physiology are examined.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**351 Yoga (1) \*UC:CSU**

Laboratory 3 hours.

Students will apply fundamental yoga techniques such as asana practice (postures), breathing, stretching, and relaxation to decrease stress and improve mental well-being and overall fitness.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**352-1 Olympic Weightlifting (1) \*UC:CSU**

Laboratory 3 hours.

This course is designed for students interested in learning how to perform Olympic Style Weightlifting. In this class, the student will learn the technical execution of the snatch, clean, and jerk. This class is not recommended for beginners. Previous experience in weight training is important for success in this class.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**371-1 Tennis I (1) \*UC:CSU**

Laboratory 3 hours.

In this introductory course students will focus on achieving the fundamentals of tennis. Topics taught are the basic tennis skills of the forehand and serve. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**371-2 Tennis II (1) \*UC:CSU**

Laboratory 3 hours.

**Prerequisite:** Kinesiology 371-1 with a grade of "C" or better.

This course will cover basic tennis skills of the forehand, backhand and serve at the beginning level. This course will also introduce strategies of the game, and components of fitness. Additional skills will include learning a volley at the beginning level.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

**371-3 Tennis III (1) \*UC:CSU**

Laboratory 3 hours.

**Prerequisite:** Kinesiology 371-2 with a grade of "C" or better.

This course will place emphasis on the forehand, serve, volley, and lob at the intermediate level. This course will also cover the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

**371-4 Tennis IV (1) \*UC:CSU**

Laboratory 3 hours.

**Prerequisite:** Kinesiology 371-3 with a grade of "C" or better.

This course will cover tennis skills of the forehand, backhand, serve, volley, and lob at the advanced level. This course will also emphasize strategies of the game and the five components of fitness.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

**373-1 Ultimate Frisbee I (1) \*UC:CSU**

Laboratory 3 hours.

A coeducational activity designed for students to practice the fundamental aspects of ultimate frisbee. Includes instruction of skills and strategies at the beginner level of throwing, catching, and passing in ultimate frisbee. The course will also introduce students to the five components of fitness. Other disc activities, such as frisbee golf, may be included.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

**373-2 Ultimate Frisbee - 2 (1) \*UC:CSU**

Laboratory 3 hours.

**Prerequisite:** Kinesiology 373-1 with a grade of "C" or better.

Students continue their education in the fundamental aspects of ultimate frisbee. Includes instruction of skills and strategies at the intermediate level of throwing, catching, and passing in ultimate frisbee. Through active practice, students improve in the five components of fitness: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition.

(CSU GE Area E)

**387-1 Basketball I (1) \*UC:CSU**

Laboratory 3 hours.

Students are introduced to the fundamental aspects of basketball such as terminology, passing, dribbling, shooting and basic game strategies. The course will also

emphasize basic fitness development including the five components of physical fitness.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

**387-2 Basketball II (1) \*UC:CSU**

Laboratory 3 hours.

**Prerequisite:** Kinesiology 387-1 with a grade of "C" or better.

Students will review the beginning levels of basketball skills such as passing, shooting, defense and rebounding. Additional game strategies and physical skills will include learning a proper lay up at the beginning level. The course will introduce advance rules, proper etiquette, additional terminology.

(CSU GE Area E)

**\*UC Credit Limit:** Any or all of these PE Activity courses combined: maximum credit, 4 units.

## Kinesiology Athletics (KIN ATH)

**503 Intercollegiate Athletics-Baseball (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 503. Credit not given for both courses.

Intercollegiate Athletic competitive baseball team course. Skills perfected will include throwing, fielding, hitting, baserunning, and baseball game strategies.

(CSU GE Area E)

**504 Intercollegiate Athletics-Basketball (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 504. Credit not given for both courses.

Course offers instructional and competitive experiences in the sport of Basketball.

(CSU GE Area E)

**508 Intercollegiate Athletics-Football (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 508. Credit not given for both courses.

Course offers instructional and competitive experiences in the sport of Football.

(CSU GE Area E)

**511 Intercollegiate Athletics-Soccer (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 511. Credit not given for both courses.

Course offers instructional and competitive experiences in the sport of Soccer.

(CSU GE Area E)

**512 Intercollegiate Athletics-Softball (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 512. Credit not given for both courses.

Course offers instructional and competitive experiences in the sport of Softball.

(CSU GE Area E)

**513 Intercollegiate Athletics-Swimming and Diving (3) \*UC:CSU - RPT 3**

Laboratory 10 hours.

Formerly Physical Education 513. Credit not given for both courses.

Course offers instructional and competitive experiences in Swimming and Diving.

(CSU GE Area E)

**514 Intercollegiate Athletics-Tennis (3) \*UC:CSU - RPT 3***Laboratory 10 hours.**Formerly Physical Education 514. Credit not given for both courses.*

Tennis rules and regulations are reviewed with guidance in acquiring the proper equipment, playing on a regulation-size court and following the guidelines within the markers on the court. Learn how to correctly play the game. This is a course in tennis training. Training programs, sessions and conditioning drills to improve your fitness and performance on the court. Increase power, agility, and quickness and take your game to a higher level.

(CSU GE Area E)

**516 Intercollegiate Athletics-Volleyball (3) \*UC:CSU - RPT 3***Laboratory 10 hours.**Formerly Physical Education 516. Credit not given for both courses.*

Course offers instructional and competitive experiences in the sport of Volleyball.

(CSU GE Area E)

**550 Intercollegiate Cheer/Yell Leaders/Marching Band (2) CSU - RPT 3***Laboratory 6 hours.*

Technique, practice and development of skills and knowledge necessary to perform in cheer leading, yell leading, song leading and flag and baton twirling.

(CSU GE Area E)

**550-1 Intercollegiate Cheer/Yell Leaders/Marching Band (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 550. Credit not given for both courses.*

Students are introduced to the fundamental and advanced principles and theories of drill patterns, yell and cheer leading routines. Demonstration and practice of yell/cheer leading skills are emphasized. Students will be required to perform at athletic events as part of the course requirements. Competitions and extra events outside of athletic events are optional.

(CSU GE Area E)

**552 Intercollegiate Sports-Conditioning & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 552. Credit not given for both courses.*

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

(CSU GE Area E)

**553 Intercollegiate Football-Fitness & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 553. Credit not given for both courses.*

This course is intended for the student athlete and designed to provide focused strength and conditioning exercises, emphasize safety and injury prevention, and present new rules and techniques for the sport.

(CSU GE Area E)

**556 Intercollegiate Basketball-Fitness & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 556. Credit not given for both courses.*

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

(CSU GE Area E)

**557 Intercollegiate Baseball -Fitness & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 557. Credit not given for both courses.*

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

(CSU GE Area E)

**558 Intercollegiate Soccer-Fitness & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 558. Credit not given for both courses.*

This course is designed for the student athlete and intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

(CSU GE Area E)

**560 Intercollegiate Swimming/Diving-Fitness & Skills Training (1) \*UC:CSU - RPT 3***Laboratory 3 hours.**Formerly Physical Education 560. Credit not given for both courses.*

This course provides an advanced strength and conditioning program specific to competitive swimming, emphasizing injury prevention and safety. The student also learns rules necessary for competition at advanced levels.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

## Kinesiology Major (KIN MAJ)

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**100 Introduction to Kinesiology (3) \*UC:CSU***Lecture 3 hours.*

Students are introduced to the interdisciplinary approach to the science and study of human movement. This course provides an orientation to various educational pathways, requirements, and career opportunities in Kinesiology in the areas of teaching, coaching, therapeutic exercise, fitness and health, and sport management professions. Basic concepts of the Kinesiology discipline and an overview of the relevance of foundational sub-disciplines will be discussed. Issues, challenges, and current/future trends are also addressed.

(CSU GE Area E)

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

*C-ID: KIN 100***101 First Aid and CPR (3) UC:CSU***Lecture 3 hours.*

Students will demonstrate emergency first aid which includes situations where help is delayed, during natural disasters and major catastrophes. Students will demonstrate and explain recommendations by the American Heart Association, National Safety Council, ECSI (Emergency Care Safety Institute) and the American National Red Cross for community members to respond to non-breathing and sudden cardiac emergencies. Students will also explain techniques for all ages along with emergency action plans, safety, and prevention of disease transmission.

*C-ID: KIN 101*

**103 Introduction to Coaching Athletics (3) \*UC:CSU**

Lecture 3 hours.

Students are introduced to the responsibilities of coaching an athletic team and the scope of issues encountered in athletic coaching, including (but not limited to) facilities, budgets, managing participants, parents, spectators, the press, coaching techniques, philosophies and administration.

*\*UC Credit Limit: Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**117 Personal Trainer Instructor (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Physical Education 91. Credit not given for both courses.

This course is designed to give students the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become effective personal trainers. This is a comprehensive course for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by this course will help students learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

(CSU GE Area E)

## Law

See course listings under Administration of Justice and Business Administration.

## Learning Skills (LRNSKIL)

**001 Reading (3) (NDA)**

Lecture 2 hours. Laboratory 2 hours with homework.

*Advisory: English 086.*

Learning Skills 001 is an individualized, self-paced reading remediation for ESL students and/or native speakers. The program ranges from learning to read to improving comprehension and interpretation. Center for Academic Success tutors and computer programs supplement learning.

**002 English Fundamentals (3) (NDA)**

Lecture 2 hours. Laboratory 2 hours with homework.

*Advisory: English 086.*

Students practice proper use of English grammar, including appropriate use of punctuation, sentence structure and correctness, and major parts of speech. Computer Assisted instruction supplements the lecture portion of the course during the lab component.

## Library Science (LIB SCI)

**102 Internet Research Methods (1) UC:CSU**

Lecture 1 hour.

*Recommended: Computer access, experience using the Internet and word processing programs.*

This course covers the process of conducting online research using book catalogs, ebook collections, article databases, and the web. Students will learn how to identify and locate applicable resources, evaluate their content and credibility, and utilize sources in an effective and ethical manner.

## Life Science

Life Science courses are listed separately under the following headings: Anatomy, Biology, Microbiology and Physiology.

## Machine Shop

See course listings under Industrial Technology - Machine Shop/CNC.

## Management (MGMT)

**002 Organization and Management Theory (3) CSU**

Lecture 3 hours.

Students will be introduced to the management and organization of businesses. Students will connect how the management of people and resources accomplish organizational goals. Students will demonstrate their understanding of leading, planning and controlling, organization design, operations management, and decision making. Students will also provide examples of human resource management, managing change, individual and group behavior, motivating and rewarding employees, communicating and interpersonal skills, work teams, ethics, leadership and trust in various business case studies.

**013 Small Business Entrepreneurship (3) CSU**

Lecture 3 hours.

In this course students will analyze management, marketing, financing, and human resource functions of a small business as well as develop a business plan. This course presents a systematic approach to successful small business operations. Material covered includes personnel evaluation, pre-ownership evaluation, management and leadership in a small business environment, financing, location, taxation, record keeping, employee management, purchasing, advertising, sales, and credit. The course will emphasize the development of a business plan.

**031 Human Relations for Employees (3) CSU**

Lecture 3 hours.

Students will apply the psychological and sociological principles to the study of human relations in business and industry. The students will examine case studies and teamwork scenarios. Students will identify communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

**033 Human Capital Management (3) CSU**

Lecture 3 hours.

This course consists of a critical examination of the principles, methods, and procedures related to the effective utilization of human resources in organizations. Students analyze 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.

## Marketing (MARKET)

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### **001 Principles of Selling (3) CSU**

*Lecture 3 hours.*

Students examine the principles used in persuasive communication with a focus on consumer buying behavior, presentations, and closing. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, group exercises and case studies are used.

### **011 Fundamentals of Advertising (3) CSU**

*Lecture 3 hours.*

Students will explore the role of advertising in our economy, including reviewing the functions of planning and managing of advertising campaigns. Students will cover how the major forms of media, such as television, radio, newspapers, magazines, and the internet are integrated into the advertising campaign.

### **021 Principles of Marketing (3) CSU**

*Lecture 3 hours.*

Students analyze all aspects of marketing including the consumer market, consumerism, packaging and branding, pricing, wholesaling, retailing, sales promotion, personal selling, international marketing, and the principles involved in the distribution of a product from the producer to the user or consumer.

### **031 Retail Merchandising (3) CSU**

*Lecture 3 hours.*

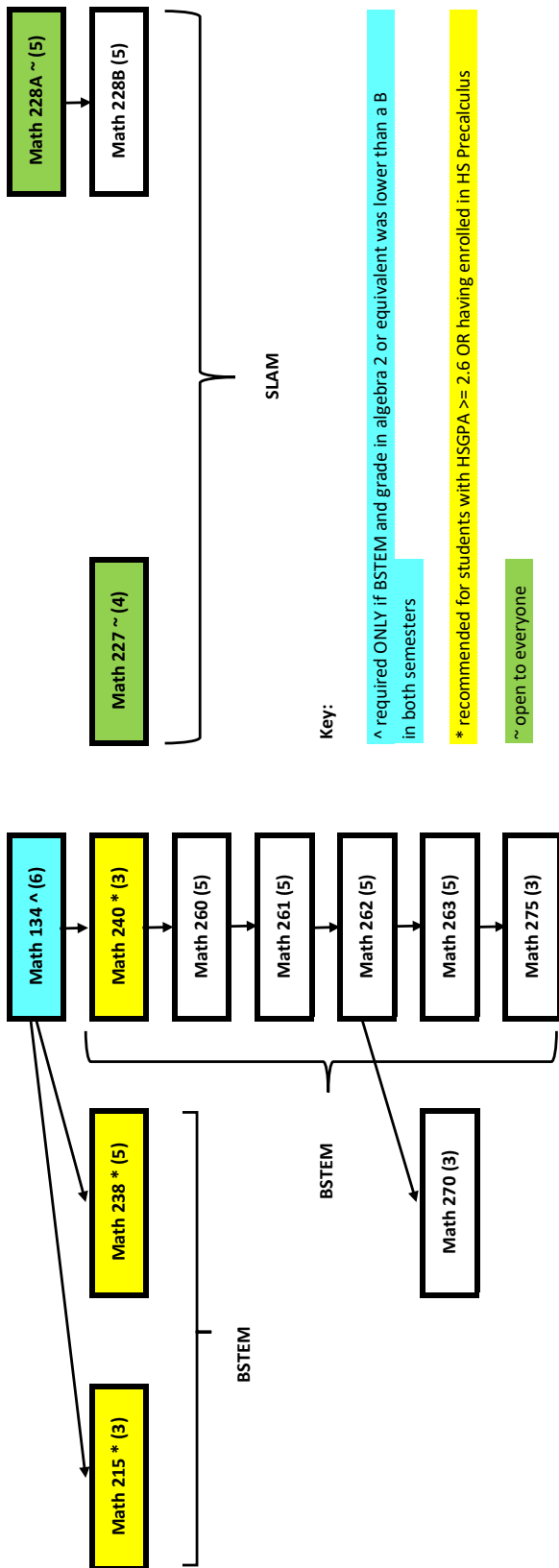
*Offered Fall semesters only.*

Students will review the retail operation in total including the study of store location, store layout, store organization, merchandise buying, pricing, stock planning, and retail sales promotion. Students will examine personnel duties and responsibilities including the tasks of department managers, store buyers, merchandise managers, publicity directors, store superintendents, and the store controllers.





# Fall 2019



## Mathematics (MATH)

### MATHEMATICS PLACEMENT PROCESS

All students who have not completed a college mathematics course must complete the Mathematics Placement Process at the Los Angeles Pierce College Assessment Center (Student Services Building). 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 who wish to challenge the recommendation of the assessment test should consult a Mathematics Department advisor.

### CAS MATH LABORATORY

Open to any regularly enrolled student in Los Angeles Pierce College. Mathematics tutoring is located in The Center for Academic Success.

### 075 Fundamentals of Mathematics (6) (NDA)

Lecture 6 hours.

Students discuss fundamental topics in mathematics necessary for advancing to algebra and statistics: quantitative reasoning/math numeracy skills, work with fractions and mixed numbers, ratios & proportions, decimals, percents, intro to geometry and statistics, as well as solving one-variable equations.

### 103 How to Succeed at Math (1) (NDA)

Lecture 1 hour.

Students will learn basic study skills necessary to successfully complete mathematics courses. Students will learn how to prepare for class, solve math problems, where to go for help, minimize test anxiety, and memory techniques for recalling information, with a special emphasis on having a positive experience in math.

### 105 Arithmetic (3) (NDA)

Lecture 3 hours.

Students review the arithmetic essential in college and business, including: fractions, decimals, percent, and measurement. Problem solving techniques that are useful in practical situations are emphasized.

### 110 Introduction to Algebraic Concepts (5) (NDA)

Lecture 5 hours.

Students discuss abstract ideas necessary for understanding algebra and review selected topics in arithmetic relevant to algebra. Fundamental notions of algebra including signed numbers, simple equations, and modeling are introduced. Students participate in hands-on laboratories and group work instruction in study skills.

### 112 Pre-Algebra (3) (NDA)

Lecture 3 hours.

Students discuss abstract ideas necessary for understanding algebra and review selected topics in arithmetic relevant to algebra. Fundamental notions of algebra including signed numbers, simple equations, and modeling are introduced.

### 115 Elementary Algebra (5)

Lecture 5 hours.

**Prerequisite:** Mathematics 110 or 112 with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Math 115 includes operations with algebraic expressions, solution of linear equations and inequalities, systems of linear equations, quadratic equations, graphs of lines and simple parabolas. No credit is given for students who have completed Mathematics 116.

### 120 Plane Geometry (5)

Lecture 5 hours.

**Prerequisite:** Mathematics 115\*\*\* with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Students are introduced to logic and the construction of a formal proof, the study of plane figures such as triangles, parallelograms and other polygons, and circles. Students practice construction methods with compass and straight edge and computations for perimeter, area and volume.

\*\*\*Or the equivalent course at an accredited college or university.

### 125 Intermediate Algebra (5)

Lecture 5 hours.

**Prerequisite:** Mathematics 115\*\*\* with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Students examine 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 are discussed. Modeling and problem solving, conic sections, and complex numbers are presented.

\*\*\*Or the equivalent course at an accredited college or university.

### 134 Accelerated Elementary and Intermediate Algebra (6)

Lecture 6 hours.

This is an accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, factoring, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions and their compositions and inverses, exponential and logarithmic functions, and some conics. This course has a lab component and satisfies any Intermediate Algebra requisite.

### 215 Principles of Mathematics I (3) UC:CSU

(for Prospective Elementary School Teachers)

Lecture 3 hours.

**Prerequisite:** Mathematics 120 and 125 with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Students examine 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. Math 215 is intended for prospective elementary or junior high school teachers.

(CSU GE Area B4)

\*\*\*Or the equivalent course at an accredited college or university.

C-ID: MATH 120

### 227 Statistics (4) UC:CSU

Lecture 4 hours.

**Prerequisite:** Mathematics 125 with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Students learn about averages, variability, graphical techniques, probability, hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. The emphasis of Math 227 is on the collection and analysis of data and how inferences about a population are made from a sample.

(CSU GE Area B4 • IGETC Area 2A)

**UC Credit Limit:** Mathematics 227, 228B and Statistics 1 combined: maximum credit, one course.

C-ID: MATH 110

**228A Statistics Pathway Part I (5)***Lecture 5 hours.*

As part I of the two part Statway curriculum, students will study: experiment and observational study design, sample methods, data measures such as mean, median, mode, standard deviation, percentiles, data displays and graphical techniques such as histograms, boxplots, and dotplots. Also, students will study: scatter plots, correlation and regression, probability, sampling, exponential functions - exponential growth and decay, residual plots, two-way tables, probability, the normal distribution and z-scores, and probability distributions. Students will engage with real-world topical data for each lesson. Emphasis is on the collection and analysis of data. Algebraic skills and techniques are integrated into the presentation of statistical methods; these include numeracy (calculation with rational numbers, signed numbers, and percents, estimating and rounding, converting units), proportional reasoning, writing and evaluating algebraic expressions, solving equations and inequalities, modeling situations with functions (evaluating and interpreting function values, representing functions graphically and algebraically, recognizing families of functions), with particular attention to linear and exponential functions.

**228B Statistics Pathway Part II (5) °UC:CSU***Lecture 5 hours.***Prerequisite:** *Mathematics 228A with a grade of "C" or better.***Note:** *UC transferable for students applying to UC's Fall 2016 or later.***Note:** *Students must complete both Statway courses.***Note:** *Maximum UC Credit Limit: 4 semester/6 quarter units.*

Students examine averages, variability, graphical techniques, probability, probability distributions including the Normal distribution and the Chi-Square distributions, hypothesis testing, sampling, estimation and confidence intervals, correlation, prediction, and linear regression. Students also perform ANOVA analysis. Emphasis is on the collection and analysis of data and how inferences about a population are made from a sample. Algebraic skills and techniques from both Elementary and Intermediate Algebra are integrated into the presentation of statistical methods; these include numeracy (calculation with rational numbers, signed numbers, and percents, estimating and rounding, converting units), proportional reasoning, writing and evaluating algebraic expressions, solving equations and inequalities, modeling situations with functions (evaluating and interpreting function values, representing functions graphically and algebraically, recognizing families of functions), with particular attention to linear and exponential functions.

(CSU GE Area B4 • IGETC Area 2A)

**°UC Credit Limit:** *Mathematics 227, 228B and Statistics 1 combined: maximum credit, one course.***C-ID:** *MATH 110***238 Calculus for Business and Social Science I (5) \*UC:CSU***Lecture 5 hours.***Prerequisite:** *Mathematics 125 with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.*

Math 238 students will study the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.

(CSU GE Area B4 • IGETC Area 2A)

**\*UC Credit Limit:** *Mathematics 238 and Mathematics 261 combined: maximum credit, one course.***\*\*Or the equivalent course at an accredited college or university.****C-ID:** *MATH 140***240 Trigonometry (3) CSU***Lecture 3 hours.***Prerequisite:** *Mathematics 120 and 125 with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.*

Math 240 centers on a study of trigonometry. Students will explore the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, solution of triangles, models for periodic phenomena, identities, conditional equations, and polar coordinates. Students will also be introduced to the cotangent, secant, and cosecant functions.

(CSU GE Area B4)

**260 Precalculus (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.***Note:** *UC Credit Limit: Maximum 4 units.*

Math 260 develops properties of the elementary functions. Students will examine properties of functions including exponential, logarithmic and trigonometric. Students will use graphing to further explore these functions. In Math 260, students will also investigate sequences, series, and elements of analytic geometry such as conic sections.

(CSU GE Area B4 • IGETC Area 2A)

**\*\*UC Credit Limit:** *Mathematics 245 and Mathematics 260 combined: maximum credit, one course.***\*\*\*Or the equivalent course at an accredited college or university.****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.***Note:** *Many 4-year institutions require that Mathematics 261 & 262 be taken at the same college.*

Math 261 begins a sequence of three courses in calculus. Students will investigate limits, continuity, differentiation and some integration of algebraic and transcendental functions. Students will explore applications of calculus including related rates, optimization of one-variable functions, calculation of areas, volumes, arc length and growth.

(CSU GE Area B4 • IGETC Area 2A)

**\*UC Credit Limit:** *Mathematics 238 and Mathematics 261 combined: maximum credit, one course.***\*\*Or the equivalent course at an accredited college or university.****C-ID:** *MATH 210, MATH 211***C-ID:** *MATH 900 S (MATH 261 and 262)***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 Exam.***Note:** *Many 4-year institutions require that Mathematics 261 & 262 be taken at the same college.*

Students continue the study of calculus begun in Math 261 with attention given to techniques and applications of integration as well as functions expressed in polar and parametric forms. Infinite series, including expansion of functions into series, and an introduction to differential equations complete the course.

(CSU GE Area B4 • IGETC Area 2A)

**\*\*\*Or the equivalent course at an accredited college or university.****C-ID:** *MATH 221***C-ID:** *MATH 900 S (MATH 261 and 262)*

**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 Exam.

Students concludes the study of calculus begun in Math 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.

\*\*\*Or the equivalent course at an accredited college or university.

C-ID: MATH 230

**270 Linear Algebra (3) UC:CSU**

Lecture 3 hours.

**Prerequisite:** Mathematics 262\*\*\* with a grade of "C" or better.

**Advisory:** Mathematics 263 is strongly recommended.

Students examine vector spaces, linear transformations and matrices, matrix algebra, determinants, solutions of systems of equations, eigenvectors and eigenvalues.

\*\*\*Or the equivalent course at an accredited college or university.

C-ID: MATH 250

C-ID: MATH 910 (MATH 270 and 275)

**275 Ordinary Differential Equations (3) UC:CSU**

Lecture 3 hours.

**Prerequisite:** Mathematics 263 with a grade of "C" or better.

Students are introduced 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.

(CSU GE Area B4 • IGETC Area 2A)

C-ID: MATH 240

C-ID: MATH 910 S (MATH 270 and 275)

**185 Directed Study - Mathematics (1) CSU**

**285 Directed Study - Mathematics (2) CSU**

**385 Directed Study - Mathematics (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Mathematics on a contract basis under the direction of a supervising instructor.

**Media Arts (MEDIART)**

See also course listings under Broadcasting, Cinema, Journalism, Multimedia, Photography, and Public Relations.

**101 Introduction to Digital Film/Video Production (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 108. Credit not given for both courses.

Advisory: Cinema 107.

Students are introduced to the basic operation of digital video cameras and shooting techniques, including application to mobile and other digital devices. Topics covered include basic storytelling, the production process, digital formats, compression, lenses, depth of field, white balance, microphone techniques, lighting, tapeless recording methods, and an introduction to the editing process and new media publishing considerations (Web and digital devices, etc). Legal aspects, such as releases and permits, related to video production are also covered.

**104 Photoshop for Motion Pictures and Television (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 804. Credit not given for both courses.

Students are introduced to beginning level graphics for digital video and television and new media using digital imaging software, with an emphasis on Adobe Photoshop, including layers, filters, text, blend modes, editing tools, timeline animation, frame animation, 3D animation, and output. This course focuses on input from and output to web based and mobile digital devices as well as producing content for new media and emerging technologies.

**109 Beginning Documentary Production Workshop (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Same as Cinema 109. Formerly Multimedia 109. Credit not given for both courses.

**Prerequisite:** Media Arts 101 with a grade of "C" or better.

**Advisory:** Cinema 104.

Students in this course learn a comprehensive overview of all aspects of documentary digital film/video production from concept to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital media documentary production exercises.

**110 Digital Film/Video Audio (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 114. Credit not given for both courses.

Students explore all aspects of digital media including multimedia/video/radio sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of multimedia/digital video/radio sound equipment, as well as sound techniques and aesthetics with an emphasis on editing and post-production for digital media. Students develop an audio portfolio specific to post-production. Emphasis is placed on new and emerging forms of media and media dissemination, including dissemination to the internet and digital devices.

**120 Digital Film/Video Editing (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 210. Credit not given for both courses.

Advisory: Cinema 107 and Media Arts 101.

Students learn a foundation for assembling digital media elements for movies, television and new media. Students work with digital video, stills and audio elements for the purposes of journalistic and entertainment storytelling production using post-production computer applications.

**801 Digital Media Storytelling (3) UC:CSU**

Lecture 2 hours. Laboratory 3 hours.

Formerly Multimedia 801. Credit not given for both courses.

Advisory: Journalism 101 or Photography 101.

Students in this convergence journalism course incorporate print and broadcast techniques to produce digital media pieces for the web. Students shoot and edit video, record and edit sound, write and take photographs. Material created will meet the standards for possible use in student-run online media. Students will learn about ethical and legal issues regarding professional journalistic practices.

C-ID: JOUR 120

**802 Introduction to Podcast (1) CSU**

Laboratory 3 hours.

Formerly Multimedia 802. Credit not given for both courses.

Students explore the principles and practice of writing for audio podcasts -- with some additional instruction for video -- with emphasis on news, entertainment, and information. Podcasts are developed in class using microphones and recording/editing software. A website is provided for students to post podcasts.

**803 Introduction to Webcasting (2) CSU**

Lecture 1 hour. Laboratory 2 hours.

Formerly Multimedia 803. Credit not given for both courses.

Advisory: Broadcasting 001 and Broadcasting 010.

Students in this course learn the principles and practice of producing Webcasts--emphasizing news, entertainment and information. Students will learn fieldwork, interviewing, writing, shooting, editing and post-production techniques for Webcasts. This course provides instruction on the use of video and audio recording equipment, live streaming techniques, recording and editing software, as well as posting and publicizing Webcasts. Audience, lighting techniques, composition. Students' work may also be posted to student-run campus media online.

**805 Motion Graphics for Digital Video, Animation and New Media (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 805. Credit not given for both courses.

Advisory: Media Arts 104.

Students in this course gain further expertise in dealing with motion graphics and compositing for Digital Video, Animation, Gaming and New Media using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, text, blend modes, editing tools, timeline animation, frame animation, 3D animation, and output. Course will focus on input from and output to web based mobile digital devices, and producing storytelling content for new media and emerging technologies. Students will learn from demonstrations, practicums, and exercises.

**807 Interactive Media for Mobile Platforms (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 807. Credit not given for both courses.

Students in this course learn basic concepts of developing interactive content for digital media with a journalistic emphasis. Students will produce interactive multimedia packages, graphics, animation, mobile applications, interactive text, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic or non-fiction content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

**809 Mobile Game Production (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Formerly Multimedia 809. Credit not given for both courses.

Students will learn the field of game content and production as it relates specifically to mobile and tablet devices. Practical experience in game design will be acquired from concept development to distribution. Students will acquire the fundamental skills to build a basic game. Historical and contemporary examples will be examined, along with professional roles. Students will look at elements of games that are unique to mobile/tablet such as their portability, their social nature and their technology driven evolution.

**185 Directed Study - Media Arts (1) CSU****285 Directed Study - Media Arts (2) CSU****385 Directed Study - Media Arts (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Media Arts on a contract basis under the direction of a supervising instructor.

## Meteorology (METEOR)

**003 Introduction to Weather and Climate (3) UC:CSU**

Lecture 3 hours.

Same as Geography 003. Credit not given for both courses.

Students acquire introductory knowledge of the Earth's atmosphere using an Earth Systems Science approach. Topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. The following tools of inquiry may be used: weather maps, satellite imagery, and geographic information systems.

(CSU GE Area B1 • IGETC Area 5A)

C-ID: GEOG 130

**004 Introductory Meteorology Laboratory (2) UC:CSU**

Lecture 1 hour. Laboratory 2 hours.

Corequisite: Concurrent enrollment in Meteorology 003 or Geography 003.

Same as Geography 019. Credit not given for both courses.

This course supplements the material of Geography 003 or Meteorology 003. Students participate in laboratory exercises to increase their understanding of weather and climatological processes on the Earth, to develop skills using meteorological instruments and observations, to appraise Earth-Sun relationships and energy balances as they impact temperature, to identify the major atmosphere-hydrosphere interactions related to humidity, clouds and precipitation, to identify and analyze the factors that contribute to pressure patterns, winds and storms and to demonstrate an understanding of the factors which control climate development. Tools used for laboratory inquiry may include various weather charts and maps, satellite images, selected weather instruments and computer programs.

(CSU GE Area B3 • IGETC Area 5C)

**005 Severe and Hazardous Weather (3) UC:CSU**

Lecture 3 hours.

Same as Geography 023. Credit not given for both courses.

Students examine basic principles about the atmosphere as it relates to severe, hazardous, and unusual weather events. Emphasis is first given to the properties and measurements of severe weather conditions, maps and computer simulations of severe weather events, and basic forces and dynamics of the atmosphere during severe and hazardous weather. Then a series of severe, hazardous, and unusual weather phenomena are analyzed, including thunderstorms, lightning, hailstorms, downbursts, tornadoes, tropical cyclones and hurricanes, floods, drought, and extreme mountain weather. Inquiry tools used may include weather maps, radar and satellite imagery, and geographic information systems.

(CSU GE Area B1 • IGETC Area 5A)

## Microbiology (MICRO)

### 001 Introductory Microbiology (5) \*UC:CSU

Lecture 3 hours. Laboratory 6 hours.

Note: A total of 5 units given for Microbiology 001 and 020.

Prerequisite: Biology 003 or 006; and Chemistry 051 or Physiology 001 or equivalent with a grade of "C" or better.

This course introduces students to bacteria, fungi, viruses, protozoa, and multicellular parasites. Students examine microbial morphology, metabolism, genetics, growth, and the roles of microorganisms in infectious diseases. Students also study immunology, biotechnology, and the microbiology of food, water, and soil in this course. Laboratory techniques emphasize microscopy and aseptic techniques plus cultivation, isolation, staining, counting, control, and identification of bacteria.

This course is recommended for students who are pursuing professional degrees in health fields such as nursing, pharmacy, veterinary medicine, physician assistant, and optometry. Micro 001 includes more lab hours than Microbiology 020.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

\*UC Credit Limit: Microbiology 001 and 020 combined: maximum credit, one course.

### 020 General Microbiology (4) \*UC:CSU

Lecture 3 hours. Laboratory 3 hours.

Note: A total of 5 units given for Microbiology 001 and 020.

Prerequisite: Biology 003 or 006; and Chemistry 051 or Physiology 001 or equivalent with a grade of "C" or better.

This course introduces students to bacteria, viruses, fungi, protozoa, and multicellular parasites, and includes examination of microbial morphology, metabolism, genetics, and the roles of microorganisms in infectious diseases. This course also includes immunology and methods of controlling microorganisms. The labs include microscopy, aseptic technique, cultivation, isolation and identification of bacteria, and control of bacterial populations. This course is recommended for pre-nursing and allied health students who need a 4 unit course with 3 hours of lab per week.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

\*UC Credit Limit: Microbiology 001 and 020 combined: maximum credit, one course.

## Modern Languages

Modern Language courses are listed separately under the following headings: American Sign Language, French, Italian, Japanese, and Spanish.

## Multimedia (MULTIMD)

See also course listings under Media Arts.

### 110 Visual Communication (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Students develop essential skills needed to create and design digital artwork and explore the different roles, skill sets, jobs, software, and hardware needed to develop audio, videos, graphics, games, animation and other artwork intended for interactive delivery.

(CSU GE Area C2 • IGETC Area 3B)

### 200 Digital Imaging (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Note: Computer application for this class is Adobe Photoshop.

Students create, design, and manipulate images for animation, video, virtual/augmented reality, websites, and print using digital using Adobe Photoshop. This course covers techniques used by graphic designers and photographers to enhance images for fine art and commercial application.

### 210 Digital Editing (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Students learn digital video editing using desktop and mobile applications to create video, and animated graphics that can be used for video, animation, games, the web, and virtual and augmented reality.

### 340 Vector Graphics (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Note: Computer applications covered in this class are Adobe Illustrator and Adobe Flash.

Students use Adobe Illustrator to design digital artwork for print, games, animation, web, video, apps, and virtual/augmented reality.

### 650 Designing for the Web (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Advisory: Computer Information Systems 550.

Students design graphics, videos, and animations for websites, blogs, social networks, and advertisements using various programs to integrate their work into functioning desktop and mobile applications.

### 651 Animation for the Web (3) CSU

Lecture 2 hours. Laboratory 2 hours.

Students apply the principles of design and motion graphics to create animated artwork for desktop and mobile versions of social networks, websites, blogs, advertisements, games, videos and augmented/virtual reality.

### 185 Directed Study - Multimedia (1) CSU

### 285 Directed Study - Multimedia (2) CSU

### 385 Directed Study - Multimedia (3) CSU

Conference 1 hour per unit.

This course allows students to pursue directed study in Multimedia on a contract basis under the direction of a supervising instructor.



## 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, 721, 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.

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Music department, families have been created as follows:

### MUSIC FAMILY NAMES AND COURSE NUMBERS:

Classical Guitar . . . . .	MUSIC 650-654, 661-664
Piano . . . . .	All Levels of MUSIC 311-314, 321-324, 341, 351, 361
Brass Instruments . . . . .	MUSIC 601-604
String Instruments . . . . .	MUSIC 611-614
Woodwind Instruments . . . . .	MUSIC 621-624
Percussion Instruments . . . . .	MUSIC 631-634
Voice . . . . .	MUSIC 400-403, 411-414, 431-433, 441, 453

### 101 Fundamentals of Music (3) UC:CSU

*Lecture 3 hours.*

Students practice reading and writing music. Notation, keys, scales, intervals, chords, rhythmic drills, sight singing and ear training are examined.

*C-ID: MUS 110*

### 111 Music Appreciation I (3) UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

Students analyze basic materials, aesthetics, and structure of music through a broad historical survey of musical styles and masterpieces from the Middle Ages up to and including the 21st century, with emphasis on perceptive listening. (CSU GE Area C1 • IGETC Area 3A)

*C-ID: MUS 100*

### 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.*

This course is designed for Music Majors, but it is open to the general student. The student traces the evolution of musical thought and practice in the Western world from the Classic period through the present day, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: MUS 105*

### 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.*

This course is designed for Music Majors, but it is open to the general student. The student traces the evolution of musical thought and practice in the Western world from the Classic period through the present day, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: MUS 106*

### 161 Introduction to Music Technology (3) UC:CSU

*Lecture 2 hours. Laboratory 2 hours.*

Students develop skills in the use of synthesizers, Musical Instrument Digital Interface (MIDI), computers, musical acoustics, sound design, and music software. Students develop and apply technical, composition, and performance skills through the use of digital synthesizers in conjunction with computers and music software.

### 165 Introduction to Recording Arts (3) UC: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

*Laboratory 1 hour.*

*Corequisite: Concurrent enrollment in Music 250-1 or 250-2 or 250-3 or 250-4 and Music 216-1 or 216-2 or 216-3 or 216-4 and Music 217-1 or 217-2 or 217-3 or 217-4.*

Students engage in individual instruction per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Students will be able to perform selected repertoire at a level based on the students' entrance abilities. All students must successfully audition to enroll. Performance on a student recital, and for a faculty jury, is required at the end of the semester. Concurrent enrollment in any of the following Music Performance Workshop classes MUS 250-1, MUS 250-2, MUS 250-3, MUS 250-4, and any Theory classes MUS 216-1, MUS 216-2, MUS 216-3, MUS 216-4, and any Musicianship classes MUS 217-1, 217-2, 217-3, 217-4 is required. This parallels the offering and requirements of UC and CSU music majors.

*C-ID: MUS 160*

### 182 Applied Music II (.5) UC:CSU

*Laboratory 1 hour.*

*Prerequisite: Music 181 with a grade of "C" or better.*

*Corequisite: Concurrent enrollment in Music 250-1 or 250-2 or 250-3 or 250-4 and Music 216-1 or 216-2 or 216-3 or 216-4 and Music 217-1 or 217-2 or 217-3 or 217-4.*

Students engage in individual instruction per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Students will be able to perform selected repertoire at a level based on the students' entrance abilities. All students must successfully audition to enroll. Performance on a student recital and for a faculty jury is required at the end of the semester. Concurrent enrollment in any of the following Music Performance Workshop classes MUS 250-1, MUS 250-2, MUS 250-3, MUS 250-4, and any Theory classes MUS 216-1, MUS 216-2, MUS 216-3, MUS 216-4, and any Musicianship classes MUS 217-1, 217-2, 217-3, 217-4 is required. This parallels the offering and requirements of UC and CSU music majors.

*C-ID: MUS 160*

### 183 Applied Music III (.5) UC:CSU

Laboratory 1 hour.

**Prerequisite:** Music 182 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 250-1 or 250-2 or 250-3 or 250-4 and Music 216-1 or 216-2 or 216-3 or 216-4 and Music 217-1 or 217-2 or 217-3 or 217-4.

Students engage in individual instruction per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Students will be able to perform selected repertoire at a level based on the students' entrance abilities. All students must successfully audition to enroll. Performance on a student recital and for a faculty jury is required at the end of the semester. Concurrent enrollment in any of the following Music Performance Workshop classes MUS 250-1, MUS 250-2, MUS 250-3, MUS 250-4, and any Theory classes MUS 216-1, MUS 216-2, MUS 216-3, MUS 216-4, and any Musicianship classes MUS 217-1, 217-2, 217-3, 217-4 is required. This parallels the offering and requirements of UC and CSU music majors.

**C-ID:** MUS 160

### 184 Applied Music IV (.5) UC:CSU

Laboratory 1 hour.

**Prerequisite:** Music 183 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 250-1 or 250-2 or 250-3 or 250-4 and Music 216-1 or 216-2 or 216-3 or 216-4 and Music 217-1 or 217-2 or 217-3 or 217-4.

Students engage in individual instruction per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Students will be able to perform selected repertoire at a level based on the students' entrance abilities. All students must successfully audition to enroll. Performance on a student recital and for a faculty jury is required at the end of the semester. Concurrent enrollment in any of the following Music Performance Workshop classes MUS 250-1, MUS 250-2, MUS 250-3, MUS 250-4, and any Theory classes MUS 216-1, MUS 216-2, MUS 216-3, MUS 216-4, and any Musicianship classes MUS 217-1, 217-2, 217-3, 217-4 is required. This parallels the offering and requirements of UC and CSU music majors.

**C-ID:** MUS 160

### 216-1 Music Theory I (3) UC:CSU

Lecture 3 hours.

**Corequisite:** Concurrent enrollment in Music 217-1.

Music theory is the set of principles used to analyze the construction and perception of music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. Students analyze the principles of tonality and harmonic function—the tendency of certain types of music to progress toward a central tone or key. Music history, a review of the fundamentals of music, melodic construction, two-part counterpoint, harmonic progression, phrase structure and harmonization are examined. Students engage in practical application of these topics in the corresponding musicianship course; thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship I (MUSIC 217-1) is required.

(CSU GE Area C1 • IGETC Area 3A)

**C-ID:** MUS 120

### 216-2 Music Theory II (3) UC:CSU

Lecture 3 hours.

**Prerequisite:** Music 216-1 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 217-2.

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. Students analyze the principles of contrapuntal expansion of tonality. The elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase structure are evaluated. Students engage in the practical application of

these topics in the corresponding musicianship course; thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship II (MUSIC 217-2) is required.

**C-ID:** MUS 130

### 216-3 Music Theory III (3) UC:CSU

Lecture 3 hours.

**Prerequisite:** Music 216-2 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 217-3.

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. Students analyze the principles of chromatic expansion of tonality and musical form. Harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure are evaluated. Students engage in the practical application of these topics in the corresponding musicianship course; thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship III (MUSIC 217-3) is required.

**C-ID:** MUS 140

### 216-4 Music Theory IV (3) UC:CSU

Lecture 3 hours.

**Prerequisite:** Music 216-3 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 217-4.

Students analyze the principles of single-movement forms and post-tonal theory. Ternary, rondo and sonata forms, extended tertian harmonies, modal and synthetic tonality, introductory blues harmony, symmetrical harmony, chromatic sequences, and introductory concepts in non-diatonic harmony are examined. Students engage in the practical application of these topics in the corresponding musicianship course; thus, concurrent enrollment in or prior completion (with a minimum grade of 'C') of Musicianship IV (MUSIC 217-4) is required.

**C-ID:** MUS 150

### 217-1 Musicianship I (1) UC:CSU

Laboratory 3 hours.

Formerly Music 211. Credit not given for both courses.

**Prerequisite:** Music 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 216-1.

Musicianship is the ability to perceive and demonstrate musical artistry while reading, dictating and performing music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Fundamentals (MUSIC 101) is required.

**C-ID:** MUS 125

### 217-2 Musicianship II (1) UC:CSU

Laboratory 3 hours.

Formerly Music 212. Credit not given for both courses.

**Prerequisite:** Music 217-1 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in Music 216-2.

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. This class will present level 2 techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory II (MUSIC 216-2) is required.

**C-ID:** MUS 135



**217-3 Musicianship III (1) UC:CSU***Laboratory 3 hours.**Formerly Music 213. Credit not given for both courses.**Prerequisite: Music 217-2 with a grade of "C" or better.**Corequisite: Concurrent enrollment in Music 216-3.*

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory II (MUSIC 202) is required.

*C-ID: MUS 145***217-4 Musicianship IV (1) UC:CSU***Laboratory 3 hours.**Formerly Music 214. Credit not given for both courses.**Prerequisite: Music 217-3 with a grade of "C" or better.**Corequisite: Concurrent enrollment in Music 216-4.*

This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of tonal and atonal music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory IV (MUSIC 216-4) and previous successful completion of Music 217-3 (with a minimum grade of 'C') is required.

*C-ID: MUS 155***250-1 Music Performance Workshop I (1) UC:CSU***Laboratory 3 hours.*

Students work in a master-class environment, rehearsing music appropriate to their instrument/voice at skill level 1. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Additional emphasis is on basic microphone technique and monitoring. Students also learn and practice professional standards of conduct. The Student Learning Outcome for this course is a final public performance.

**250-2 Music Performance Workshop II (1) UC:CSU***Laboratory 3 hours.*

Students continue to work in a master-class environment, rehearsing music appropriate to their instrument/voice. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Additional emphasis is on basic microphone technique and monitoring. Students also learn and practice professional standards of conduct. The Student Learning Outcome for this course is a final public performance.

**250-3 Music Performance Workshop III (1) UC:CSU***Laboratory 3 hours.**Prerequisite: Music 250-2 with a grade of "C" or better.*

Students continue to work in a master-class environment, rehearsing music appropriate to their instrument/voice. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Additional emphasis is on basic microphone technique and monitoring. Students also learn and practice professional standards of conduct. The Student Learning Outcome for this course is a final public performance.

**250-4 Music Performance Workshop IV (1) UC:CSU***Laboratory 3 hours.**Prerequisite: Music 250-3 with a grade of "C" or better.*

Students continue to work in a master-class environment, rehearsing music appropriate to level IV of their instrument or voice. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Additional emphasis is on basic microphone technique and monitoring. Students also learn and practice professional standards of conduct. The Student Learning Outcome for this course is a final public performance.

**251-1 Jazz Improvisation Workshop I (1) UC:CSU***Laboratory 3 hours.**Note: Students must be able to play a jazz instrument or voice.*

In this jazz and rock-style improvisation environment, students rehearse music appropriate to the beginning skill level of instrument or voice. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Basic microphone technique and monitoring is emphasized. Students practice professional standards of conduct. The Student Learning Outcome is assessed in a final public performance.

**251-2 Jazz Improvisation Workshop II (1) UC:CSU***Laboratory 3 hours.**Prerequisite: Music 251-1 with a grade of "C" or better.**Note: Students must be able to play a jazz instrument or voice.*

In this jazz and rock-style improvisation environment, students continue to rehearse music appropriate to their instrument/voice at an intermediate skill level. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Basic microphone technique and monitoring is emphasized. Students practice professional standards of conduct. The Student Learning Outcome is assessed in a final public performance.

**251-3 Jazz Improvisation Workshop III (1) UC:CSU***Laboratory 3 hours.**Prerequisite: Music 251-2 with a grade of "C" or better.**Note: Students must be able to play a jazz instrument or voice.*

Students continue to work in an improvisation environment, rehearsing music appropriate to their instrument/voice at an intermediate-high skill level. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Basic microphone technique and monitoring is emphasized. Students practice professional standards of performance conduct. The Student Learning Outcome for this course is assessed at a final public performance.

**251-4 Jazz Improvisation Workshop IV (1) UC:CSU***Laboratory 2 hours.**Prerequisite: Music 251-3 with a grade of "C" or better.**Note: Students must be able to play a jazz instrument or voice.*

Students continue to rehearse music appropriate to their instrument/voice at an advanced skill level. Students prepare, rehearse and perform or record selected musical works, focusing on rhythm, intonation, articulation, expression. Basic microphone technique and monitoring is emphasized. Students practice professional standards of performance conduct. The Student Learning Outcome for this course is assessed at a final public performance.

**261 Electronic Music Workshop (3) CSU***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Music 161 with a grade of "C" or better.**Note: Students must be familiar with basic concepts of digital synthesis through computer and MIDI applications.*

The electro-acoustic music techniques introduced in Music 161 are extended in this course. Students apply 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 are emphasized.

### 265-1 Recording Arts Workshop I (3) CSU

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Music 165 with a grade of "C" or better.

This is the first in a series of advanced recording theory and hands-on workshops using our recording studio. Topics include stereo and multi-track 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.

### 265-2 Recording Arts Workshop II (3) CSU

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Music 265-1 with a grade of "C" or better.

This is the second level of an advanced recording theory and hands-on workshop using our recording studio. Topics include more in depth stereo placement and multi-track recording, overdubbing and advanced mixing processes, use of specific microphones and exact microphone placement, digital console operation, advanced digital recording principles, computerized digital audio workstation operation using Pro Tools, and specific signal processing equipment.

### 265-3 Recording Arts Workshop III (3) CSU

Lecture 2 hours. Laboratory 2 hours.

**Prerequisite:** Music 265-2 with a grade of "C" or better.

This is the third level of the advanced recording theory and hands-on workshops using our recording studio. Topics include stereo and multi-track recording, advanced overdubbing and mixing processes, digital console operation, advanced digital recording principles using Pro Tools, computerized digital audio workstation operation, and specific signal processing equipment.

### 299 Music Honors (1) CSU

Laboratory 3 hours.

**Note:** Designed for those students who have completed a sequence of classes and desire to develop more advanced skills.

Students pursue concentrated study under the direct supervision of an instructor in selected areas through a series of projects designed to increase knowledge of musical aspects pertinent to the student's interests and talents.

### 321 Elementary Piano I (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

Students apply basic techniques and skills used in playing piano and electronic keyboard instruments, including the following: reading musical notation, playing scales and chords, use of the pedals, sight reading, terminology and theory as related to the music studied.

(CSU GE Area C1)

### 322 Elementary Piano II (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 321 with a grade of "C" or better.

**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.

This course, a continuation of Music 321, consists of learning new music, continuation of scale playing, use of piano pedals, sight reading, memorization, terminology and theory as related to the music studied.

(CSU GE Area C1)

### 323 Elementary Piano III (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

Elementary Piano III is a continuation of Elementary Piano II (MUSIC 322). Students must be able to perform two-octave major scales, simple melody and accompaniment pieces such as those found in 'Music or Millions, Volume 17' and two-part pieces similar to those found in Bartok's *Mikrokosmos*, Volume 2.

(CSU GE Area C1)

### 324 Elementary Piano IV (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 323 with a grade of "C" or better.

As a continuation of Music 323, students will learn new repertoire that develops articulation, technique, memorization, and musicianship at the more advanced beginning level, chord progressions in all keys, arpeggios and scales in four octaves, and harmonization and transposition skills.

(CSU GE Area C1)

### 341 Intermediate Piano (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 324 with a grade of "C" or better.

This course is a continuation of Elementary Piano IV (Music 324). Students will be able to play all Major and Minor scales with correct fingering and rhythm in four octaves, play the chord progression I-IV-I-V7-I in Major and Minor keys, and distinguish and demonstrate a variety of articulation, technique and musicianship from the Baroque, Classical, Romantic, Twentieth Century, and Contemporary repertoire.

(CSU GE Area C1)

### 411 Elementary Voice I (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

In this course, basic techniques of vocal production are introduced. The student is directed toward proper stance and breathing techniques, increased vocal freedom, and improvement of articulation and tone. The course introduces standard solo literature and offers performing experience.

(CSU GE Area C1)

### 412 Elementary Voice II (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 411 with a grade of "C" or better.

**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.

This is a continuation of basic vocal technique, further practice and performance experience. Basic Italian repertoire is introduced.

(CSU GE Area C1)

### 413 Elementary Voice III (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 412 with a grade of "C" or better.

The student is offered continued voice building, looking toward the possibility of increasing range, richness and expressiveness. A song repertoire of moderate difficulty, including art songs in English, Italian, and German or French, is memorized and performed in class.

(CSU GE Area C1)

### 414 Elementary Voice IV (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 413 with a grade of "C" or better.

The student gains further experience with and refinement of technique, repertoire and performance. Along with songs in English, Italian and German, those in



French or Spanish will be introduced. The development of the student's ability to analyze and interpret the song repertoire is stressed.

(CSU GE Area C1)

#### **441 Song Repertoire (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

The student will gain more vocal experience with an emphasis on repertoire, musical notation, diction and music industry. This course is a continuation of Elementary Voice IV.

#### **453 Musical Theatre Repertoire for Singers (1) UC:CSU**

*Laboratory 3 hours.*

*Note: Enrollment is subject to audition. Bring the music of a prepared song to the first class meeting.*

The student will have a continued concentration of general basic fundamentals of singing dealing with vocal techniques as utilized in musical theater. Additional instruction will include basic body movement, acting techniques and musical theater song literature interpretation.

#### **501 College Choir (1) UC:CSU - RPT 3**

*Laboratory 3 hours.*

*Note: Students must audition to enroll in this course.*

The student is introduced to choral ensemble singing. Emphasis is placed on vocal technique and choral elements, such as blend, intonation, diction and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

*C-ID: MUS 180*

#### **521 Concert Choir (1) UC:CSU - RPT 3**

*Laboratory 3 hours.*

*Note: Students must audition to enroll in this course.*

The student, carefully selected, prepares and performs representative repertoire including motets, chanson, madrigals, popular music, jazz standards and multicultural music from a variety of periods in music history. The student works with selected small and large mixed vocal ensembles and performs numerous concerts of varied repertoire for concert choir.

#### **601 Brass Instrument Instruction I (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

The student receives basic instruction on the brass instruments, including trumpet, French horn, trombone and tuba. The student will become familiar with the parts of chosen instrument, tuning and perform appropriate musical literature. Open to all students.

(CSU GE Area C1)

#### **602 Brass Instrument Instruction II (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Note: Enrollment is subject to audition.*

The student learns more advanced brass instrument techniques with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan to enrolled students.

#### **611 String Instrument Instruction I (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

Students receive basic instruction on a string instrument, either violin, viola, cello, or bass and learn the parts of the chosen instrument and how to tune it. They perform appropriate musical literature for this level. Open to all students.

(CSU GE Area C1)

#### **612 String Instrument Instruction II (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 611 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

Students learn more advanced string instrument techniques with increased emphasis in scales, fingering and all areas specific to level II. Primary emphasis is on development of bow and fingering techniques and music reading skills. If prerequisite is not met enrollment is subject to audition.

#### **613 String Instrument Instruction III (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 612 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

The student learns more advanced string instrument techniques with increased emphasis in all areas as appropriate to level III. Primary emphasis is on development of bow and fingering technique in third position and advanced music reading skills. If prerequisite is not met enrollment is subject to audition.

#### **614 String Instrument Instruction IV (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 613 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered in previous levels I, II, III. Primary emphasis is on interpretation of advanced solo and small ensemble literature appropriate to Level IV. If prerequisite is not met enrollment is subject to audition.

#### **621 Woodwind Instrument Instruction I (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

This course provides elementary instruction on woodwind instruments, including tone production, fingering, breathing technique, dynamics and introduction to ensemble performance. It is recommended for students interested in learning an instrument or a second instrument, or those planning to teach instrumental music. (CSU GE Area C1)

#### **622 Woodwind Instrument Instruction II (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 621 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

The student learns level II woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, students may challenge the prerequisite through the audition process.)

#### **623 Woodwind Instrument Instruction III (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 622 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

The student learns Level III woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, students may challenge the prerequisite through the audition process.)

#### **624 Woodwind Instrument Instruction IV (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisite: Music 623 with a grade of "C" or better.*

*Note: Enrollment is subject to audition.*

The student learns Level IV woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled

students. (If prerequisite is not met, students may challenge the prerequisite through the audition process.)

### 650 Beginning Guitar (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

Students will read guitar music at a beginning level including notes, scales, and chords up to the fifth fret for the left hand. Students will use right hand technique for both finger & pick oriented. Techniques in this course can be applied to classical, commercial, or folk guitar playing.

### 651 Classical Guitar I (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 650 with a grade of "C" or better.

**Note:** Familiarity with music notation and basic guitar technique is required. Enrollment is subject to audition.

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

(CSU GE Area C1)

### 652 Classical Guitar II (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 651 with a grade of "C" or better.

**Note:** If prerequisite is not met, enrollment is subject to audition.

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the Classical I level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

### 653 Classical Guitar III (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 652 with a grade of "C" or better.

**Note:** If prerequisite is not met, enrollment is subject to audition.

Students are engaged in the reinforcement of fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. Students must provide their own guitar.

### 654 Classical Guitar IV (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 653 with a grade of "C" or better.

**Note:** If prerequisite is not met, enrollment is subject to audition.

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the Classical III level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

### 661 Commercial Guitar I (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Note:** Familiarity with rudimentary chord symbols and basic guitar technique is required.

Students interested in popular and jazz guitar techniques explore topics such as Chords, Scales, Blues and Swing patterns. Students also practice soloing styles and accompaniment techniques as well as ensemble playing in jazz bands and combos.

### 662 Commercial Guitar II (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 661 with a grade of "C" or better.

**Note:** Must possess own instrument.

This course is designed for students interested in more advanced popular and jazz guitar techniques not covered in Music 661. Topics include major, minor and blues chords and associated scales. More advanced blues and swing style rhythmic

patterns, soloing styles and accompaniment technique will be learned as well as ensemble playing in jazz bands and combos.

### 663 Commercial Guitar III (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 662 with a grade of "C" or better.

**Note:** Must possess own instrument.

This course is designed for students interested in more advanced popular and jazz guitar techniques. Topics include Jazz chords, chord substitution, and associated scales. More advanced blue and swing style rhythmic patterns, soloing styles and accompaniment technique will be learned as well as techniques for ensemble playing in jazz bands and combos.

### 664 Commercial Guitar IV (2) UC:CSU

Lecture 1 hour. Laboratory 2 hours.

**Prerequisite:** Music 663 with a grade of "C" or better.

**Note:** Must possess own instrument.

In this course, a continuation of music 663, the student will learn more advanced sight-reading and improvisation skills, Advanced Jazz chords and chord substitutions with associated scales, comping styles, as well as the application of more advanced technical skills necessary for the performing amateur and professional guitarist. Jazz and popular music literature is used as a basis for study.

### 701 Instrumental Ensemble (1) UC:CSU

Laboratory 3 hours.

**Note:** Enrollment is subject to audition.

This course involves preparation for concert appearances. It provides for the development of individual technical and artistic abilities, a more discriminating understanding of music through experience with a wide range of instrumental literature, and the opportunity to perform in public.

### 705 Chamber Music (1) UC:CSU - RPT 3

Lecture 0.5 hour. Laboratory 2.5 hours.

**Note:** Enrollment is subject to audition.

The student reads, studies and performs standard chamber music repertoire with special emphasis on preparing for recital.

**C-ID:** MUS 180

### 711 Rehearsal Orchestra (1) UC:CSU - RPT 3

Laboratory 3 hours.

**Note:** A successful audition on the first day is required for continued enrollment.

This course involves preparation for concert appearances. It provides for the development of individual technical and artistic abilities, a more discriminative understanding of music through experience with a wide range of orchestral literature, and the opportunity to perform with more advanced players.

### 721 Orchestra (1) UC:CSU - RPT 3

Laboratory 4 hours.

**Note:** A successful audition on the first day is required for continued enrollment.

This course emphasizes performance. Opportunities are presented to expand repertoire and reading of standard symphonic literature through rehearsal and concert performance of that literature. Participation in a symphonic season of no less than four programs a year takes place.

**C-ID:** MUS 180

**745 Symphonic Band (1) UC:CSU - RPT 3**

Laboratory 3 hours.

Note: Ability to play a wind or percussion instrument required. Enrollment is subject to audition.

The student studies standard symphonic band literature with the intent to develop technical and artistic abilities through experiences with a wide range of band literature. Public performances are presented.

C-ID: MUS 180

**751 Wind Ensemble (1) UC:CSU - RPT 3**

Laboratory 3 hours.

Note: A successful audition on the first day is required for continued enrollment.

This course involves preparation for performances of wind ensemble repertoire and the development of individual technical and artistic abilities through experience with a wide range of wind ensemble literature.

**755 Brass Ensemble (1) UC:CSU - RPT 3**

Laboratory 3 hours.

Note: A successful audition on the first day is required for continued enrollment.

This course involves preparation for performances of brass ensemble repertoire. It provides for the development of individual technical and artistic abilities through experience with a wide range of brass ensemble literature.

C-ID: MUS 180

**765 Percussion Ensemble (1) UC:CSU - RPT 3**

Laboratory 3 hours.

Note: Enrollment is subject to audition.

The student studies and performs standard percussion ensemble literature in the symphonic and commercial fields emphasizing proper execution of musical styles, phrasing, balance and blending techniques, rehearsal and performance techniques.

**777 Musical Theater Workshop (3) \*UC:CSU**

Laboratory 6 hours.

Practical experience using techniques and principles of acting in a musical theater will be presented before an audience. Emphasis will focus on the development of acting, singing, and movement skills.

\*UC Credit Limit: Music 777 and Theater 280 combined: maximum credit, one course.

**781 Studio Jazz Band (1) UC:CSU - RPT 3**

Laboratory 3 hours.

Note: Ability to play a jazz instrument required.

Students gain 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.

C-ID: MUS 180

**185 Directed Study - Music (1) CSU****285 Directed Study - Music (2) CSU****385 Directed Study - Music (3) CSU**

Conference 1 hour per unit.

Students undertake special studies with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Music Department Chairman at the beginning of the semester. †UC credit may be granted by petition after transfer.

## Numerical Control

See course listings under Industrial Technology - Machine Shop/CNC.

## Nursing

See "Nursing: Associate of Science Degree" on page 123 for General Education Prerequisites.

**400 Adult Health Care I (5) CSU**

Lecture 2 hours. Laboratory 9 hours.

Note: Acceptance into the Nursing Program.

Students study the Nursing Process and Gordon's Functional Health Patterns as they relate to the care of the adult client and practice basic clinical skills. Physical, psychosocial, cultural, nutritional, developmental, and legal aspects in relation to the practice of nursing are examined. Students participate in clinical experiences.

**401 Client Care Seminar I (1) CSU**

Lecture 1 hour.

Note: Acceptance into the Nursing Program.

This course is an elective, but strongly recommended, instructor-guided course for students currently enrolled in the first year of the program that emphasizes (1) physical assessment, (2) the Nursing Process, and, (3) Gordon's Functional Health Patterns. Students are able to practice nursing care plan formulation and client care skills.

**402 Pharmacology (1) CSU**

Lecture 1 hour.

Note: Acceptance into the Nursing Program.

Students analyze the basic principles and skills required for the administration of safe and effective drug therapy. The mathematics used in the calculation of drug dosage is examined. Specific drug classifications are evaluated in conjunction with Gordon's Functional Health Patterns. The Nursing Process serves as a framework in the application of content of client care.

**403 Adult Health Care II (5) CSU**

Lecture 2 hours. Laboratory 9 hours.

Note: Completion of the first semester of the Nursing Program or its equivalent.

In this course, students learn and utilize theory and skills central to the practice of medical-surgical nursing. Included in the course content are the concepts of short-term acute health dysfunctions and peri-operative client care. Also included are the physical, psychosocial, cultural, developmental, and legal aspects related to the care of the adult client. Students utilize course theory, Gordon's Functional Health Patterns, and the Nursing Process in the clinical setting to guide safe and effective care of multiple primary care adult clients.

**404 Maternal and Newborn Health Care (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

Note: Successful completion of the second semester of the Nursing Program, or its equivalent, or Board of Registered Nursing referral.

Students are introduced to theory and concepts relating to the reproductive process and their relation to health and family life. Students utilize these constructs within the framework of the Nursing Process and Gordon's Functional Health Patterns to provide direct care in the clinical setting to clients within this population. Course content covers the normal maternity cycle, common dysfunctions related to the maternity cycle, women's health care, newborn care, and psychosocial, cultural, developmental, legal, and ethical aspects of maternity care.

**405 Psychiatric Health Care (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

**Prerequisite:** Nursing 400, 402, 407 and 408 with a grade of "C" or better.

**Note:** Successful completion of the first semester of the Nursing Program, or its equivalent, or Board of Registered Nursing referral.

Students examine the concepts of psychiatric nursing based on current theory and practice in the care of the mentally ill. These concepts utilize Gordon's Functional Health Patterns and the Nursing Process to illustrate care planning and management. Students engage in discussion relating to psychosocial, physical, legal and illness stressors as they relate to the individual and family. Students participate in a variety of clinically based experiences.

**406 Adult Health Care III (5) CSU**

Lecture 2 hours. Laboratory 9 hours.

**Prerequisite:** Nursing 403 and 405 with a grade of "C" or better.

**Note:** Completion of the second semester of the Nursing Program or its equivalent.

This course builds upon previously learned concepts of medical-surgical nursing. Students encounter concepts essential to the nursing care of the chronically-ill adult and gerontology client with concurrent acute health problems. Students utilize the Functional Health Patterns as a basis for assessment and implementation of the Nursing Process. Students practice the clinical care of multiple primary care clients. Students are introduced to concepts relating to the management of acutely/chronically ill clients in the acute care setting.

**407 Geriatric Health Care (3) CSU**

Lecture 1 hour. Laboratory 6 hours.

**Note:** Acceptance into the Nursing Program.

In this course, students learn the concepts and skills required to safely and effectively care for older adult/geriatric clients. Students practice caring for clients in this life stage while incorporating the principles of physical, psychological, social, spiritual, and intellectual development. Students apply Gordon's Functional Health Patterns, and the Nursing Process to client care planning, along with considerations and recognition of specific health needs experienced by the older adult client. This course includes clinical experience.

**408 Psychological Aspects of Health Care (1) CSU**

Lecture 1 hour.

**Note:** Acceptance into the Nursing Program.

Students examine the assessment and promotion of mental health perspective across the life span. Students consider the concepts of wellness and holistic health care while focusing on community mental health and utilizing the Nursing Process and Gordon's Functional Health Patterns to discern between functional and dysfunctional health patterns. Students examine 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:** Nursing 404 and 406 with a grade of "C" or better.

**Note:** Successful completion of the third semester of the Nursing Program or its equivalent.

Students examine advanced theories and concepts of adult medical-surgical nursing with emphasis on complex and acute health problems. These concepts include physical, psychosocial, cultural, developmental, and legal aspects of adult client care. Students participate in in-depth clinical experience utilizing Gordon's Functional Health Patterns and the Nursing Process in the planning of client care. Students are introduced to nursing management concepts focusing on the staff nurse role.

**415 Pediatric Health Care (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

**Prerequisite:** Nursing 404 and 406 with a grade of "C" or better.

**Note:** Successful completion of the third semester of the Nursing Program, or its equivalent, or Board of Registered Nursing referral.

In this course, students explore and discuss 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. The student engages in direct clinical care of the pediatric client in the acute care environment and participate in ambulatory care provision.

**441 History, Trends and Issues of Nursing (1) CSU**

Lecture 1 hour.

**Note:** Successful completion of the third semester of the Nursing Program or its equivalent.

The student examines current and relevant nursing issues within the context of historical development of organized nursing. Content includes legal/ethical responsibilities, economic concerns and educational issues as they affect the emergence of the modern nurse. The student also explores and discusses the nurse's role as a contributing member of the discipline and the community. Students practice resume construction and gain interviewing experience in this unique capstone course in which they enroll during their final semester of the program.

**442 Role Transition to RN (1) CSU**

Lecture 1 hour.

**Note:** Approval to enter the Nursing Program. Must currently be a Licensed Vocational Nurse, foreign nurse graduate or a transfer nursing student.

**Advanced Placement students take this as a bridge course concurrently with their first class in the nursing program.**

This course orients the advanced placement nursing student to the College and to the Nursing Program. In this course, students discuss the roles and responsibilities of the registered nurse. Instruction focuses on the application of the nursing process and its components, and the use of Gordon's Functional Health Patterns for assessment. This course also includes development of care plans for clients in a variety of settings.

**444 Client Care Seminar III (1) CSU**

Lecture 1 hour.

**Note:** Concurrent enrollment in the third semester of the Nursing Program.

In this optional course, students participate in an instructor-guided experience designed to facilitate and reinforce intermediate-to-advanced nursing skills. Students engage in a range of selected instructor-guided nursing skills practice opportunities.

## Oceanography (OCEANO)

See course listings under Biology for Marine Biology courses.

**001 Introduction to Oceanography (3) UC:CSU**

Lecture 3 hours.

Students engage in an introductory study of the geological, chemical, physical and biological aspects of Earth's ocean. Students explore topics that include how ocean basins are made and destroyed through plate tectonics, the physiography of ocean basins and continental margins, the chemical and physical aspects of seawater, ocean-atmosphere interactions, ocean circulation, waves, tides, and shorelines, with some emphasis on human impacts on marine ecosystems, including climate change. Students interested in earning lab credit are encouraged to enroll in OCEANO 010.

(CSU GE Area B1 • IGETC Area 5A)

**010 Physical Oceanography Laboratory (2) UC:CSU**

Lecture 1 hour. Laboratory 2 hours.

**Corequisite:** Concurrent enrollment in Oceanography 001.

This course is the laboratory compliment to Oceanography 001: Introduction to Oceanography. The lecture portion of this course reviews important concepts that are explored in the laboratory portion of this course. Students examine oceanographic data, maps, and charts to describe the geological, chemical, physical and biological aspects of Earth's ocean, and interpret processes responsible. Students investigate how the movement of tectonic plates create seafloor features, and the causes and effects of hurricanes, tsunamis, El Niño and La Niña events, and phytoplankton blooms. Students inspect and describe marine sediments and use maps to investigate coastline and seafloor features. Students consider the effects that human activities have on marine ecosystems, including pollution and climate change. An off-campus meeting may be required.

(CSU GE Area B3 • IGETC Area 5C)

**285 Directed Study - Oceanography (2) CSU****385 Directed Study - Oceanography (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Oceanography on a contract basis under the direction of a supervising instructor.

## Office Administration

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See course listings under Computer Applications Office Technologies.

## Older Adults (OLD ADL)

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ENCORE is a Los Angeles Pierce College noncredit program that provides courses designed specifically for older adults.

**029CE Literature and the Human Experience (0) (NDA) - RPT 9**

Lecture 2 hours.

This course is designed for older adults and offers a variety of literary experiences and films based on literature both past and present taking into consideration individual interests, backgrounds, and mental abilities. Selected literary works and/or films will be discussed. Class discussion provides an opportunity for participants to express an opinion and share life experiences.

**042CE Creative Art for Seniors (0) (NDA) - RPT 9**

Lecture 2 hours.

Unlock your creativity with guided visualization in art. Learn to express yourself through drawing, painting, and design. Improve your sense of well-being by holistically blending mind, body, and spirit.

**044CE Personal Finance for Seniors (0) (NDA) - RPT 9**

Lecture 2 hours.

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.

**047CE Beginning Shakespeare for Seniors (0) (NDA) - RPT 9**

Lecture 2 hours.

Participants will become acquainted with the great dramatic genius. Selected plays by Shakespeare will be read and discussed.

**049CE Music Appreciation for Seniors (0) (NDA) - RPT 9**

Lecture 2 hours.

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.

**052CE Body Movement for Seniors (0) (NDA) - RPT 9**

Laboratory 2 hours.

Improve cardiovascular performance, core strength, and balance with low impact aerobic exercises, some strength training and stretch movements; increase flexibility with a variety of motions to music.

**053CE Yoga for Seniors (0) (NDA) - RPT 9**

Lecture 2 hours.

This course introduces participants to a form of yoga that conditions and improves flexibility, balance, and mental acuity. Students apply these concepts to manage stress and improve restful sleep.

**055CE Implications of Aging (0) (NDA) - RPT 9**

Lecture 2 hours.

Students 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.

**056CE Seeing and Understanding Art (0) (NDA) - RPT 9**

Lecture 2 hours.

Students investigate the history of art and view selections from particular time periods and regions and examine art through slides, film, and video.

**057CE Adventures in Theater (0) (NDA) - RPT 9**

Lecture 2 hours.

Students explore the development of a play from paper to performance. They are 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.

**058CE Healthy Living (0) (NDA) - RPT 9**

Lecture 2 hours.

Students learn about health promotion and lifestyle choices by reviewing recent research and literature from allied health professions.

**060CE Senior Topics (0) (NDA) - RPT 9**

Laboratory 1.7 hours.

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.

**062CE Life Drawing for Seniors (0) (NDA) - RPT 9**

Laboratory 2.5 hours.

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.

**063CE Watercolor Painting for Seniors (0) (NDA) - RPT 9**

Laboratory 2.5 hours.

This course introduces participants to basic watercolor techniques and equipment while concentrating on color and composition.

## Philosophy (PHILOS)

### 001 Introduction to Philosophy (3) UC:CSU

Lecture 3 hours.

Students analyze some of the fundamental issues of philosophy and humanity that includes topics such as knowledge and reality, the foundations of truth and science, and the nature of human consciousness and self.

(CSU GE Area C2 • IGETC Area 3B)

C-ID: PHIL 100

### 002 Society and Values (3) UC:CSU

Lecture 3 hours.

Students study and evaluate some of the traditional and contemporary theories in social and political philosophy, covering topics such as rights, governments, social institutions, citizenship, and distributive justice.

(CSU GE Area C2 • IGETC Area 3B)

### 005 Critical Thinking and Composition (3) UC:CSU

Lecture 3 hours.

*Prerequisite: English 101 with a grade of "C" or better.  
May be offered as an honors section.*

Students develop and refine the critical thinking skills necessary to formulate and evaluate argumentative essays. Critical writing about philosophical and logical concepts that are applicable to any systematic thinking is emphasized.

(CSU GE Area A3 • IGETC Area 1B)

### 006 Logic in Practice (3) UC:CSU

Lecture 3 hours.

Students learn how to understand, evaluate, and distinguish arguments and explanations by applying accepted standards of good reasoning. Students will learn techniques to recognize deductively valid arguments and avoid 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.

(CSU GE Area A3)

### 009 Symbolic Logic I (3) UC:CSU

Lecture 3 hours.

This course covers both propositional and quantificational logic through to first-order predicates and identity. Students analyze 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.

(CSU GE Area A3)

C-ID: PHIL 210

### 012 History of Greek Philosophy (3) UC:CSU

Lecture 3 hours.

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. Students read primary source materials, engage in careful analysis of the texts through class discussions and written assignments, and develop a solid conceptual foundation for further study in philosophy. This conceptual foundation is both historical, in terms of the development of ideas from one era or

school to the next, but also in terms of the philosophical problems identified and addressed.

(CSU GE Area C2 • IGETC Area 3B)

C-ID: PHIL 130

### 014 History of Modern European Philosophy (3) UC:CSU

Lecture 3 hours.

Students study western philosophy from the 16th to the 18th centuries. The course explores the rise of modern science, continental rationalism and British empiricism, and completes the historical developments with Kant.

(CSU GE Area C2 • IGETC Area 3B)

C-ID: PHIL 140

### 015 History of Contemporary Philosophy (3) UC:CSU

Lecture 3 hours.

In this course students read, analyze, and discuss recent philosophical developments in Continental and/or Anglo-American philosophy with readings from such figures as Nietzsche, Heidegger, Husserl, Derrida, Foucault, Gadamer, Ricoeur, Habermas, Russell, Wittgenstein, Dewey, Quine, Davidson, and Rorty.

(CSU GE Area C2 • IGETC Area 3B)

### 019 Contemporary Problems in Bioethics (3) UC:CSU

Lecture 3 hours.

Students are introduced 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.

(CSU GE Area C2 or E • IGETC Area 3B)

### 020 Ethics (3) UC:CSU

Lecture 3 hours.

Students consider human conduct, study the rules and institutions of moral order, and philosophically examine a range of today's moral issues, such as the just distribution of the social good, abortion, euthanasia, the environment, war, and world hunger.

(CSU GE Area C2 • IGETC Area 3B)

C-ID: PHIL 120

### 028 Environmental Ethics (3) UC:CSU

Lecture 3 hours.

Students study the relationship between human beings and the environment, in particular human obligations to the environment. The focus is on "traditional" normative theories of ethics, morality, and rights, as applied to issues involving the environment and animals, and on a critical examination of environmental ethical theories with consideration of the value and moral status of the environment (animals, plants, ecosystems).

(CSU GE Area C2 • IGETC Area 3B)

### 030 Asian Philosophy (3) UC:CSU

Lecture 3 hours.

Students will explore and analyze the history and key teachings of the philosophical traditions of East and South Asia with emphasis on Confucianism, Daoism, Hinduism, and Buddhism.

(CSU GE Area C2 • IGETC Area 3B)



**040 Introduction to the Philosophy of Art (3) UC:CSU**

Lecture 3 hours.

May be offered as an honors section.

Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity and art, various philosophical theories regarding the nature of art.

(CSU GE Area C2 • IGETC Area 3B)

**041 Introduction to Philosophy and Literature (3) UC:CSU**

Lecture 3 hours.

This course studies the literary medium as it is employed to express and explore philosophical themes such as freedom, determinism, moral responsibility, and alienation. 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, psychology and religion are utilized for understanding selected literary works, although no background in any of these fields is required.

(CSU GE Area C2 • IGETC Area 3B)

**042 Philosophy and Cinema (3) UC:CSU**

Lecture 3 hours.

Students examine 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, morality, mortality, along with other questions within the human quest that come under the role of philosophy. Students also examine film philosophically, as a topic for philosophical inquiry.

(CSU GE Area C2 • IGETC Area 3B)

**185 Directed Study - Philosophy (1) CSU****285 Directed Study - Philosophy (2) CSU****385 Directed Study - Philosophy (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Philosophy on a contract basis under the direction of a supervising instructor.

## Photography (PHOTO)

**009 Introduction to Cameras and Composition (3) UC:CSU**

Lecture 3 hours.

Note: A 35mm digital single lens reflex camera is required.

Students learn about beginning digital photography, including basic information on cameras, lenses, film and exposure designed to aid in an awareness of camera techniques and photo composition.

(CSU GE Area C1)

**016 Fundamental Commercial Photography (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

Not offered each semester.

Prerequisite: Photography 009 or 101 with a grade of "C" or better.

Advisory: Photography 102.

Students in this course learn the major areas of commercial and illustrative photography as they apply to publication photography with emphasis on studio lighting and business techniques.

**020 Beginning Photojournalism (4) UC:CSU**

Lecture 2 hours. Laboratory 6 hours.

Advisory: Photography 101.

Students learn photojournalism methods, news, feature and sports photography and documentary photography for print and online publications. Students should have their own DSLR camera.

C-ID: JOUR 160

**021 News Photography (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Photography 020 with a grade of "C" or better.

Students gain practical experience in taking photojournalistic pictures including news, sports and feature photos. Students take pictures for the campus newspaper, magazine and website. Students learn editing, Photoshop and design skills. Some students will serve as editors for the campus newspaper. Emphasis is placed on real world experience, photo stories, digital technology and portfolio development.

**027A History & Aesthetics of Photography A (3) \*UC:CSU**

Lecture 3 hours.

Students study the major developments of the photographic medium, and relate these developments to society and to events in the other visual arts examining the meaning of photography as a work of art.

(CSU GE Area C1 • IGETC Area 3A)

\*UC Credit Limit: Photography 027 and 027A/027B combined: maximum credit, one course.

**027B History & Aesthetics of Photography B (3) \*UC:CSU**

Lecture 3 hours.

Students examine the major developments of the photographic medium, focusing on the genre of documentary photography, including how these developments relate to society and to events in the other visual arts.

(CSU GE Area C1 • IGETC Area 3A)

\*UC Credit Limit: Photography 027 and 027A/027B combined: maximum credit, one course.

**035 Travel Photography (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Advisory: Photography 101.

Students develop a travel project idea from inception to publication for print and online. Emphasis on capturing moments which portray the visual essence of a culture and a sense of place through the practice of photographic documentation of people in their environs.

**036 Documentary Photography (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Photography 101 with a grade of "C" or better.

Advisory: Photography 020.

Students will research, propose, create, edit, write and present a documentary photography project. Emphasis on storytelling, developing a personal vision and in-depth coverage of social issues.

**037 Visual Journalism: Photography, Video and Multimedia (4) CSU**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Photography 021 with a grade of "C" or better.

Students gain practical experience in taking photojournalistic pictures and video including news, sports and features. Students take pictures for the campus newspaper, magazine and website. Students learn video editing, Photoshop and layout skills to showcase their still and video images in online publications. Some students will serve as editors for the campus newspaper/magazine. Emphasis is placed on real world experience, in-depth photo/video stories, digital technology and portfolio development.

**049A Photographic Digital Imaging (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Advisory: Multimedia 200 and Photography 101.*

Students integrate the use of camera, photographic software, scanners, and printers with an emphasis on creating and printing photographic images.

**049B Advanced Photographic Digital Imaging (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

*Advisory: Multimedia 200.*

This digital imaging course will incorporate the use of camera, photographic software, scanners, and printers. Emphasis on creating and printing photographic images.

**101 Beginning Digital Photography (3) \*\*UC:CSU**

Lecture 2 hours. Laboratory 3 hours.

Students will learn theory and practice of contemporary use of the DSLR (Digital Single Lens Reflex) camera; Includes comprehension of exposure control with various light sources; skills of digital photographic printing are emphasized; an emphasis is also given to creative thinking and idea preparation and execution. Course will cover digital photography including imaging editing software, printing methods and the internet. A DSLR camera with manual control of f-stops and shutter speeds is required. No prior experience is required.

*\*\*UC Credit Limit: Photography 100 and 101 combined: maximum credit, one course.*

**102 Advanced Digital Photography (4) UC:CSU**

Lecture 3 hours. Laboratory 3 hours.

*Prerequisite: Photography 009 or Photography 101 with a grade of "C" or better.*

Students learn theory and practice of contemporary use of the camera; Includes expanded comprehension of exposure control with various light sources; Introduction to studio lighting and on camera 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.

**185 Directed Study - Photography (1) CSU****285 Directed Study - Photography (2) CSU****385 Directed Study - Photography (3) CSU**

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Photography on a contract basis under the direction of a supervising instructor.

## Physical Science (PHYS SC)

**004 Physical Science and Laboratory (4) UC:CSU**

Lecture 3 hours. Laboratory 3 hours.

This is a one semester, inquiry-based physical science course suitable for a general education course or prospective or practicing elementary teachers. Students construct a meaningful understanding of physics and chemistry concepts through lecture and laboratory activities. The course covers: mechanics, electricity & magnetism, light, thermodynamics, physical changes, chemical changes, and the periodic table.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**006 Introduction to the Solar System (3) UC:CSU**

Lecture 3 hours.

Students encounter a survey of the material contents and workings of our solar system. Students learn the physical principles essential to a fundamental understanding of astronomy and Earth science. Students discuss the development of science and the results of ancient solar system exploration. Students acquire a modern understanding of the solar system and systems around other stars, the tools of a natural scientist, the evolution and histories of planetary bodies, and the environmental requirements for extraterrestrial life. Finally, students view Earth's place in the solar system and the solar systems context in the universe to grasp concepts such as geologic time and the size of the universe.

(CSU GE Area B1 • IGETC Area 5A)

**007 Introduction to the Solar System Lab (1) UC:CSU**

Laboratory 3 hours.

*Corequisite: Concurrent enrollment in Astronomy 001 or Engineering General 101 or Physical Science 006.*

Students learn the physical principles essential to a fundamental understanding of astronomy and earth science. Students discuss the development of science and the results of solar system exploration. Students acquire a modern understanding of the solar system and systems around other stars, the tools of a natural scientist, the evolution and histories of planetary bodies, and how spacecraft are developed and operated.

**185 Directed Study - Physical Science (1) CSU**

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Physical Science on a contract basis under the direction of a supervising instructor.

## Physics

All Physics, Engineering, and Astronomy majors should enroll in either Physics 101 if qualified, or Physics 006 if their first semester at Los Angeles Pierce College.

**006 General Physics I (4) \*UC:CSU**

Lecture 3 hours. Laboratory 3 hours.

*Prerequisite: Mathematics 240 with a grade of "C" or better, or equivalent.*

This is the first course of a two semester sequence and considers the fundamental principles and applications of classical mechanics, gravitation, thermodynamics, fluids, periodic motion and waves at the algebra/trigonometry level of mathematical sophistication. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate, and deduce various laws of physics.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

*\*UC Credit Limit: Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

*C-ID: PHYS 105*

*C-ID: PHYS 100 S (PHYSICS 6 and 7)*

**007 General Physics II (4) \*UC:CSU**

Lecture 3 hours. Laboratory 3 hours.

*Prerequisite: Physics 006 with a grade of "C" or better.*

This is the second course in a two course, trigonometry based sequence with Physics 006. Topics include the principles of electricity and magnetism, optics, and modern



physics. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate, and deduce various laws of physics.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 110*

**C-ID:** *PHYS 100 S (PHYSICS 6 and 7)*

### 012 Physics Fundamentals (3) UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

This course provides a survey 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 a historic perspective and applications in today's culture.

(CSU GE Area B1 • IGETC Area 5A)

### 066 Physics for Life Science Majors I (5) \*UC:CSU

*Lecture 3 hours. Laboratory 6 hours.*

**Corequisite:** *Concurrent enrollment in Mathematics 261.*

*May be offered as an honors section.*

Students analyze, 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.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 105*

### 067 Physics for Life Science Majors II (5) \*UC:CSU

*Lecture 3 hours. Laboratory 6 hours.*

**Prerequisite:** *Mathematics 261 and Physics 066 with a grade of "C" or better.*

This course is the second semester of a one year introductory calculus-based physics course. The main objective is to provide life science students with the basic concepts and qualitative reasoning skills connecting physics principles to natural phenomena. Lectures cover the fundamental principles and applications of electricity and magnetism, electromagnetic waves, geometric optics, wave optics, quantum physics, atomic physics and nuclear physics. The students will perform laboratory activities that include structured problem-solving strategies, quantitative and qualitative experiments, tutorials, and conceptual activities.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 110*

### 101 Physics for Engineers and Scientists I (5) \*UC:CSU

*Lecture 3 hours. Laboratory 6 hours.*

**Prerequisite:** *Mathematics 261 with a grade of "C" or better.*

**Corequisite:** *Concurrent enrollment in Mathematics 262.*

*Note: Many 4-year institutions require that Physics 101, 102 & 103 be taken at the same college.*

This course begins a sequence of three calculus-based physics courses. Physics 101 considers the fundamental principles and applications of classical mechanics, gravitation, periodic motion, and fluid mechanics at the beginning calculus level of mathematical sophistication. The lecture and laboratory form a single integrated course. The laboratory includes both quantitative and qualitative experiments,

tutorials, and conceptual activities which permit students to verify, illustrate, and deduce various laws of physics.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 205*

**C-ID:** *PHYS 200 S (PHYSICS 101 and 102 and 103)*

### 102 Physics for Engineers and Scientists II (5) \*UC:CSU

*Lecture 3 hours. Laboratory 6 hours.*

**Prerequisite:** *Mathematics 262 and Physics 101 with a grade of "C" or better.*

**Corequisite:** *Concurrent enrollment in Mathematics 263.*

*Note: Many 4-year institutions require that Physics 101, 102 & 103 be taken at the same college.*

Students continue the sequence of three calculus based physics courses begun in Physics 101. The fundamental principles and applications of introductory thermodynamics and electricity and magnetism including circuits and Maxwell's equations at a beginning calculus level of mathematical sophistication are explored. Students participate in a single integrated lecture and laboratory course. Students verify, illustrate, and deduce various laws of physics through quantitative and qualitative experiments, tutorials, and active-learning activities.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 210*

**C-ID:** *PHYS 200 S (PHYSICS 101 and 102 and 103)*

### 103 Physics for Engineers and Scientists III (5) \*UC:CSU

*Lecture 3 hours. Laboratory 6 hours.*

**Prerequisite:** *Mathematics 263 and Physics 102 with a grade of "C" or better.*

*Note: Many 4-year institutions require that Physics 101, 102 & 103 be taken at the same college.*

Students continue the sequence of three calculus based physics courses begun in Physics 101 and continued in Physics 102. Mechanical waves including sound, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics are examined. Students may also review topics in molecular and condensed matter as well as particle physics. As waves necessarily involve motion in multiple dimensions, more sophisticated elements of calculus are required. Students participate in a single integrated lecture and laboratory course.

Quantitative and qualitative experiments, tutorials, and active-learning activities which permit students to verify, illustrate, and deduce various laws of physics are included in the laboratories.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**\*UC Credit Limit:** *Physics 006, 007 or 066, 067 or 101, 102, 103 combined: maximum credit, one series. Deduct credit for duplication of topics.*

**C-ID:** *PHYS 215*

**C-ID:** *PHYS 200 S (PHYSICS 101 and 102 and 103)*

### 185 Directed Study - Physics (1) CSU

### 285 Directed Study - Physics (2) CSU

### 385 Directed Study - Physics (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Physics on a contract basis under the direction of a supervising instructor.

## Physiology (PHYSIOL)

### 001 Introduction to Human Physiology (4) \*UC:CSU

Lecture 3 hours. Laboratory 3 hours.

**Prerequisite:** Anatomy 001 or Animal Science 511 and 512, and Biology 003 or 006 with a grade of "C" or better.

This course includes lectures and laboratory exercises which focus on the principle functions of the human body. Students explore the following systems: circulatory, respiratory, digestive, nervous, sensory, muscular, excretory, endocrine, and reproductive.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**\*UC Credit Limit:** Physiology 1 and Anatomy 1 combined: maximum credit, 8 units.

**C-ID:** BIOL 120 B

## Plant Science (PLNT SC)

Agriculture - General . . . . . Plant Science 100-199

Horticulture and Landscaping . . . . . Plant Science 700-899

Natural Resources Management. . . . . Plant Science 900-999

### 103 Introduction to Soil Science (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

This course involves the study of the physical, chemical and biological properties of soil. Students will learn about soil classification, and its derivation, use, and function. Management issues, including erosion, moisture retention, structure, cultivation, organic matter and microbiology will also be covered. In the laboratory, students will participate in experiments involving soil type, classification, soil reaction, soil fertility and physical properties of soil. The laboratory portion is a requirement of this class.

(CSU GE Area B1 + B3 • IGETC Area 5A + 5C)

**C-ID:** AG-PS 128 L

### 701 Floral Design and Practices I (2) CSU

Lecture 1 hour. Laboratory 2 hours.

This course teaches students the flowers and plants in Southern California used primarily in the florist trade. It includes the use and care of equipment used in the trade. The course covers shop practice in flower care, corsage making and the basics of floral arrangements.

### 711 Introduction to Plant Science (3) UC:CSU

Lecture 2 hours. Laboratory 2 hours.

Students explore plant science including structure and anatomy, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants. Students gain appropriate plant science technology skills in the required laboratory.

(CSU GE Area B2 + B3 • IGETC Area 5B + 5C)

**C-ID:** AG-PS 104, AG-PS 106 L

### 714 Principles of Horticulture (3) CSU

Lecture 3 hours.

Students survey the full array of Horticultural endeavor and study and review the skills necessary to engage in multiple fields of horticultural work. Techniques of turf care, including plant growth regulators, plant nutrition and weed control, are discussed. The course includes a broad preparatory context for someone about to enter a career in Horticulture, including career options, basic botany, plant propagation, nutrition, and greenhouse, floristry, and nursery industries.

### 716 Arboriculture I (Care of Trees and Shrubs) (1)

Lecture 0.5 hour. Laboratory 1.5 hours.

This course includes both a lecture and a hands-on laboratory covering the basic methods of tree and shrub care. Emphasis is given to the selection, planting and maintenance of trees and shrubs from youth to specimen maturity along with cultural aspects in selection criteria. Extensive instruction in pruning and shaping are part of the hands-on laboratory.

### 718 General Fruit Production I (3) CSU

Lecture 2 hours. Laboratory 2 hours.

General fruit production focuses on subtropical fruit with emphasis on citrus and avocado. Included in the course is analysis of soil and climatic requirements, frost protection methods, use of root stocks, new varieties, bud section and tree records. Citrus and avocado pests, including spraying, fumigating, dusting and orchard examination is discussed. Fruit handling, marketing and visits to local packing houses are included. Students will receive hands on experience in soil analysis, grafting and budding trees, fruit collection and processing and planning a small urban fruit farm.

### 726 Agricultural Genetics (2) CSU

Lecture 1 hour. Laboratory 2 hours.

Agricultural Genetics will introduce students to a broad range of topics in the exciting field of population and molecular genetics. Upon completion of this course, the student will be fluent in basics of Mendelian, non-Mendelian, and Molecular genetics. These important concepts will provide insight for all types of students involved in Agricultural Science, Biology and Environmental Science. In addition, students will gain basic skills understanding needed to work in a molecular laboratory.

### 727 Plant Breeding Techniques (2) CSU

Lecture 1 hour. Laboratory 2 hours.

This course covers the principles of traditional plant breeding methods and theory including genetic principles, effects of selection, reproductive systems and mapping techniques. Students are prepared with entry-level skills to work in fruit, vegetable, or forage breeding programs.

### 756 Greenhouse Plant Production (3) CSU

Lecture 2 hours. Laboratory 3 hours.

Students will study the status of the flower and potted plant growing industry including all types of forcing structures, including their parts, maintenance and use. Greenhouse and field situations, soil and container mixes, nutrition, light, temperature, moisture, and pest and disease problems are discussed. Students identify flowering and foliage plants in common usage which are grown in laboratory practice. Students learn how to produce and culture plants in a temperature-controlled environment and examine variables like humidity, light and nutrients. Students will grow different types of plants in the college's greenhouse.

### 757 Plant Propagation and Production (3) CSU

Lecture 2 hours. Laboratory 3 hours.

Students explore plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control; structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment; regulations pertaining to plant production. Laboratory required. There is a materials fee of \$100.00 for this course.

**C-ID:** AG-EH 116 L

**800 Plant Identification and Use I (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Recommended: Plant Science 711.

Students examine growth habits, plant identification, culture and ornamental use of landscape and indoor plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurseries & Garden Centers (CANGC) and Professional Landcare Network (PLANET) Certification Tests Plant lists. Students compare and contrast plants during the respective season. Plant materials from local regions will also be examined. Laboratory required.

C-ID: AG-EH 108 L

**801 Plant Identification and Use II (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

In this course, students consider plants used in landscaping and nursery occupations (ornamental plants), their pronunciation, botanical and common names and individual plant characteristics. Students will study and identify trees, annuals, and cut flower varieties. The course requires a number of field trips for observation of plants and their uses.

**806 Landscape Planning and Design (4) \*UC:CSU**

Lecture 2 hours. Laboratory 4 hours.

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.

\*UC Credit Limit: Plant Science 806 and 807 combined: maximum credit, one course.

**807 Advanced Landscape Planning and Design (4) \*UC:CSU**

Lecture 2 hours. Laboratory 4 hours.

Prerequisite: Plant Science 806 with a grade of "C" or better.

This course follows Plant Science 806 with special emphasis on students preparing planting designs and plans for client presentation, which include residential and commercial aspects, grading plans, construction drawings, specifications, cost estimates, and client relationships. Students practice solving more difficult problems.

\*UC Credit Limit: Plant Science 806 and 807 combined: maximum credit, one course.

**812 Landscape Installation and Maintenance I (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Students install the landscape work commonly done at commercial and residential job sites. Both lecture and lab include 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. Students operate power equipment used by landscaping and maintenance crew: rototillers, edgers, mowers, sod cutters, chain-saws, and use of technical instruments (transit, builders level, etc.).

**816 Grading and Drainage Planning (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Students design the contouring and water drainage of landscaped areas as they apply to nuisance water removal. Their studies emphasize contour grading, spot elevations, and surveying with building levels.

**818 Basic Construction Techniques (3) CSU**

Lecture 2 hours. Laboratory 3 hours.

This course 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.

**820 Irrigation Design and Installation (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Students analyze irrigation as it relates to plant growth and implement various methods of irrigation with special emphasis on sprinklers and irrigation management procedures.

**822 Turf and Ground Cover Management (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

This course studies turfgrasses, their characteristics, uses, and management. The course includes soils, soil preparation, irrigation, fertilization, insects, weeds, disease, and special management factors involved with maintaining turfgrasses in the landscape, on golf courses, and athletic fields for private and public sectors. The class may require field trips to supplement class work.

**826 Computer Landscape Design (3)**

Lecture 2 hours. Laboratory 2 hours.

In this introductory course to AutoCAD (Computer Aided Design) students apply the program to create Landscape Design plans.

**827 Sustainable Gardening for Landscapes (Horticulture) (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Students examine ways in which urban landscapes in Southern California can become more sustainable. Topics include water conservation, storm water runoff, composting, landscapes for fire prone areas, material reuse, recycling and repurchase, and other principles of sustainability. Students will learn the application of new technology to increase sustainability.

**828 Sustainable Water Management & Conservation (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

Students will study Worldwide Water Quality, Supply and Conservation issues. Students will study principles and practices of water management for urban sustainable landscapes including water audit methods, irrigation scheduling, water budgets, water use monitoring and laws and regulations pertaining to sustainable urban landscape irrigation and runoff.

**829 Sustainable Plant Selection (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

This course covers drought tolerant xeriscape plant identification, collection and preservation. The list of plants to be studied include trees, shrubs, vines, ground covers, succulents, grasses, perennials and annuals. The student will be able to identify plants by botanical and common name and demonstrate their characteristics (height, spread, soil adaptation, flower, landscape use and ecology). Information will be used by the student to produce an individual reference guide for future use. This class is especially useful for students entering the fields of nursery operations, landscape design, landscape contracting and landscape maintenance.

**830 Sustainable Pest Control (3) CSU**

Lecture 2 hours. Laboratory 2 hours.

This course examines the various methods of pest control with emphasis on common pest problems for garden and house plants and vertebrate pests. Includes a survey of common pests, plants they infect and the symptoms of infestation. Diagnostic procedures are presented and the non-chemical and integrated pest management methods are presented. Student will do projects that require development of a complete sustainable integrated pest management program.

**896A Horticulture Projects (1) CSU***Laboratory 2 hours.*

In this course, students are involved in the planning, development and completion of an individual or group horticulture or crop production project under the guidance of a faculty advisor on or off the College campus.

**896B Horticulture Projects (2) CSU***Laboratory 4 hours.*

In this course, students are involved in the planning, development and completion of an individual or group horticulture or crop production project under the guidance of a faculty advisor on or off the College campus.

**896C Horticulture Projects (3) CSU***Laboratory 6 hours.*

In this course, students are involved in the planning, development and completion of an individual or group horticulture or crop production project under the guidance of a faculty advisor on or off the College campus.

**901 Natural Resources Conservation (3) \*\*UC:CSU***Lecture 3 hours.*

In this course, students study the development of the conservation ethic in the United States and the impact that human populations have on the natural world. The course traces the development of the wise use of natural resources in the National Forest system vs. the preservationist ethic associated with the National Parks. The course follows the use of the Antiquities Act of 1906 to preserve large tracts of land up to the present day. Discussions focus on government legislation and resource management strategies including soil, water, fish, rangeland, forest, air, and minerals.

(CSU GE Area B2)

**\*\*UC Credit Limit:** Plant Science 901 and Environmental Science 002 combined: maximum credit, one course.

**185 Directed Study-Plant Science (1) CSU****285 Directed Study - Plant Science (2) CSU****385 Directed Study - Plant Science (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Plant Science on a contract basis under the direction of a supervising instructor.

## Political Science (POL SCI)

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See also Chicano Studies.

**001 The Government of the United States (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students study the government of the United States with respect to historical background, constitutional framework and development, civil liberties and civil rights, the political process, including elections, political parties and interest groups, and the institutions and processes for the development and implementation of American public policies. The study of California state and local government is a special component of this class.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-2 + US-3)

*C-ID: POLS 110***002 Modern World Governments (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students study 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.

(CSU GE Area D • IGETC Area 4)

*C-ID: POLS 130***005 The History of Western Political Thought (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Surveys important ideas and theories in political thinking that have developed from the time of the ancient Greeks to the present day. Students will analyze the relationship between political theory and political life.

(CSU GE Area A3 or D • IGETC Area 4)

*C-ID: POLS 120***007 Contemporary World Affairs (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

This course is designed to introduce students to the major theoretical approaches to international politics, to explore important historical and contemporary questions and debates in international affairs, and to teach students to think critically about international relations.

(CSU GE Area D • IGETC Area 4)

*C-ID: POLS 140***014 Government and Politics in the Middle East (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students will survey the domestic, regional, and international factors which shape the political landscape of the Middle East. Students will also identify and explain sources of instability and violence in the region by focusing on the processes of state building and state disintegration. Students will examine the material in the 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.

(CSU GE Area D • IGETC Area 4)

**019 Women in Politics (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Women in Politics examines from a women's perspective political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. This course examines the political institutions, processes, and problems of the national, state, and local government from a women's perspective.

(CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-2 + US-3)

**030 The Political Process (3) UC:CSU***Lecture 3 hours.*

This course surveys the American political process and institutions, the workings of American democracy and society, with a particular emphasis on how students can contribute to a democratic society and become responsible and constructive citizens through an understanding of the nature and foundation of the democratic system. The Constitution is thoroughly read and discussed. Specific focus is placed on the interactions between federal, state and local government, democrat-



ic theory and the contrasting philosophies of the framers of the Constitution. Also emphasized are representative and direct democracy, the rights and obligations of citizenship, civil rights and civil liberties, and governmental institutions at the local, state and federal level. The course devotes considerable attention to the political rights and obligations of citizenship, essential Supreme Court decisions, interactions between the US and state constitutions, elections, political behavior, public opinion, socialization, civic engagement and the roles and interactions of political parties and interest groups in a modern democratic political process. Students will engage with the material actively to both acquire the knowledge from the research and information portions of the text, lectures and in-class projects as well as critically think and discuss what the information they've learned means in society at large and specifically in the context of a democratic institution. (CSU GE Area D • IGETC Area 4 • Satisfies CSU American Ideals Graduation Requirement US-2 + US-3)

### 050 Introduction to Research in Political Science (3) UC:CSU

*Lecture 3 hours.*

*May be offered as an honors section.*

Students examine the logic of the scientific analysis of political and social institutions. Analyzes the various methodological tools utilized in social science research and emphasizes clarification of basic social science issues. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. The work of several scholars is evaluated and students develop their own research design related to a political issue.

(CSU GE Area D • IGETC Area 4)

*C-ID: POLS 160*

### 185 Directed Study - Political Science (1) CSU

### 285 Directed Study - Political Science (2) CSU

### 385 Directed Study - Political Science (3) CSU

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Political Science on a contract basis under the direction of a supervising instructor.

## Psychology (PSYCH)

### 001 General Psychology I (3) \*UC:CSU

*Lecture 3 hours.*

*Advisory: Eligibility for English 028 or higher.*

*Required for Psychology majors.*

*May be offered as an honors section.*

Students are introduced to the scientific study of behavior and mental processes through an examination of well established psychological perspectives, theories, concepts, research methods, and results. Students learn about the history of psychology, biological psychology, sensation and perception, consciousness, life-span development, learning, memory, cognition, social psychology, human sexuality and gender, motivation and emotion, health psychology, personality, psychological disorders, and clinical therapy. Students may also examine intelligence and statistics.

(CSU GE Area D • IGETC Area 4)

*\*UC Credit Limit: Credit given for either Psychology 001 or Psychology 006, not both.*

*C-ID: PSY 110*

### 002 Biological Psychology (3) UC:CSU

*Lecture 3 hours.*

*Prerequisite: Psychology 001 or 006 with a grade of "C" or better.*

*May be offered as an honors section.*

Students are introduced to the scientific study of the physiological and neuroanatomical underpinnings of behavior and mental processes through discussion of research investigating core introductory psychology topics. Nature (genetics/biology) and nurture (life experiences/culture/evolution), nervous system structure, function and development, axonal and synaptic transmission, psychopharmacology, behavioral neuroscience and neuropsychological research methods, sensation, perception, consciousness, motivation, vision, sleep and biological rhythms, hormones and reproductive behavior, emotions and stress, ingestive behavior, learning, memory, communication, neurological as well as psychopathological disorders are discussed. Students may also examine audition, touch, sensorimotor and chemical senses.

(CSU GE Area B2 • IGETC Area 5B)

*C-ID: PSY 150*

### 013 Social Psychology (3) UC:CSU

*Lecture 3 hours.*

*Advisory: Psychology 001.*

Psychology 013 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.

(CSU GE Area D • IGETC Area 4)

*C-ID: PSY 170*

### 014 Abnormal Psychology (3) UC:CSU

*Lecture 3 hours.*

*Advisory: Psychology 001.*

This course provides a review of anxiety disorders, depressive disorders, neurocognitive disorders, feeding & eating disorders, sleep/wake disorders, adjustment disorders, personality disorders, somatic symptom & related disorders, factitious disorders, dissociative disorders, schizophrenia & other psychotic disorders, substance-related & addictive disorders, disruptive, impulse-control & conduct disorders, sexual dysfunction, and other disorders. Additionally, an introduction to the etiology, assessment, diagnosis, and methods of therapy relevant to the major psychological disorders are discussed.

(CSU GE Area D • IGETC Area 4)

### 016 Intimacy, Marriage and Family Relationships (3) UC:CSU

*Lecture 3 hours.*

This course 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 relationships are studied.

(CSU GE Area D)

**032 Psychology of Women (3) UC:CSU***Lecture 3 hours.**Advisory: Psychology 001.*

This course will provide a better understanding of the experiences of women through an exploration of cultural stereotypes, family structure, female sexuality, women's health and self-esteem issues. Moreover, this course will provide an overview of women's issues from a psychological perspective ranging from a re-examination of traditional theories of personality to current topics of research interest. Where applicable, the course draws heavily from the research literature on sex differences and sex role socialization.

(CSU GE Area D or E • IGETC Area 4)

**040 Psychology of Parent Child Relations (3) CSU***Lecture 3 hours.*

Students examine how the parent-child relationship affects the long term outcome of a child's development, and the creation of an environment which fosters a child's potential.

(CSU GE Area D or E)

**041 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU***Lecture 3 hours.**Advisory: Psychology 001.*

Students are exposed 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.

(CSU GE Area D or E • IGETC Area 4)

**052 Psychological Aspects of Human Sexuality (3) UC:CSU***Lecture 3 hours.**Advisory: Psychology 001.*

This course will provide an introduction to the psychological aspects of human sexual behavior with emphasis on how historical and current perspectives effects sexual attitudes, beliefs and behaviors. Topics will include sexual arousal and response, gender-related issues, attraction and relationships, sexual orientation, sexual dysfunctions and sexually transmitted infections. Additional topics will include pregnancy and contraception, sexual coercion, commercial sex and sexuality throughout the lifespan.

(CSU GE Area D or E • IGETC Area 4)

**060 Stress Management (3) UC:CSU***Lecture 3 hours.*

Students examine the emotional, cognitive and physiological aspects of stress and stress management. Topics will include the psychology and physiology of stress, stress-related disorders, and stress-prone and stress-resistant personalities. Stress management practices will include various relaxation and meditation techniques, communication skills training, time management strategies and the role of physical exercise and nutrition.

(CSU GE Area D or E)

**066 Introduction to Critical Thinking (3) UC:CSU***Lecture 3 hours.*

Students examine 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.

(CSU GE Area A3 or D • IGETC Area 4)

**069 Psychology in Film (3) UC:CSU***Lecture 3 hours.**Advisory: Psychology 001 or 006.*

Students analyze a variety of films that portray specific human behaviors, characteristics, and disorders as discussed in General Psychology I. A lecture/discussion accompanying each film provides a more in depth analysis of the relevant topic than is covered in General Psychology I. Students discuss topics drawn from research methods, biological psychology, sensation and perception, states of consciousness, learning, memory, intelligence, motivation, human development, personality, emotions and stress, human sexuality and gender, social psychology, abnormal psychology, and clinical psychology.

(CSU GE Area D • IGETC Area 4)

**073 Lab in Physiological Psychology (1) UC:CSU***Laboratory 2 hours.**Prerequisite: Psychology 002 with a grade of "C" or better.*

Students examine the physiological and neuroanatomical underpinnings of behavior and mental processes through research discussion and participation investigating core introductory psychology topics. Main topics include: nature (genetics/biology) and nurture (life experiences/culture/evolution), nervous system structure and function, behavioral neuroscience and neuropsychological research methods, sensation, perception, consciousness, motivation, vision, audition, touch, sensorimotor, chemical senses, hormones and reproductive behavior, emotions, stress, learning and memory.

(CSU GE Area B3 • IGETC Area 5C)

**074 Research Methods in the Behavioral Sciences (3) UC:CSU***Lecture 3 hours.**Prerequisite: Psychology 001 and Statistics 001 with a grade of "C" or better.*

Students are introduced to research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA-style manuscripts and presentation of a group project from data collected are required. Use of personal computers and the software 'Statistical Package for the Social Sciences (SPSS)' are applied throughout the course.

(CSU GE Area D)

*C-ID: PSY 200***185 Directed Study - Psychology (1) CSU****285 Directed Study - Psychology (2) CSU****385 Directed Study - Psychology (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Psychology on a contract basis under the direction of a supervising instructor.





## Public Relations (PUB REL)

### 001 Principles of Public Relations (3) CSU

Lecture 3 hours.

Not offered each semester.

Students evaluate public relations as a growing profession. Students look at the job opportunities for the practitioner, internal and external PR and investigate relationships with the media, organizing and executing campaigns and tie-ins with marketing. The use of social media, photography, graphics and video/audio components for campaigns is studied.

*C-ID: JOUR 150*

### 002 Public Relations Techniques (3) CSU

Lecture 3 hours.

*Prerequisite: Public Relations 001 with a grade of "C" or better.*

*Advisory: Journalism 100, 101 and English 101.*

This course builds upon the public relations writing techniques and strategic program planning taught in Public Relations I, while orienting the student toward the types of written products generated by public relations professionals. This advanced course will refine a student's writing skills while paying close attention to the various formats such as press releases, media advisories, crisis plans, press kits in addition to other widely used public relations tools while adhering to the ethical guidelines set by the Public Relations Society of America. The accompanying practicum gives students the opportunity to work with an on-campus or non-profit organization to create and implement a public relations plan.

## Reading

See course listings under English.

## Real Estate (REAL ES)

### 001 Real Estate Principles (3) CSU

Lecture 3 hours.

This course is an introductory survey of the fundamentals and principles of real estate. Students examine 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. This course applies toward the mandatory educational requirements for obtaining the California Real Estate Salesperson or Broker License.

### 003 Real Estate Practices (3) CSU

Lecture 3 hours.

*Prerequisite: Real Estate 001 with a grade of "C" or better.*

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. Students examine offer guidelines in areas such as: listing agreements and purchase agreements, pricing property, qualifying the purchaser; agency relationships, financing and other topics. This course applies towards the mandatory educational requirements for obtaining the California Real Estate Salesperson or Broker License.

## Sign Language

See course listings under American Sign Language.

## Sociology (SOC)

### 001 Introduction to Sociology (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Students are introduced to the discipline of sociology through examining its main theoretical and research approaches, and applying them to a variety of social phenomena. Students analyze issues including social interaction, culture, social structure, deviance, social inequality, and social institutions.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 110*

### 002 American Social Problems (3) UC:CSU

Lecture 3 hours.

Students analyze contemporary social problems in the United States and issues of power, inequality, privilege and oppression. Topics include racism, sexism, homophobia, classism, the environment, crime, war, and terrorism. This course also offers possible solutions.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 115*

### 003 Crime and Delinquency (3) UC:CSU

Lecture 3 hours.

Students examine 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.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 160*

### 004 Sociological Analysis (3) UC:CSU

Lecture 3 hours.

*Prerequisite: Sociology 001 with a grade of "C" or better.*

May be offered as an honors section.

Students examine the fundamental principles and methods of sociological research design and implementation. Students analyze the key types of evidence—including qualitative and quantitative data, data gathering and sampling methods, logic of comparison, and causal reasoning. The work of several scholars is evaluated and students create their own research design related to a sociological issue.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 120*

### 011 Race and Ethnic Relations (3) UC:CSU

Lecture 3 hours.

Students examine the definitions, history, and experiences of ethnic and racial groups in the United States from a sociological perspective. Attention is given to Black, Latino, Native Americans, Asian Americans, and White Americans from an intersectional perspective. Possible topics to explore may include: social, economic, and political factors that affect race relations, sources of discrimination and prejudice, and the achievement of social equality among different groups.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 150*

**013 Society and Personality (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students explore social psychology, focusing on the contributions of sociology to this field. This course considers individual human behavior in relation to the sociocultural environment. Topics analyzed include socialization, self, identity, symbolic communication, altruism, aggression, prejudice and stereotypes, deviant behavior, interpersonal attraction, attitudes and attitude change, conformity, group processes, gender roles, cultural norms, multiculturalism.

(CSU GE Area D • IGETC Area 4)

*C-ID: PSY 170***015 Religion and American Society (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students engage in the sociological analysis of religion. The distinctions between the sociological perspective and the alternative approaches to religion are explored. Issues analyzed include the connections between religion and other aspects of social life, such as gender, sexual identity, class, race and ethnicity. Students also examine the relationship between religion and social continuity and change, particularly the impact of globalization on religion and religious identity.

(CSU GE Area D • IGETC Area 4)

**021 Human Sexuality (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

Students analyze the social, cultural, historical, and religious influences that shape contemporary sexual values and normative beliefs in the United States. Major and diverse paradigms of sociology regarding sexual practices and behavior, including cross-cultural traditions, sexual attraction and response, sexual deviance, sexual orientations and the commercialization of love, sex, and eroticism are examined.

(CSU GE Area D • IGETC Area 4)

**028 The Family: A Sociological Approach (3) UC:CSU***Lecture 3 hours.**May be offered as an honors section.*

This course is designed to introduce the students to the sociological analysis of the family. Examines the family as a social institution. Issues analyzed include family diversity, dating, cohabitation, marriage, parenting, socialization, violence, divorce.

(CSU GE Area D or E • IGETC Area 4)

*C-ID: SOCI 130***029 The U.S. and Terrorism (3) UC:CSU***Lecture 3 hours.*

Students examine the evolution of the U.S. presence in the Middle East and Central Asia, and explore the development of terrorism and the U.S. response.

(CSU GE Area D • IGETC Area 4)

**031 Sociology of Gender (3) UC:CSU***Lecture 3 hours.*

Students examine the social significance of gender in contemporary U.S. society and analyze the social construction of gender ideology and how people's experiences are affected by social institutions such as work, education, the family, and the criminal justice system. People's differential experiences are analyzed within the context of race, class, and sexual orientation. Students learn how the experiences

of people are created through social institutions and can, therefore, be transformed through social and institutional change.

(CSU GE Area D • IGETC Area 4)

*C-ID: SOCI 140***035 The Labor Movement (3) UC:CSU***Lecture 3 hours.*

The course presents a sociological and historical analysis of labor movements in the United States and their effects upon American society. The course introduces students to distinctions among different forms of labor (forced and free), the role of markets and the State in regulating labor, and the effects of external factors (Industrial Revolution, abolition of chattel slavery, the Great Depression, war, globalization) and internal (to the laboring class) factors (competition among workers, ideologies, social and political organization) affecting the development of labor movements.

(CSU GE Area D • IGETC Area 4)

**037 Introduction to Political Sociology (3) UC:CSU***Lecture 3 hours.*

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.

(CSU GE Area D • IGETC Area 4)

**086 Popular Culture (3) UC:CSU***Lecture 3 hours.*

This course introduces students to the analysis of the historical and current development and emergence of American popular culture and its relationship to social institutions, collective behavior, and roles in people's lives. Social, technological, political, and economic aspects of society are examined with regard to the adoption, maintenance, and changes in popular culture, including the consumption of mass media, fashion, music, consumerism and food. Distinction between popular culture and culture, mass culture, folk culture and its contribution to society's contemporary outlook is analyzed.

(CSU GE Area D • IGETC Area 4)

**087 Sociology of Deviant Behavior (3) UC:CSU***Lecture 3 hours.*

This course examines the structural and individual causes of deviant behavior in American society. Students will conduct both absolutist and relativist analysis describe the very nature of why people engage in "undesirable" and socially "unacceptable" behavior. This course differs from criminology, in that sociology observes other behaviors that are not sanctioned by a legal body. This course examines the causes, consequences, practical data and ameliorative methods that are offered in the field.

(CSU GE Area D • IGETC Area 4)



# Spanish

## 001 Elementary Spanish I (5) UC:CSU

Lecture 5 hours.

Note: Students with previous knowledge of Spanish should enroll in a higher level.

An introductory course for students who have had little or no oral or written knowledge of Spanish. Students develop listening, speaking, reading, and writing skills in communicative contexts that are focused on the cultures of the Spanish-speaking world. Upon successful completion of this course students are able to understand and engage in simple conversations on familiar topics. Conducted primarily in Spanish. Placement Advisory: Students who have completed two years of high-school with a grade of C or higher should enroll in Spanish 002. Spanish speakers should enroll in Spanish 035. Advanced or native Spanish speakers should enroll in Spanish 004 or Spanish 037.

(CSU GE Area C2 • IGETC Area 6A)

C-ID: SPAN 100

## 002 Elementary Spanish II (5) \*UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 001 with a grade of "C" or better, or language proficiency equivalent to two years of high-school Spanish.

Students continue to practice authentic language in communicative contexts and increase their listening, speaking, reading, and writing proficiency. Upon successful completion of this course students are able to describe and narrate past real-life events, give commands and recommendations, talk about health issues, understand more complex conversations and readings, and write with more accuracy and detail. Students expand their awareness of the cultural diversity of the Spanish-speaking world. Credit is given for Spanish 002 or Spanish 035, but not for both. Placement Advisory: Fluent Spanish speakers who have not had formal instruction in Spanish should enroll in Spanish 035. Students who have completed Spanish 035 should enroll in Spanish 036. Students who have completed four years of high-school Spanish should enroll in Spanish 003 or Spanish 036. Advanced or native Spanish speakers should enroll in Spanish 004 or Spanish 037.

(CSU GE Area C2 • IGETC Area 3B + 6A)

\*UC Credit Limit: Spanish 002 and 035 combined: maximum credit, one course.

C-ID: SPAN 110

## 003 Intermediate Spanish I (5) \*\*UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 002 or 035 with a grade of "C" or better or language proficiency equivalent to successful completion of four years of high-school Spanish.

Students continue their development of their listening, speaking, reading, and writing skills in communicative contexts focused on the cultural diversity of the Spanish-speaking world. Students improve oral and writing proficiency beyond expressing basic needs of the immediate environment, such as communicating nuanced personal meaning, opinions, recommendations, and discussing complex issues and plans using abstract and conceptual vocabulary. Upon completion of this course, students demonstrate increased awareness of cultural norms and values, increased accuracy in high-frequency structures and vocabulary, and increased fluency in complex discourse. Credit is given for Spanish 3 or Spanish 36, but not for both. Pre-requisite: Spanish 002 or Spanish 035 with a grade of "C" or better or language proficiency equivalent to successful completion of four years of high-school Spanish. Placement Advisory: Students who speak Spanish at home but have not received formal instruction in Spanish should enroll in Spanish 035. Students who have completed Spanish 035 should enroll in Spanish 036. Native

Spanish speakers with prior education in Spanish should enroll in Spanish 004 or Spanish 037.

(CSU GE Area C2 • IGETC Area 3B + 6A)

\*\*UC Credit Limit: Spanish 003 and 036 combined: maximum credit, one course.

C-ID: SPAN 200

## 004 Intermediate Spanish II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 003 or 036 with a grade of "C" or better.

This course continues to expand language acquisition through listening, speaking, reading and writing in the cultural context of the Spanish-speaking world. Students continue to develop proficiency in oral and written communication. Course content focuses on expressing nuanced meaning, expressing opinions or making recommendations, and discussing complex issues using abstract and conceptual vocabulary. This course also introduces students to the basic methodology and technical vocabulary of literary analysis. Upon completion of this course, students demonstrate increased awareness of cultural norms and values, are able to recognize and name basic discursive elements of a literary text, and demonstrate moderate accuracy in the use of complex discourse. This course is conducted in Spanish. Required for Spanish and Latin American Studies majors.

(CSU GE Area C2 • IGETC Area 3B + 6A)

C-ID: SPAN 210

## 005 Advanced Spanish I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 004 or 037 with a grade of "C" or better. Recommended for native speakers and Spanish majors.

Students critically analyze seminal works of Latin American literature in Spanish and develop awareness of the historical, political and cultural contexts connected to the works. This class is conducted in Spanish. Students must be able to demonstrate high-intermediate to advanced proficiency in order to engage in discussion, read short stories and novels, and write research papers in Spanish.

(CSU GE Area C2 • IGETC Area 3B + 6A)

## 006 Advanced Spanish II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 004 or 037 with a grade of "C" or better. Recommended for native speakers and Spanish majors.

Students critically analyze seminal works of Spanish literature in Spanish and develop awareness of the historical, political and cultural contexts connected to the works. This class is conducted in Spanish. Students are expected to engage in discussion, read short stories and novels, and write research papers in Spanish.

(CSU GE Area C2 • IGETC Area 3B + 6A)

## 009 Civilization of Spain (3) UC:CSU

Lecture 3 hours.

Students engage in an interdisciplinary introduction to the Iberian civilization and cultures from prehistoric times to the present. Representative works of art, architecture, music, and literature are connected to historical, political, economic, social, and cultural developments that have shaped the historical reality of the peninsula and contributed to the configuration of Spain's identity.

(CSU GE Area C2 or D • IGETC Area 3B or 4)

## 010 Latin-American Civilization (3) UC:CSU

Lecture 3 hours.

Students explore the histories, cultures and arts of Latin America with a focus on the differences and similarities between the countries that comprise Latin America, noting the unifying forces as well as those that divide. The course also

explores the relationship between Latin America and the United States since the 19th century.

(CSU GE Area D • IGETC Area 4)

### 011 Great Books of Spanish Literature (3) UC:CSU

Lecture 3 hours.

This course presents a chronological overview of major literary trends and cultural production from the Middle Ages to the 21st century in Spain. Students will read a representative selection of literary works, identify their aesthetic specificity and historical contexts, and practice critical reading and writing skills.

(CSU GE Area C2 • IGETC Area 3B)

### 012 Survey of Mexican Literature (3) UC:CSU

Lecture 3 hours.

*Note: Readings are in English translation. Knowledge of the Spanish language is not required.*

*May be offered as an honors section.*

Students explore Mexican cultural identity through masterpieces of Mexican literature spanning the late 19th and early 21st centuries. The works of representative authors such as Juan Rulfo, Octavio Paz, Elena Poniatowska, and Mariano Azuela are studied in depth.

(CSU GE Area C2 • IGETC Area 3B)

### 015 Great Books of Latin American Literature (3) UC:CSU

Lecture 3 hours.

*Note: Readings are in English translation. Knowledge of the Spanish language is not required.*

Students analyze the diverse cultures of Latin America through its most representative authors and works from the Conquest to contemporary times. This course is conducted in English.

(CSU GE Area C2 • IGETC Area 3B)

### 016 Mexican Civilization (3) UC:CSU

Lecture 3 hours.

*Same as Chicano Studies 44 and History 24. Credit not given for both courses.*

Students survey the diverse cultures of Mexico from Pre-Columbian to present times, with a focus on the country's quest for sovereignty, independence, and an equitable society.

(CSU GE Area D • IGETC Area 4)

### 025 Spanish American Short Story in Translation (3) UC:CSU

Lecture 3 hours.

*Note: Readings are in English translation. Knowledge of the Spanish language is not required.*

Students engage in a survey of the Latin American short story grounded on the region's historical, political, and cultural production from the nineteenth century up until the present time. Students learn about key literary movements and authors, demonstrate understanding of the aesthetic and cultural specificity of the works studied, and develop critical reading and writing skills.

(CSU GE Area C2 • IGETC Area 3B)

### 026 Understanding Latin America Through Film (3) UC:CSU

Lecture 3 hours.

*May be offered as an honors section.*

Students review the prolific output of feature and documentary films that emphasize social themes, particularly social justice and political conflict in Latin America. Discussion centers on how various Latin America countries express their resistance to and engagement with repressive social and political practices that often seek to stifle the voice of marginalized groups.

(CSU GE Area C2 or D • IGETC Area 3B)

### 027 Cultural Awareness Through Advanced Conversation (3) UC:CSU

Lecture 3 hours.

*Advisory: Spanish 003.*

Students improve their oral proficiency in the cultural context of the contemporary Hispanic world. Students read and discuss content related to the contemporary social, cultural and political issues and review and practice advanced grammar content, such as narration in the past, the subjunctive mode, and contrary-to-fact statements. Guest speakers, community service projects, and student presentations may be included.

(CSU GE Area C2)

### 035 Spanish for Spanish Speakers I (5) \*UC:CSU

Lecture 5 hours.

This course is intended for fluent Spanish speakers who have had no formal instruction in Spanish. Students are introduced to Spanish grammar and spelling rules with a focus on reading and writing skills and vocabulary expansion. Students practice the four language skills in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States. No prerequisites. Credit is given for either Spanish 035 or Spanish 002, but not both.

(CSU GE Area C2 • IGETC Area 3B + 6A)

*\*UC Credit Limit: Spanish 002 and 035 combined: maximum credit, one course.*

*C-ID: SPAN 220*

### 036 Spanish for Spanish Speakers II (5) \*\*UC:CSU

Lecture 5 hours.

*Prerequisite: Spanish 002 or 035 with a grade of "C" or better.*

This course is intended for fluent Spanish speakers who have had no formal instruction in Spanish and would like to continue improving their reading and writing skills and vocabulary expansion. Students continue to increase their awareness and proper application of linguistic registers and Spanish grammar. Students practice discussion, listening, reading, and writing in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States. Credit is given for Spanish 003 or Spanish 036, but not for both.

(CSU GE Area C2 • IGETC Area 3B + 6A)

*\*\*UC Credit Limit: Spanish 003 and 036 combined: maximum credit, one course.*

*C-ID: SPAN 230*

### 037 Composition and Conversation for Spanish Speakers (5) UC:CSU

Lecture 5 hours.

*Prerequisite: Spanish 003 or 036 with a grade of "C" or better.*

Students continue to develop Spanish language proficiency with a focus on general academic writing and formal presentations. Students work with authentic texts written in different styles and practice various rhetorical modes, such as description, narration, exposition, and argumentation. Final projects consist of a research paper and a formal presentation. This course prepares students for upper-division major courses at four-year universities and is best suited for Spanish speakers who wish to increase their oral and writing skills in the context of themes, topics, and the literary and cultural production of the U.S. Latino population. This course fulfills the following requirements: Spanish AA degree, Spanish AA-T degree, CSU-GE Area C2, and IGETC Area 6A.

(CSU GE Area C2 • IGETC Area 3B + 6A)

**065 Mexican Literature and Culture (3) UC:CSU***Lecture 3 hours.*

Students explore the culture, literature, and peoples of Mexico from the conquest to modernity. Great authors and masterpieces are read and analyzed.

(CSU GE Area C2 • IGETC Area 3B)

**185 Directed Study - Spanish (1) CSU****285 Directed Study - Spanish (2) CSU****385 Directed Study - Spanish (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Spanish on a contract basis under the direction of a supervising instructor.

**Statistics (STAT)****001 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.*

*May be offered as an honors section.*

This course 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.

(CSU GE Area B4 • IGETC Area 2A)

**°UC Credit Limit:** *Mathematics 227, 228B and Statistics 001 combined: maximum credit, one course.*

*C-ID: SOCI 125***101 Statistics for the Social Sciences (4) UC:CSU***Lecture 4 hours.*

**Prerequisite:** *Mathematics 125 with a grade of "C" or better.*

This course covers the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from a broad range of disciplines in the social and behavioral sciences. Students utilize hand calculators, personal computers, and a statistical software package (e.g., SPSS, Excel, Minitab). Emphasis is on conceptualization as well as data analysis.

(CSU GE Area B4 • IGETC Area 2A)

**185 Directed Study - Statistics (1) CSU****285 Directed Study - Statistics (2) CSU****385 Directed Study - Statistics (3) CSU***Conference 1 hour per unit.*

This course allows students to pursue directed study in Statistics/Psychology on a contract basis under the direction of a supervising instructor.

**Supervision (SUPV)****001 Elements of Supervision (3) CSU***Lecture 3 hours.*

This course introduces in general terms the total responsibilities of a supervisor in industry. Students will examine an organization, duties and responsibilities, human relations, grievances, training, rating promotion, quality-quantity control and management/employee relations.

**Technical Stage Production (TECTHTR)****342 Technical Stage Production (2) UC:CSU***Laboratory 6 hours.*

*Same as Theater 342. Credit not given for both courses.*

Students work in all aspects of play production in terms of study and laboratory practice, including stage management, lighting, sound, special effects, scenic construction, painting, designing, and the use of stage equipment. This course offers practical experience in stage crew and technical production. Study culminates in a college public performance entered in the American College Theatre Festival.

**Theater**

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family." Failures and 'W' grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in Art, Dance, Kinesiology, Music, and Theater are all affected. For courses in the Theater Arts & Dance department, families have been created as follows:

**THEATER FAMILY NAMES AND COURSE NUMBERS:**

Acting for the Camera. . . . . THEATER 185, 230, 278, 285, 385

Acting Study & Professional Applied Acting  
All Levels of THEATER 200, 270-275

Directing. . . . . THEATER 225, 227

Movement . . . . . THEATER 265

Musical Theater . . . . . THEATER 210, 279, 280

Professional Ensemble Performance  
THEATER 232, 233, 235, 250, 262, 291-294Professional Performance Preparation  
All Levels of THEATER 205, 276, 277

Voice Theory. . . . . All Levels of THEATER 240, 242

**100 Introduction to the Theater (3) UC:CSU***Lecture 3 hours.*

Students will survey and appreciate the art of theatre. The students are provided a wider basis for both evaluation and enjoyment of the theatrical experience. Students examine all elements of live theatre, its cultural and historical background, the contributions of various theatre artists, and its overall purpose and influence within our society. Students explore all aspects of play production: play-writing, directing, acting, criticism, theatre architecture, set design, costume design, lighting design, and the role of the audience.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: THTR 111*

**110 History of the World Theater (3) UC:CSU***Lecture 3 hours.*

Students examine the origins and development of world theater from ancient beginnings to modern times. Students will encounter topics that include the relationship of theater to the historical, political, social and religious events of the day, major authors and their works, the evolution of acting styles, changes in the use of the theatrical space and innovations in staging techniques.

(CSU GE Area C1 • IGETC Area 3A)

*C-ID: THTR 113***114 Script Analysis (3) UC:CSU***Lecture 3 hours.*

This course provides principles, theories, and techniques of play script analysis for theatrical production.

*C-ID: THTR 114***125 Dramatic Literature (3) UC:CSU***Lecture 3 hours.*

Students survey dramatic literature from ancient Greece to present day. Students will examine play structure, style, language and themes in addition to discussing the influence of the theater as a social and cultural force. Play reading for pleasure, appreciation and interpretation is emphasized. Film presentations highlight outstanding plays and related topics.

(CSU GE Area C1 or C2 • IGETC Area 3B)

**225 Beginning Direction (3) UC:CSU***Lecture 3 hours.*

*Advisor: Theater 270 and one technical theater class (Theater 300 through 400).*

Students are guided through the beginning process of choosing and examining a dramatic text to the final steps of staging a short one-act play to be performed before a live audience. Students are trained and gain hands-on experience in many important areas, including: research and script analysis, interpretation, auditions and casting, scheduling rehearsals, preparing a prompt book, blocking and stage business, pace and timing, creative problem-solving and effective techniques for working with the actors.

**230 Acting for the Camera (3) UC:CSU***Lecture 3 hours.*

Students are introduced to character building skills for the camera through in-class performances of memorized material, including dramatic, comedic monologues, scenes, commercials and voice-overs. Student's interaction also integrates blocking, cold readings, audition techniques, rapid line learning and retention. Camera acting problem solving and business practices for a professional acting career provide the student actor with tools for success in the television and film industry.

**232 Play Production II (2) UC:CSU - RPT 3***Laboratory 6 hours.*

*Required audition will be held the first week during which casts are selected for faculty directed productions.*

Students create and perform in a production before a live audience of the general public and community. Students participate in all areas, including acting, stage management, assistant directing, light and sound operation, costuming, props, and makeup in this collaborative process. Students must be available to meet all scheduled technical rehearsal and performance dates. The students' study culminates in a college public performance entered in the intercollegiate competition of the American College Theatre Festival.

**240 Voice and Articulation for the Theater (3) UC:CSU***Lecture 3 hours.*

The student focuses on the fundamentals of voice production and overall vocal effectiveness for the stage. Through theory, practice, exercises and performance, the student incorporates the following elements: relaxation, breath support, physical alignment, resonance, projection, pitch, articulation, variety and expressiveness.

**250 Children's Theater Production (2) CSU***Laboratory 6 hours.*

*Required auditions are held the first week of class during which casts are selected for faculty directed productions.*

The student will explore and participate in the audition, rehearsal, and performance process for the production of children's plays before a live audience of the general public in the community. The student will be exposed to the guidelines and distinct performance challenges such as: developing creative storytelling skills, interacting with a younger audience, building the actor's physical and vocal energy, flexibility and variety, and exploring a broad range of unique and imaginative characterizations. The students' study culminates in a college public performance entered in the intercollegiate competition of the American College Theatre Festival.

**265 Movement for the Actor (2) UC:CSU***Lecture 1 hour. Laboratory 2 hours.*

The students are introduced to theory, principles and practical techniques of theatrical stage movement and are trained to develop the actor's physical expressiveness on stage. Students are exposed to exercises and explorations that develop strength, balance, energy, flexibility and creativity. Students also incorporate basic unarmed combat, stage falls, period movement, and physical elements of characterization.

**270 Beginning Acting (3) UC:CSU***Lecture 3 hours.*

This course provides instruction in the basic fundamentals of acting theory and practice. It prepares students for subsequent acting courses and fulfills one of the requirements for production classes. Relaxation, concentration, physical and vocal expressiveness, improvisation, scene and monologue performances, acting terminology, script analysis, and character development are primary areas of focus.

(CSU GE Area C1)

*C-ID: THTR 151***271 Intermediate Acting (3) UC:CSU***Lecture 3 hours.*

*Prerequisite: Theater 270 with a grade of "C" or better.*

Students receive further instruction in acting fundamentals through scene study. By exploring a broader scope of character roles and material, students form an enhanced sense of self awareness and confidence on stage and continue to build performance skills involving body, voice, movement, concentration, emotional range, imagination and spontaneity. Object exercises, games, improvisations, discussions, cold readings, scene and monologue performances, script and character analysis, and performance critiques are additional elements of the class.

(CSU GE Area C1)

*C-ID: THTR 152***273 Advanced Acting (3) UC:CSU***Lecture 3 hours.*

*Prerequisite: Theater 271 with a grade of "C" or better.*

Students are offered an advanced, focused, and in-depth study of acting concepts, methods, and techniques utilizing scenes from major plays and authors in both historical and contemporary drama. Students participate in continued performance experiences that develop acting ability and confidence in the areas of voice, body, character development, emotional range, energy, and overall stage presence.



Requirements for historical periods and styles are examined along with audition guidelines and procedures. Exercises, improvisations, scene and monologue performances, comprehensive script analyses, and detailed critiques are designed to expand the student's training and sharpen acting skills.

### **279 Musical Theater (2) UC:CSU**

*Lecture 1 hour. Laboratory 2 hours.*

Students will survey American Musical Theatre with an emphasis on the development of singing, dancing, movement, acting skills and techniques, as well as, an analysis of musical theatre composition and development. Students shall apply these skills in a performance project before a live audience. Students are advised to have some background in music and vocal techniques.

### **280 Musical Theater Workshop I (3) \*UC:CSU - RPT 3**

*Laboratory 6 hours.*

Students will receive practical experience in using techniques and principles of acting in the musical theatre and will culminate with a live performance before an audience. Emphasis will focus on the development of acting, singing, and movement skills. Students are advised to have some knowledge of reading music and vocal singing ability. Study culminates in a performance in the intercollegiate competition known as American College Theater Festival.

*\*UC Credit Limit: Theater 280 and Music 777 combined: maximum credit, one course.*

### **291 Rehearsals and Performances I (1) UC:CSU - RPT 3**

*Laboratory 3 hours, plus rehearsals and performances.*

*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 a Theatre department play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theatre and back stage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates. Study culminates in a college public performance entered in the American College Theater Festival.

*C-ID: THTR 191*

### **292 Rehearsals and Performances II (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.*

Students are actively involved and continue honing skills in the production of a Theater department play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theater and back stage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates. Study culminates in a college public performance entered in the American College Theater Festival.

*C-ID: THTR 191*

### **293 Rehearsals and Performances III (3) UC:CSU - RPT 3**

*Laboratory 9 hours, plus rehearsals and performances.*

*Auditions and interviews are held the first week of classes, during which casts and technical crews are selected for productions.*

Students practice performance in assigned roles, such as Actors, Directors, Designers, or Technicians, in theatre productions and deliver a college public performance entered in the intercollegiate competition known as American College Theatre Festival.

### **300 Introduction to Stage Craft (3) UC:CSU**

*Lecture 3 hours.*

Through lecture and demonstration, this course covers all phases of scenic construction, painting, mounting and running of stage scenery. The course 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.

*C-ID: THTR 171*

### **305 Introduction to Design for Theatre (3) UC:CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students are introduced to a survey of scenery, lighting, sound, props, costumes and make-up, theatrical equipment, and construction techniques through demonstration and laboratory experience.

*C-ID: THTR 172*

### **310 Introduction to Theatrical Lighting (3) UC:CSU**

*Lecture 3 hours.*

Students survey and implement the basic skills of theatrical lighting, its equipment, medium and design; with special emphasis on practical application of computer-aided drafting, design and intelligent lighting systems.

*C-ID: THTR 173*

### **315 Introduction to Theatrical Scenic Design (3) UC:CSU**

*Lecture 3 hours.*

Students explore the training, practice, and problem solving skills of designing scenery for the stage. The students engage in concept design development, construction and painting techniques, sketching and rendering media skills, and model making. In addition, students will be introduced to the use of the Vectorworks computer program for drafting and rendering a scenic design.

### **320 Computer Aided Drafting and Designing for the Theater (3) UC:CSU**

*Lecture 3 hours.*

Students explore the drafting techniques and skills needed to express the art of theatrical design in lighting, scenery, and sound through the medium of the computer. Students implement various theatrical design projects using the computer drafting program known as Vectorworks.

### **340 Theatre Management-On and Off Stage (3) UC:CSU**

*Lecture 3 hours.*

Students are exposed to the knowledge and implement the skills necessary to stage manage a theatrical production, and survey an overview of theatre administration including theatre management, production management, and producing.

### **342 Technical Stage Production (2) UC:CSU - RPT 3**

*Laboratory 6 hours.*

*Same as Technical Stage Production 342. Credit not given for both courses.*

Students work in all aspects of play production in terms of study and laboratory practice, including stage management, lighting, sound, special effects, scenic construction, painting, designing, and the use of stage equipment. This course offers practical experience in stage crew and technical production. Study culminates in a college public performance entered in the American College Theater Festival.

*C-ID: THTR 192*

### **401 Costume and Fashion History (3) UC:CSU**

*Lecture 3 hours.*

Students explore costume design and fashion from ancient to modern times with a focus on the artistry and history of the time period, geography, culture, and politics and their influences on costume design for stage, film, and television.

(CSU GE Area C1 • IGETC Area 3A)

**410 Costume Draping and Pattern Making (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Students are introduced to the theory and practice of creating stage and film costumes and costume accessories through draping and pattern making.

**411 Costuming for the Theater (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Students survey theatrical costuming as a craft and design art. Students are introduced to and implement design principles, research methods, pattern and construction techniques, and sewing equipment usage and maintenance. Students survey the functions of costume personnel in theatrical production work. Lab work may include assignments on current department productions.

C-ID: THTR 174

**450 Beginning Stage Make-Up (3) UC:CSU**

Lecture 2 hours. Laboratory 2 hours.

Students are introduced to the basic techniques and materials of theatrical stage makeup and provides practice in its application. Students learn to create designs and apply straight, corrective, middle age, old age, character and fantasy makeups. The application of facial hair, scars, bruises, and prosthetics are also studied. Lab work may include work on current departmental productions.

C-ID: THTR 175

**185 Directed Study - Theater (1) CSU****285 Directed Study - Theater (2) CSU****385 Directed Study - Theater (3) CSU**

Conference 1 hour per unit.

This course allows students to pursue directed study in Theater on a contract basis under the direction of a supervising instructor.

## Tutor

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**001T Supervised Tutoring (0) (NDA)**

Lecture 1.11 hours.

Students receive tutoring in designated subject areas through the tutoring center on campus. Cumulative progress and attendance records will be maintained for this non-credit, open-entry course.

## Vocational Education (VOC ED)

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**060CE Custodial Technician Training (0) (NDA) - RPT 3**

Lecture 1 hour. Laboratory 2.5 hours.

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**096CE Blueprint for Workplace Success (0) (NDA) - RPT 9**

Lecture 2 hours.

This noncredit class is designed to provide students critical tools and skills for workplace success. The topics covered include, but are not limited to, self-discovery, time and stress management, job search, resume preparation, interviewing

skills, workplace realities, communication, and maintaining a job. Upon completion of this course, students will have a plan for immediate and long-term actionable goals.

**098CE 30 Ways to Shine as a New Employee (0) (NDA) - RPT 9**

Lecture 0.67 hour.

This noncredit class is designed to provide new and incumbent employees "30 Ways to Shine as a New Employee" and increase their level of effectiveness with customers, develop professional relationships with colleagues. Topics will include achieving organizational goals, understanding workplace culture, dealing with change, being a team player, and achieving balance between work and home.

**187CE Computer Usage Skills (0) (NDA) - RPT 9**

Lecture 2 hours.

This open entry/open exit self-paced course familiarizes students with computer workplace skills and related computer application software. Students will be exposed to a demonstration and basic usage for word processing and the Internet.

**340CE Basic Dog Grooming I (0) (NDA)**

Lecture 1 hour. Laboratory 1 hour.

This non-credit introductory course covers the fundamentals of dog grooming, including terminology, safety, anatomy, breeds, grooming equipment, products and basic skills. The course will blend classroom learning activities with hands-on experience.

**341CE Basic Dog Grooming II (0) (NDA)**

Lecture 1 hour. Laboratory 1 hour.

This non-credit course builds on the skills and knowledge obtained in Basic Dog Grooming I. This class covers grooming products, techniques, customer service and career development. The course will blend classroom learning activities with hands-on experience.

**370CE Geriatric Home Care Basics (0) (NDA) - RPT 9**

Lecture 2 hours. Laboratory 1 hour.

In this non-credit course, students prepare to care for elderly clients with focus on basic needs and the skills required including the physical, psychological, and social challenges of the elderly person living at home. Intended for students pursuing an entry-level career as a caregiver. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**371CE Nutrition for Aging Adults (0) (NDA) - RPT 9**

Lecture 1 hour.

This non-credit course prepares students to care for elderly clients in their own homes with focus on basic nutrition, including dietary needs of geriatric patients, cultural foods, cooking, and kitchen sanitation. The course is intended for students pursuing a career as a Geriatric Home Aide. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**372CE Fundamentals of Medical Assisting (0) (NDA) - RPT 9**

Lecture 2 hours.

Students are introduced to the role and responsibilities of the entry-level medical assistant. They will comprehend and apply essential principles of professionalism, communications skills, medical ethics, legal issues, and basic safety and infection control. Career pathways are also discussed. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.



**373CE Medical Assisting Front Office (0) (NDA) - RPT 9**

Lecture 2 hours.

Students will learn administrative procedures and skills needed for entry-level medical assistants. Topics include creating a therapeutic office environment, telephone techniques, appointment scheduling, managing correspondences and mail, managing office supplies, and document management. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**374CE Computer Usage Skills for the Medical Office (0) (NDA) - RPT 9**

Lecture 0.67 hour. Laboratory 1.33 hours.

Students learn computer literacy and basic electronic health record concepts required to work in an entry-level medical assistant environment. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**375CE Medical Assisting Back Office I (0) (NDA) - RPT 9**

Lecture 1.5 hours. Laboratory 2.5 hours.

In this non-credit course students will gain the knowledge and skills needed to successfully perform the duties of an entry-level medical assistant in the back office environment. Topics include: vital signs and measurement, preparing patients for examination, assisting the physician during an exam and collecting blood and other lab specimens. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**376CE Medical Assisting Back Office II (0) (NDA) - RPT 9**

Lecture 1.5 hours. Laboratory 2.5 hours.

In this non-credit course students continue to gain the knowledge and skills needed to successfully perform the duties of an entry-level medical assistant in the back office environment. Topics include: hand hygiene, surgical asepsis, basic surgery setup, radiation safety, and other topics related to the medical assistant role. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP).

**377CE Basic Medical Terminology, Pathophysiology and Pharmacology (0) (NDA) - RPT 9**

Lecture 2 hours.

In this non-credit introductory course students will learn the fundamentals of basic medical language. They will be introduced and apply terminology related to common diseases and injuries and their pharmacological treatment. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**378CE Essential Skills in Medical Insurance Coding and Billing for Medical Assistants (0) (NDA) - RPT 9**

Lecture 2 hours.

This non-credit course is an introduction to medical office billing and coding procedures (procedural coding CPT as well as diagnostic coding ICD-10-CM) for the entry-level medical assistant role. Students gain basic functional knowledge about insurance eligibility, procedure posting, claim submissions and other topics related to the medical assistant's role. Students receive an overview of daily medical office billing processes required for successful provider reimbursement. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**379CE Basic Life Support and First Aid for Medical Assistants (0) (NDA) - RPT 9**

Laboratory 0.5 hours.

This Basic Life Support and First Aid for Healthcare Workers course is a nine-hour course in which students will gain basic competency in promptly recognizing and administering essential first aid and life support, as well as understanding

the criteria that would indicate necessity of a healthcare professional. Students will be required to demonstrate basic sterile first aid care, high-quality chest compressions, deliver appropriate ventilations and provide for early use of an AED. The course contains both a lecture and practical component with the CPR/AED portion provided by an AHA credentialed instructor. Students who complete the course and pass the AHA written and skills exams, will be qualified to obtain the AHA Basic Life Support for Healthcare Providers certification card.

**380CE Medical Assistant Practicum (0) (NDA) - RPT 9**

Lecture 0.5 hour. Laboratory 9 hours.

In this noncredit course students will receive unpaid on-the-job training. Under supervision, students will practice the skills learned in the Medical Assistant: Front & Back Office program in a pre-approved medical office or clinic. Incorporated into this course is a regular instructor site visits and weekly meeting to review what externs have learned, discuss concerns and successes, and review homework. This will give students an opportunity to learn from one another and strengthen their soft skills. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**381CE Phlebotomy Technician I (0) (NDA) - RPT 9**

Lecture 1 hour. Laboratory 2 hours.

In this noncredit course students will gain the necessary skills required to prepare for phlebotomy certification and employment as a phlebotomy technician I. Topics include: phlebotomy safety techniques, phlebotomy procedures, infection control, venipunctures and procedures to collect laboratory specimens. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**382CE Phlebotomy Technician I Practicum (0) (NDA) - RPT 9**

Laboratory 4 hours.

In this noncredit course students will receive supervised and unpaid on-the-job training. Students will practice the skills learned in the Phlebotomy Technician I course in a pre-approved medical office or clinic. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**383CE Introduction to Vocational Education (0) (NDA)**

Lecture 0.25 hour.

This non-credit course introduces students to the opportunities and benefits of vocational education programs. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**384CE EKG Technician (0) (NDA)**

Lecture 3 hours.

In this noncredit course students gain the necessary skills required to work as EKG Technicians. Students learn and practice the fundamental skills related to operating the electrocardiograph (EKG machine). Topics include: EKG interpretation, medical disease processes, legal aspects of patient contact, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other EKG practices. Upon successful completion, students will be prepared for the Certified EKG Technician (CET) exam by the National Healthcareer Association (NHA). Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**385CE Medical Assistant Simulation Lab (0) (NDA)**

Laboratory 2 hours.

In this noncredit course students will practice medical assistant skills in a structured setting. Students will practice hands on application of skills necessary to

work as a medical assistant to build competence. Skills include blood collection, basic laboratory test and electrocardiograms. The class will be individualized to meet student's needs. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**550CE Custodial Scheduling and Supervisor Training (0) (NDA)**

*Lecture 2.5 hours.*

This noncredit course provides students with the knowledge and hands-on training needed to apply for entry-level supervision positions in the field of building and maintenance in the public and private sectors. Topics include: scheduling workloads, management of custodial staff, record keeping, and proper distribution of workloads. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), or No Pass (NP). This is not an open entry/open exit course.

**551CE Community Health Worker (0) (NDA) - RPT 9**

*Lecture 1.5 hours.*

In this noncredit course students will prepare for an entry-level position as a Community Health Worker. Topics include: community health outreach and education, creating client care plans, and communicating with social service providers and program participants. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

**560CE Fundamentals of Bookkeeping (0) (NDA) - RPT 9**

*Lecture 2.5 hours.*

This noncredit course prepares students for a career in basic bookkeeping. Students will be prepared for the American Institute of Professional Bookkeepers Certified Bookkeeper exam. Topics include: recording and adjusting entries, corrections of errors, and processing required payroll information. Progress indicators are issued for this class including Pass (P), Satisfactory Progress (SP), and No Pass (NP). This is not an open entry/open exit course.

## Welding

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See course listings under Industrial Technology - Welding.



# Scholastic Policies

## Grades and Grading Policies

### BOARD RULE 6700. Grade Symbol Definitions and Conditions for Use

Only the symbols in the grading scale given in this section shall be used to grade all courses.

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	Less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory - units awarded but not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	

SP Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)

*(P and NP grades may be given only in courses authorized by the District Pass/No Pass Option.)*

Explanation of Symbols Without Impact on Grade Point Average:

SYMBOL	DEFINITION
I	Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" 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 ("I") may not be repeated unless the "I" 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.*

SYMBOL	DEFINITION
IP	In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await the course 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.

SYMBOL	DEFINITION
RD	Report Delayed

The "RD" symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

SYMBOL	DEFINITION
W	Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week 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 of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

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.

A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a “W” symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of “W” symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

SYMBOL	DEFINITION
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 verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

Military withdrawals shall not be counted in progress probation and dismissal calculations. “MW” shall not be counted for the permitted number of withdrawals. The District shall refund the entire enrollment fee unless academic credit has been awarded.

SYMBOL	DEFINITION
EW	Excused Withdrawal

“Excused Withdrawal” occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e. job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an “EW” non-evaluation symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

The student with an approved “EW” grade may file a petition with the District requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

Title 5, C.C.R., Section 55022, 55024

### BOARD RULE 6701. Pass-No Pass Options

Colleges may designate courses in the college catalog wherein all students are evaluated on a “pass-no pass” basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be “pass-no pass” or a letter grade. These courses will be noted in the college catalog as being eligible for the “pass-no pass” option.

The pass-no pass 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 shall be assigned for meeting that

standard (earning 70% or higher), and a grade of No Pass shall be assigned (earning a grade below 70%) for failure to do so.

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 same standards of evaluation as required for all students.

Title 5, C.C.R., 55022

### BOARD RULE 6701.10. Acceptance of Pass Credits

All courses and units (including those units earned on a “pass-no pass” basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

“Accredited institution” shall mean a United States regionally accredited institution. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

E.C. 66721, Title 5, C.C.R., Sections 53406, 55000, 55022

### BOARD RULE 6701.11. Recording of Grade

A student who is enrolled in a course on the “pass-no pass” basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion (earned 70% or higher) is equivalent to the grade of “C” or better. A student with unsatisfactory performance (earned less than 70%) will be assigned a “no pass” grade.

Title 5, C.C.R., 55022

### BOARD RULE 6701.12. 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 the “NP” (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Title 5, C.C.R., 55022

### BOARD RULE 6701.13. 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.

Title 5, C.C.R., 55022

### CAMPUS PROCEDURE

- Certain courses, noted in the Schedule of Classes, are evaluated on a Pass/No Pass 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 Pass/No Pass basis. This option is available only for courses listed in the Schedule of Classes under “Courses Offered on a Pass/No Pass Basis.”
- Selection of courses to be taken on a Pass/No Pass 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 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.



- The general practice at most four-year colleges is not to accept “Pass/No Pass” 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.

## BOARD RULE 6702. Credit by Examination

See section under **Academic Standards & Credit Policies**.

## BOARD RULE 6703. Grades and Grade Changes

The Instructor of Record for the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, “mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student’s grade. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

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.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college’s academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

**E.C. 76224, Title 5, C.C.R., Section 55760**

Grades are not mailed to students. It is important to check your grades at the end of every semester. Grades are available to students online at [www.piercecollege.edu](http://www.piercecollege.edu).

## 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 one 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, electronically 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 a fee of \$10 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 online. 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.

## BOARD RULE 6703.10 Syllabus

During the first week of classes, the Instructor of Record shall provide students, the Department Chairperson, and the Office of Academic Affairs, either hard copy or electronically, a syllabus that clearly states the work product which will be the basis for determining each student’s grade as well as the grading criteria. The syllabus shall include the approved course student learning outcomes, an accommodation statement for students informing them of services available through the DSPS office, instructor contact information, and a reference to the student code of conduct as it relates to academic dishonesty (Board Rule 9803.28).

## BOARD RULE 6703.20 Retention of Written Work and Grade Records

To the extent that student work product takes the form of written work, such written work shall, if not returned to the student, be retained by the faculty member for at least one year from the end of the term in which the course was taken. All faculty grade records shall be retained by the faculty member for at least a one-year period. All written work and grade records shall be stored on campus.

## BOARD RULE 6704. Course Repetition

### NEW RULES ABOUT THE NUMBER OF TIMES YOU CAN ATTEMPT A COURSE

Effective summer 2012, course withdrawal (“W”) and/or a standard grade (“D,” “F,” or “NP”) count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.
- A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Enrollment for a course within the LACCD will not be permitted if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- When the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

### WHAT STUDENTS SHOULD DO:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of “W.”
- See a counselor before making decisions that could affect your educational plan.

**REMEDIAL (BASIC SKILLS) ENROLLMENT LIMITATION POLICY**

Title 5 California Code of Regulations §55035 establishes that students will be limited from taking more than 30 units of “remedial” coursework. The Remedial Coursework Limit regulation defines remedial coursework as non-degree applicable basic skills courses. Effective Winter 2010, the college’s registration system will prevent students who have exceeded this limit from enrolling in additional basic skills courses.

*Note: This limit does not apply to completion of noncredit basic skills courses.*

**EXEMPTIONS**

Only the following students are exempt from the limitation on remedial coursework:

1. A student enrolled in one or more credit or noncredit English as a Second Language (ESL) courses.
2. Students with a verified learning disability with appropriate academic accommodations.

For additional information on who qualifies for academic accommodations, please contact the Special Services Office.

**COURSE REPETITION AND WITHDRAWAL FROM CREDIT COURSES POLICY**

Title 5 California Code of Regulations §55040, §55041, and §55042 establish that the number of times that a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course is not to exceed **three** times. All credit course repeats and withdrawals in a student’s enrollment record are counted towards the new limit. For courses specifically designated as “repeatable” students may repeat up to three times. Also, enrollment in a course within the LACCD will not be allowed if there are three recorded attempts for that course in any combination of W, D, F, Inc. or NP grades. Students may be permitted one additional enrollment on an appeal basis if they need to repeat a course due to an educational need (e.g. significant lapse of time since course was last taken) or when there are specific extenuating circumstances such as flood, fire, or other extraordinary conditions beyond the student’s control. *The limits set forth will affect students based on their current and prior course enrollments.* The decision by students to repeat or withdraw from a class with a “W” has many more implications under these new regulations so students are encouraged to consult with their counselor before enrolling.

**EXEMPTIONS**

Except as provided below, this repetition limitation applies to all levels of courses that involve a similar primary educational activity, regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity. (Title 5, section 55042)

1. Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.
2. ESL courses and non degree-applicable basic skills courses are not considered “activity courses” for purposes of the regulation.

**BOARD RULE 6704.10. Course Repetition To Remove A Substandard Grade**

Students may repeat courses in which substandard grades (“D”, “F” or “NC”, “NP”) were awarded provided they have not already attempted the same course three times.

When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student’s cumulative grade point average.

- a. Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

**BOARD RULE 6704.20. Duplicative Credit**

Duplicative credit in non-repeatable courses should not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

**Course Repetition: Special Circumstances****BOARD RULE 6704.30. Repetition of Courses in Which A Satisfactory Grade Was Recorded**

- a. Repetition of courses for which a satisfactory grade (“A”, “B”, “C”, “P”) has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.
- b. When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of subsection “a” and “b” of this section shall not be counted in calculating a student’s grade point average.
- d. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student’s grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.
 

The college’s process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- e. A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been “significant lapse of time.” In no instance shall this be less than three years.
- f. A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.



- g. A student who receives a grade of SP in a noncredit course pursuant to repeatability regulations governing noncredit courses.

Title 5, C.C.R., Sections 55763 and 58161

### BOARD RULE 6705. Academic Renewal

Students may petition for an academic renewal action in order to alleviate substandard academic performance under the following conditions:

- a. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units, completed at any United States regionally accredited college or university, subsequent to the coursework to be alleviated and
- b. At least one calendar year must have passed since the course work to be removed was completed.

Granted, academic renewal shall result in:

- a. Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
- b. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

Title 5, C.C.R., Section 55046

### BOARD RULE 6706. Auditing Classes

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

- a. Payment of a fee of \$15 per unit. 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.
- b. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- c. Priority in class enrollment shall be given to students desiring to take the course for credit.

EC 76370

### BOARD RULE 6707. Articulation of High School Courses

For the purposes of this section, the term "articulated high school course" means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee established pursuant to California Code of Regulations 55002, have determined to be comparable to a specific community college course.

The governing board of a community college district may adopt policies to permit articulated high school courses to be applied to college educational program requirements. Articulated high school courses may be accepted in lieu of comparable courses to partially satisfy:

1. requirements for a certificate program, including the total number of units required for the certificate; or;

2. the major requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record. Notations of college course credit shall be made only if the college courses are successfully completed or if credit is earned via credit by examination.

Except through credit by examination, as defined in Board Rule 6704, high school courses may not be used to satisfy:

1. the requirement of Board Rule 6201.10, that students complete at least 60 semester units in order to receive an associate degree, or;
2. any general education requirement for the associate degree established pursuant to Board Rule 6201.14.

### BOARD RULE 6707.10 Implementation

All LACCD-high school articulation agreements shall be subject to the provisions of this Board Rule. However, any student who, prior to the date this Board Rule takes effect, has successfully completed a high school course articulated under the terms of a previous agreement, shall be permitted to apply the credit so earned according to the terms of the previous agreement.

## 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, child-care 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 online, 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 or email for the faculty member. This, however, does not guarantee students a seat in the class if they do not attend the first class meeting.

## 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.

## Lecture and Laboratory Credit

In computing the number of units granted for any course, Los Angeles 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.

## BOARD RULE 6702. Credit by Examination

- a. The governing board shall adopt and publish policies and procedures pertaining to credit by examination; and
- b. The governing board may grant credit to any student who satisfactorily passes an examination approved and conducted by proper authorities at each college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
- c. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.
- d. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.
- e. The student's academic record shall be clearly annotated to reflect credit was earned by examination.
- f. Grading shall be according to the regular grading system, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- g. Units for which credit is given for credit by examination shall not be counted in determining the 12 semester units in residence required for an associate degree.
- h. The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee which

would be associated with enrollment in the course for which the student seeks credit by examination.

**Title 5, C.C.R., Section 55050**





## Courses Offered on a Credit-By-Exam Basis

American Sign Language	all courses
Animal Science	180, 501, 510
Auto Service Technology	001, 002, 003, 004, 005, 006, 007, 025
Art	102, 201, 501, 604, 605
Biology	123
Computer Science	501, 533, 536, 539, 540, 572, 575, 581, 587
Electronics	004A, 004B, 006A, 006B
Industrial Technology	130, 145, 146, 230, 330
Journalism	101
Media Arts/Multimedia	MEDIART 101, 805, MULTIMD 200
Nursing	400, 402, 403, 404, 405, 406, 407, 408, 414, 415, 441, 442
Photography	009
Physics	012
Plant Science	718, 812, 827, 896C

## 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. Please have your school(s) mail them directly to our Graduation Office.

Students should make an appointment with a counselor for transcript evaluation.

*Disclaimer: Every effort has been made to ensure the articulation information for the California State Universities and the University of California institutions are accurate, including the CSU GE and IGETC areas. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).*

## Foreign Transcript Credit Policy: CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE UNITED STATES (ADMINISTRATIVE REGULATION E-101)

The intent of this policy is to provide a process for granting LACCD Associate Degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADT's), IGETC or CSU GE: refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the *California Commission on Teacher Credentialing*.
2. Students may receive credit for the following:
  - a. LACCD General Education Plan, excluding Area B1 American Institutions.
  - b. LACCD Competency Requirement, excluding Reading and Written Expression.
3. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities.
  - c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
  - d. LACCD Course Credit
    - Each college may develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules - *Academic Senate and the Board of Trustees Shared Governance Policy*.
    - Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules - *Academic Senate and the Board of Trustees Shared Governance Policy*.

## Courses Offered on a Pass/No Pass Basis

### (FORMERLY CREDIT/NO CREDIT)

The college offers courses which students may elect to take on a Pass/No Pass 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 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 Pass/No Pass 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 - 001, 002, 015, 017

Administration of Justice - all courses

American Sign Language - all courses

Animal Science - all courses

Anthropology - 101, 102, 105, 106, 109, 111, 119, 121, 132, 141

Architecture - 005

Art - 101, 102, 103, 105, 111, 137, 138, 139, 201, 301, 501, 604, 700, 708

Astronomy - 001, 002

Automotive Service Technology - 001, 020, 025

Biology - 003, 010, 121, 122

Business - 001, 005

Chicano Studies - all courses

Cinema - 003

Computer Applications Office Technologies - all courses

Computer Science-Information Technology - 501, 508, 514, 533, 534, 535, 537, 538, 547, 548, 550, 553, 554, 555, 556, 572, 575, 578, 581, 587

Counseling - 040

Dance Specialties - all courses

Dance Studies - all courses

Dance Techniques - all courses

Economics - all courses

English - 072, 127, 203, 204, 205, 206, 207, 208, 211, 214, 215, 216, 239, 240, 250, 252, 270

Finance - 001, 002, 008

French - all courses

Geography - 001, 002, 003, 014, 015, 017, 019, 023, 025, 033, 036, 037, 038

Geology - 012

Geographic Information Systems (GIS) - all courses

History - all courses

Humanities - 006

Industrial Technology

Machine Shop/CNC - 130, 140, 444, 448

Italian - all courses

Japanese - all courses

Journalism - no courses

Management - 002, 013, 031, 033

Marketing - 001, 011, 021, 031

Meteorology - 003, 004, 005

Music - 101, 111, 321, 411, 601, 611, 621, 650

Philosophy - all courses

Physics - 012

Plant Science - all courses

Political Science - all courses

Psychology - all courses

Public Relations - 001

Real Estate - 001, 003

Sociology - all courses

Spanish - all courses

Statistics - 001

Supervision - 001

Theater - 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 - 185, 285, 385

Biology - 011A, B, C; 012A, B, C

Business - 010

Computer Applications Office Technologies - 063, 064, 133

Counseling - 008

ESL - 003A, 003B, 003C, 004C

Engineering Graphics and Design Technology - 131

English - 067, 072

French - 008, 185, 285, 385

Geology - 022A, B, C, D, E, F

Italian - 008, 185, 285, 385

Japanese - 185

Learning Skills - 001, 002

Mathematics - 103

Nursing - 401, 442, 444

## Advanced Placement Information

### Important Information

**1. PIERCE COURSE CREDIT IS APPLICABLE TO LOS ANGELES PIERCE COLLEGE ASSOCIATE DEGREE MAJOR AND/OR CERTIFICATE REQUIREMENTS ONLY.** Every college and university has its own policy for awarding 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: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

The California State University Advanced Placement Policy can be found on their website: [www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml](http://www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml)

Private institutions also have their own AP policies that must be researched. Consult a Los Angeles Pierce College counselor for help.

**2. CSU GE BREADTH CERTIFICATION PLAN AND IGETC APPLICABILITY:** This information represents how students who plan to transfer to a UC or CSU campus, and who are following either the CSU GE Breadth Certification 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. Further, there is no relation between the credit awarded on these general education plans and the course credit awarded by Los Angeles Pierce College (see below). 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 Los Angeles Pierce College counselor for help.

**CSU GE AP POLICY:** Complete details of the official CSU AP Policy can be found on CSU Chancellor's website: [www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml](http://www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml)

**IGETC AP POLICY:** Complete details of the official IGETC AP Policy can be found in the IGETC Standards: [icas-ca.org/standards-policies-and-procedures-manual](http://icas-ca.org/standards-policies-and-procedures-manual)

### Credit for Advanced Placement Exam (Source: LACCD Administrative Regulations E-110)

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	SEMESTER UNITS APPLIED TOWARD LACCD ASSOCIATE DEGREE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: 6201.14: E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12: E-REG 110	LACCD TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14: E-REG 110	IGETC APPLICABILITY (2 SEMESTER/4 QUARTER) SOURCE: IGETC STANDARDS V.1.9	UC TOTAL UNITS AWARDED SOURCE: UNIVERSITY OF CALIFORNIA AP TEST CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS APPLICABILITY SOURCE: ASA-2019-08	CSU MINIMUM SEMESTER CREDITS AWARDED TOWARD ADMISSION SOURCE: CSU CODED MEMO ASA-2019-03
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 sem/4 qtr units	8 qtr/5.3 sem	C1 or C2 3 semester units	6 sem units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B2 and B3 4 semester units	6 sem units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	4 qtr/2.7 sem	B4^ 3 semester units	3 sem units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	8 qtr/5.3 sem	B4^ 3 semester units	6 sem units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	NA	B4^ 3 semester units	3 sem units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3 4 semester units	6 sem units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			3 sem/4 qtr units <sup>4</sup>	4 qtr/2.7 sem	D8 3 semester units	3 sem units

Scholastic Policies

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	APPLIED TOWARD LACCD SEMESTER UNITS ASSOCIATE DEGREE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE AREA FULFILLED BOARD RULE: CHAPTER VI: E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12: E-REG 110	AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14: E-REG 110	IGETC APPLICABILITY (9 SEMESTER/4 QUARTER) SOURCE: IGETC STANDARDS V.1.9	UC TOTAL UNITS AWARDED OF CALIFORNIA AP TEST SOURCE: UNIVERSITY OF CALIFORNIA CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS APPLICABILITY SOURCE: ASA-2019-03	CSU MINIMUM SEMESTER CREDITS AWARDED TOWARD ADMISSION SOURCE: CSU CODED MEMO ASA-2019-03
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	2 qtr/1.3 sem	NA^	3 sem units^
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	4 qtr/2.7 sem	NA^	6 sem units^
Computer Science Principles	3, 4, 5	6	0	NA			NA	8 qtr/5.3 sem	NA	6 sem units
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A@ 3 sem/4 qtr units	8 qtr/5.3 sem	A2 3 semester units	6 sem units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B@ 3 sem/4 qtr units	8 qtr/5.3 sem	A2 and C2 6 semester units	6 sem units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3 4 semester units	4 sem units
European History	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 3 semester units	6 sem units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem (removed fall 2009)	C2 3 semester units (removed fall 2009#)	6 sem units
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			3 sem/4 qtr units 4	4 qtr/2.7 sem	D5 3 semester units	3 sem units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem (removed fall 2009)	C2 3 semester units (removed fall 2009#)	6 sem units
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	4 qtr/2.7 sem (removed fall 2012)	C2 3 semester units (removed fall 2012#)	3 sem units
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			3 sem/4 qtr units 4	4 qtr/2.7 sem	D2 3 semester units	3 sem units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	APPLIED TOWARD LACCD ASSOCIATE DEGREE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE AREA FULFILLED BOARD RULE: CHAPTER VI: E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12: E-REG 110	LACCD TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14: E-REG 110	IGETC APPLICABILITY (9 SEMESTER/4 QUARTER) SOURCE: IGETC STANDARDS V.1.9	UC TOTAL UNITS AWARDED OF CALIFORNIA AP TEST SOURCE: UNIVERSITY CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS SOURCE: ASA-2019-03	CSU MINIMUM SEMESTER CREDITS AWARDED TOWARD ADMISSION SOURCE: CSU CODED MEMO ASA-2019-03
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			3 sem/4 qtr units	4 qtr/2.7 sem	D2 3 semester units	3 sem units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	8 qtr/5.3 sem (removal fall 2009)	C1 3 semester units (removal fall 2009)	6 sem units
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3% 4 semester units	4 sem units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3% 4 semester units	4 sem units
Physics B	3, 4, 5	6	3	Area A: Natural Science			TM 5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem (removal fall 2013)	B1 and B3% 4 semester units (removal fall 2013)	6 sem units
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3% 4 semester units	4 sem units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3% 4 semester units	4 sem units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D9 3 semester units	3 sem units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	4 qtr/2.7 sem	B4 3 semester units	3 sem units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
United State Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 sem/4 qtr units	4 qtr/2.7 sem	D8 + US-2 3 semester units	3 sem units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 + US-1 3 semester units	6 sem units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 3 semester units	3 sem units

## Los Angeles Pierce College Course Credit Applicable to Associate Degree Major and/or Certificate Requirements only:

This course credit is *not* applicable to Los Angeles Pierce College Associate Degree general education requirements or units awarded. For this information, reference the AP chart on the previous pages. *Additionally, Pierce course credit is in no way related to the AP policy of the CSU GE Breadth Certification Plan or the IGETC.* For these policies, consult the AP chart on the previous pages.

AP EXAMINATION	SCORE	PIERCE COURSE CREDIT
AP Art History	3, 4, 5	ART 101 and ART 102
AP Art Studio: Drawing	3, 4, 5	ART 201 and ART 202
AP Art Studio: 2-D Design	3, 4, 5	ART 501
AP Biology	3, 4, 5	BIOLOGY 003
AP Calculus AB	3, 4, 5	MATH 261
AP Calculus BC	3, 4, 5	MATH 261 and MATH 262
AP Computer Science A	3, 4, 5	CO SCI 506 or CO SCI 575
AP Computer Science AB	3, 4, 5	CO SCI 536
AP English Language and Composition	3, 4, 5	ENGLISH 101
AP English Literature and Composition	3, 4, 5	ENGLISH 101
AP French Language	3, 4, 5	FRENCH 001
AP Government and Politics: United States	3, 4, 5	POLI SCI 001
AP History: European	3, 4, 5	HISTORY 002

AP EXAMINATION	SCORE	PIERCE COURSE CREDIT
AP History: United States	3, 4, 5	HISTORY 011 and HISTORY 012
AP History: World	3, 4, 5	HISTORY 086 and HISTORY 087
AP Human Geography	3, 4, 5	GEOG 002
AP Macroeconomics	3, 4, 5	ECON 002
AP Microeconomics	3, 4, 5	ECON 001
AP Music Theory	3, 4, 5	MUSIC 101
AP Physics B	3, 4, 5	PHYSICS 006 and PHYSICS 007
AP Physics C: Mechanics	3, 4, 5	PHYSICS 101
AP Physics C: Electricity and Magnetism	3, 4, 5	PHYSICS 102
AP Psychology	3, 4, 5	PSYCH 001
AP Spanish Language	3, 4, 5	SPANISH 001
AP Statistics	3, 4, 5	MATH 227

## CLEP Credit

### 1. Course Equivalency

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting the LACCD General Education Plan and Graduation Competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

### 2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate Degrees

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in Appendix A.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

### 3. CLEP Unit Credit

For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses.
- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.



**LACCD Credit for College-Level Examination Program (CLEP) Exams (Source: LACCD Administrative Regulation E-123)**

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE <sup>1</sup>	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS <sup>2</sup>	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.15	GRADUATION COMPETENCY REQUIREMENT MET BOARD RULE: CHAPTER VI: 6201.13
<b>Business Exams</b>					
Financial Accounting	50	3	NA		
Information Systems	50	3	3	Section D2: Communication and Analytical Thinking	
Introductory Business Law	50	3	NA		
Principles of Management	50	3	NA		
Principles of Marketing	50	3	NA		
<b>Composition and Literature</b>					
American Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met
Analyzing and Interpreting Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met
College Composition Replaces English Composition w/essay effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition	R&W Competency NOT Met
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	3	3	Section D: Language & Rationality: Area 1. English Composition	R&W Competency NOT Met
English Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met
Humanities	50	3	3	Section C: Humanities	
<b>Foreign Languages</b>					
French Language, Level 1	50	6	3	Section C: Humanities	
French Language, Level 2	59	9	3	Section C: Humanities	
German Language, Level 1	50	6	3	Section C: Humanities	
German Language, Level 2	60 <sup>3</sup>	9	3	Section C: Humanities	
Spanish Language, Level 1	50	6	3	Section C: Humanities	
Spanish Language, Level 2	63	9	3	Section C: Humanities	
<b>Level 1 – equivalent to the first two semesters (or 6 semester hours) of college level foreign language course work</b>					
<b>Level 2 – equivalent to the first four semesters (or 12 semester hours) of college level foreign language course work</b>					
<b>History and Social Sciences</b>					
American Government	50	3	3	Section B1: American Institutions	
History of the United States I	50	3	3	Section B1: American Institutions	
History of the United States II	50	3	3	Section B1: American Institutions	
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences	
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences	
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences	
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences	
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences	
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences	
Social Sciences and History	50	6	3	Section B2: Social and Behavioral Sciences	
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences	
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences	

Scholastic Policies

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE <sup>1</sup>	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS <sup>2</sup>	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.15	GRADUATION COMPETENCY REQUIREMENT MET BOARD RULE: CHAPTER VI: 6201.13
<b>Science and Mathematics</b>					
Biology	50	6	3	Section A: Natural Sciences	
Calculus	50	4	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Chemistry	50	6	3	Section A: Natural Sciences	
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Natural Sciences	50	6	3	Section A: Natural Sciences	

<sup>1</sup> The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course. The credit in this table is applicable for local Associate Degrees only. For credit hours that apply toward CSU and Associate Degrees for Transfer (ADTs), refer to CSU Coded Memorandum AA-2015-19.

<sup>2</sup> The credit listed applies toward Associate Degree GE requirements on the LACCD General Education Pattern only. For credit towards CSU GE Breadth, refer to CSU Coded Memorandum AA-2018-06.

<sup>3</sup> Sources: <https://clep.collegeboard.org/>





## LACCD Credit for International Baccalaureate (IB) Exams (Source: LACCD Administrative Regulations E-122)

IB SUBJECT AREA	MINIMUM PASSING SCORE AA/AS CSU GE IGETC	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.7	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO ASA-2017-13
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			5B (without lab) 3 semester/ 4 quarter units	B2 3 semester units
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester/ 4 quarter units	B1 3 semester units
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4 3 semester/ 4 quarter units	D 3 semester units
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4 3 semester/ 4 quarter units	D 3 semester units
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			3B or 4* 3 semester/ 4 quarter units	C2 or D 3 semester units
IB Language A1 (English) HL	4 (AA/AS)	6	3	Section D Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		Refer below to IB Language A1 (any language) HL for IGETC Area applicability	Refer below to IB Language A1 (any language) HL for CSU GE Area applicability
IB Language A2 (English) HL	4 (AA/AS)	6	3	Section D Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		Refer below to IB Language A2 (any language) HL for IGETC Area applicability	Refer below to IB Language A2 (any language) HL for CSU GE Area applicability
IB Language A1 (any language, except English) HL	4 (AA/AS) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester/ 4 quarter units	N/A
IB Language A2 (any language, except English) HL	4 (AA/AS) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester/ 4 quarter units	N/A
IB Language A1 (any language) HL	4 (AA/AS) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester/ 4 quarter units	C2 3 semester units
IB Language A2 (any language) HL	4 (AA/AS) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester/ 4 quarter units	C2 3 semester units
IB Language B <sup>1</sup> (any language) HL	4 (AA/AS) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			6A Meets proficiency req.	N/A
IB Mathematics HL	4 (AA/AS) 4 (CSU GE) 5 (IGETC)	6	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester/ 4 quarter units	B4 3 semester units
IB Physics HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester/ 4 quarter units	B1 3 semester units
IB Psychology HL	5 (ALL)	3	3	Section B2: Social and Behavioral Sciences			4 3 semester/ 4 quarter units	D 3 semester units
IB Theater HL	4 (AA/AS) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3A 3 semester/ 4 quarter units	C1 3 semester units

<sup>1</sup> The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively. Sources:

<http://admission.universityofcalifornia.edu>

<http://www.calstate.edu/AcadAff/codedMemos/AA-2015-19.pdf>

<http://icas-ca.org/standards-policies-and-procedures-manual>

<http://www.ibo.org/>

## 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 & 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 Probation & Dismissal

### Academic Standards for Probation

The following standards for academic and progress probation shall be applied as required by regulations adopted by 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:

- **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).
- **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), "I" (Incomplete), and "No Pass" (NP), formerly No Credit are recorded reaches or exceeds fifty percent.
- **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 (I), 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 (I), 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," "I" 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 & 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 Rights and Legal Protection

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**STUDENT DIRECTORY INFORMATION**

Los Angeles Pierce College considers the following information relating to a student to be “directory information:” name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and most recent previous educational agency or institution attended by the student. Students who do not wish the above categories of information to be given out should so indicate on the Release of Directory Information form in the Admissions Office.

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.

**PRIVACY OF STUDENT INFORMATION**

The Los Angeles Community College District is committed to protecting student privacy. Social security numbers are not used as the primary method of student identification.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACTS**

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents’ financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student’s educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulations E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student’s written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student’s consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- a. 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 previous educational agency or institution attended by the student;
  - b. Student employee records may be released in order to comply with collective bargaining agreements;
  - c. The names, addresses and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
  - d. At the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605

#### UNAUTHORIZED RELEASE OF STUDENT RECORDS

Release of student records by faculty members to third parties, which includes parents and other family members, without a student's written permission or in the absence of a judicial order is prohibited by the California Constitution and the Education Code.

Los Angeles Community College District Records shall be developed, maintained and disposed of according to the requirements of law and this Board policy.

#### SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the District who engage in sexual harassment as defined by the District's policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter 15. Copies of the policy may be obtained from the District Office of Diversity Programs at (213) 891-2317.

#### 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 or legal compulsion. Victims of sexual assault may obtain a list of referrals to community agencies from the campus police office.

## Standards of 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:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote

- e. marijuana
- f. stimulants and depressants
- g. cocaine

**BOARD RULE 9803.20**

**LETHAL WEAPONS.** 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 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 "Prohibited Discrimination," 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.

**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 9803.28**

**ACADEMIC DISHONESTY.** Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

**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 exceed 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****STANDARDS OF CONDUCT**

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. 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 District or colleges of the District.

**LACCD BOARD RULE 9803.19 STATES:** 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:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

**LEGAL AND DISCIPLINARY SANCTIONS**

Federal and State laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.justice.gov/dea/druginfo/factsheets.shtml>

In addition to criminal prosecution, violators are also subject to disciplinary action by the College. Student discipline actions may include



the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

#### 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. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A summary chart of various drugs and their effects is available at: <http://www.justice.gov/dea/druginfo/factsheets.shtml>

#### COUNSELING, TREATMENT AND REHABILITATION

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse:

- Los Angeles Community College District Employee Assistance Program (EAP) <http://laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>; (800) 342-8111
- National Council on Alcoholism and Drug Dependence [www.ncadd.org](http://www.ncadd.org); (800) NCA-CALL
- Los Angeles County Alcohol and Drug Program Administration <http://publichealth.lacounty.gov/sapc/>; (626) 299-4193
- Alcoholics Anonymous <http://www.aa.org>; (213) 387-8316; (818) 988-3001
- Cocaine Anonymous [www.ca.org](http://www.ca.org); (213) 839-1141
- Marijuana Anonymous [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org); (800) 766-6779
- Narcotics Anonymous [www.na.org](http://www.na.org); (800) 863-2962
- Families Anonymous <http://www.familiesanonymous.org>; (800) 736-9805

### Penalties for Copyright Infringement and Illegal File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (*LACCD Administrative Regulations B-28*) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

### 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 designed to provide a prompt and equitable means for resolving student grievances, including but not limited to the grading process. The grievance procedure may be initiated by a student or group of students who reasonably believe that they have been subject to unjust action or denied rights that adversely affect their status, rights, or privileges as a student.

#### STATUTE OF LIMITATIONS

"The statute of limitations period for requesting a Grievance Hearing under this regulation is 120 calendar days after the occurrence of the incident giving rise to the grievance; or 120 calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance. Pursuing an informal remedy for a grievance does not relieve the Grievant of the responsibility of requesting a Grievance Hearing within 120 calendar days of the incident giving rise to the grievance."

#### SUMMARY OF THE CA EDUCATION CODE COVERING GRADING PRACTICES

Although the grievance procedures are established to enable a student to challenge a particular grade, students are advised of section 76224 of the California Education Code which 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."

#### STUDENT HAS THE BURDEN OF PROOF

The burden of proving mistake, fraud, bad faith and/or incompetence is on the student. Basically, this means that you, the student, must provide the evidence to prove "mistake, fraud, bad faith or incompetence" against the instructor you are grieving.

#### WHAT KIND OF EVIDENCE DO I NEED?

That depends on what you are attempting to prove. In most matters, you will need to supply the Grievance Officer with the course syllabus, any email communications you may have had with the instructor surrounding the matter, and any returned student work. (Please see Step 4 below).

#### WHAT IS THE DIFFERENCE BETWEEN AN INFORMAL AND FORMAL RESOLUTION?

**Informal Resolution Procedures.** The E-55 Administrative Regulations states "All parties involved should be encouraged to seek an informal remedy. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of the dispute

and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have assumed official or public opinions that might tend to polarize the dispute and render a solution more difficult.”

**Formal Resolution Procedures.** The E-55 Administrative Regulations states in part “. . . If there is no informal resolution of the grievance, the student has a right to request a Grievance Hearing.”

#### LET'S GO OVER THE STEPS . . .

##### STEP 1

Contact your instructor. If you cannot reach the instructor, contact the department chair of the faculty member. If you cannot contact the department chair, contact the department's Dean. Visit the list of Department Chairs.

##### STEP 2

If your grade matter has not been resolved at these levels, you are entitled to file a Statement of Grievance with the Grade Grievance Officer. Read LACCD Administrative Regulations E-55 (Student Grievance Procedures) to understand the grade grievance process.

##### STEP 3

Complete and sign the E-55 Form 1 Statement of Grievance and E-55 Form 2 Request for Formal Grievance Hearing go to the next step.

##### STEP 4

Go back through your course materials and retrieve the following written materials:

1. Course outline
2. All graded papers/quizzes/exams and/or graded scantrons
3. Any email communications with the instructor, department chairperson and/or area dean regarding the grade dispute or coursework
4. Any other written material you deem relevant towards proving your claim

##### STEP 5

Collect all materials from Steps 3 and 4 and put them in an envelope. Contact the Grade Grievance Officer - Dean of Student Services & Equity to schedule an intake appointment.

Our address is Los Angeles Pierce College, 6201 Winnetka Avenue, Woodland Hills, CA 91371.

#### ADDITIONAL INFORMATION RELATING TO STUDENT COMPLAINTS

Please see Administrative Regulations E-55 for more specific information on hearings and appeals.

Please also note that the student grievance procedure does not apply to the following.

- a. Challenge process for prerequisites, corequisites, advisories and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.
- b. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. These complaints are handled through the District's office of Diversity Programs at (213) 891-2315.
- c. An appeal for residency determination. Residency appeals should be filed with that Admissions & Records Office.
- d. Eligibility, disqualification or reinstatement of financial aid. Procedures for eligibility, disqualification or reinstatement of Financial Aid may be obtained in the Financial Aid Office.
- e. Student Discipline: Actions dealing with student discipline are handled through the Office of Student Services.
- f. Freedom of the Press: Issues pertaining to freedom of press and journalism are addressed in Administrative Regulations E-63 and Board Rules 9703 and 9704.
- g. Employee Discipline. Students may file complaints about employee conduct with the appropriate administrator (see Board Rule 10101 – Unsolicited Written Derogatory Communications).
- h. Challenges of established District policies, e.g. Board Rules and Administrative Regulations. Grievances regarding District policy, which are beyond the authority of a college president, shall be referred to the Chancellor or Chancellor's designee for appropriate handling and response.
- i. Financial claims against the District. Financial claims need to be made through the District's Office of General Counsel.

Information about other procedures is listed in the schedule of classes and college catalogs or may be obtained from the Student Service Office.

Most complaints, grievances or disciplinary matters should be resolved at the campus level, before escalating issues to other resources. Please follow the link below for more information at the California Community Colleges Chancellor's Office: <https://www.cccco.edu/Complaint-Process-Notice>

Students may file complaints about Los Angeles Pierce College employee misconduct with the appropriate administrator (see LACCD Board Rule 10101 – Unsolicited Written Derogatory Communications) or call the Office of Academic Affairs at (818) 719-6444.

Students may file complaints about Student Services Units with the Office of Vice President of Student Services on campus (Student Services Building, 3rd floor) or call (818) 719-6418 for more information.

- Student Services Complaint Form – submit the completed form to the Office of Vice President of Student Services located on the 3rd floor of the Student Services Building.

## Student Academic Integrity Policy Statement

The faculty and administration of Los Angeles 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.

1. 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.
- 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.
- Falsifying or attempting to falsify attendance records and/or grade rosters.
- 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 or their designee. The student should also receive a copy of the form from the Office of the V.P. of Student Services or their designee within ten (10) working days of the incident.
- c. The V.P. of Student Services, or their designee, 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.

# Student Services & Academic Resources

## Student Services

Los Angeles Pierce College offers a broad array of support services for students. The division of student services exists 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.

The Vice President of Student Services provides leadership and oversight of student services departments. The office ensures compliance with State and Federal laws and regulations. Student success is our highest priority. Students are encouraged to contact the Vice President of Student Services to provide feedback about our services and programs.

## Financial Aid

- Location: Student Services Building, 2nd floor
- Website: [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid)
- Email: [pierce\\_finaid@piercecollege.edu](mailto:pierce_finaid@piercecollege.edu)

### What is Financial Aid?

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as Federal, State, institutional, community organizations and individual donors. Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

### Who Is Eligible for Financial Aid?

To be considered for financial aid, students must 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 Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.

- Be making Satisfactory Academic Progress in a course of study leading to a Certificate, AA or AS Degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), Supplemental Loans to Assist Students (SLS), or FPLUS Loans (Parent Loans for undergraduate students) at any college attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service, if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Received a high school diploma or its equivalent, or passed a high school proficiency examination.

### When to Apply

The best time to submit the Free Application for Federal Student Aid (FAFSA) is between January 1st and March 2nd prior to the start of the academic year (fall semester).

#### FOLLOW THE TIMELINE BELOW

October 1 - March 2	FAFSA priority application
March 2	Deadline to apply for Cal Grant
May 1	Priority deadline to submit required documents to the Financial Aid Office
September 2	Extended competitive Cal Grant deadline for CA Community College students

To be considered for Title IV Financial Aid, Los Angeles 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/semester or by June 30 of the award year, whichever is earlier. Check the financial aid website at [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid) for deadlines.

### How to Apply

To apply for Federal and State financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is an all inclusive application form that allows students to apply for all programs.

Include Los Angeles Pierce College Federal School Code: 001226.

#### VERIFICATION POLICY

Federal verification requirements apply to the following programs:



- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Student Success Completion Grant (SSCG)
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- California National Guard Education Assistance Award Program (CNG EAAP)

If your application has been selected for verification, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 30 working days prior to the last day of 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. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- IRS Tax Transcript
- Verification of Non-Filing
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

## English as a Second Language (ESL)

Students taking only ESL classes must have a Student Educational Plan on file within the first semester.

## Audited Classes

Students cannot receive financial aid, including the College Promise Grant, for enrollment in audited classes. No exceptions to this policy can be made.

## 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) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory

Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office.

## Tax Benefit

Plan ahead – you may be able to take advantage of federal tax benefits for education. Most tax benefits have income limits; to learn more about each program, see IRS Publication 970, Tax Benefits for Education, available at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676. Also, be sure to consult a professional tax advisor.

In addition, funds from your IRA, 529 college savings plan or Coverdell Education Savings Account may be withdrawn without a tax penalty to pay for qualified education expenses. There's also a tax break if you use certain U.S. savings bonds to pay for college. You should consult a tax professional for further details or consult the following website: <http://www.irs.gov/pub/irs-pdf/p970.pdf>

## Types of Financial Aid Available

### FEDERAL FINANCIAL AID GRANTS

#### Federal PELL Grant Program

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student's Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into [www.nsls.ed.gov](http://www.nsls.ed.gov) The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section of the webpage.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Pierce College. FSEOG awards range upward from \$100 to \$500 per year, depending on need and packaging policy.

#### Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Student eligibility requirements are:

- Must be ineligible for a Federal PELL Grant due only to having less financial need than is required to receive PELL funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum PELL Grant for the award year – not to exceed the cost of attendance for that award year.

#### STATE FINANCIAL AID GRANTS

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 college in California.

#### California College Promise Grant (formerly known as BOG Fee Waiver)

This grant is offered by the California Community Colleges. Recipients of the CA College Promise Grant are responsible for payment of health fees.

You are eligible to apply for a College Promise Grant if you are:

- A California resident, *and*
- You are enrolled in at least one unit.

The following are different categories of the College Promise Grant:

- At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program (formerly AFDC), Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). You have certification from the California Department of Veterans Affairs or the National Guard Adjutant that you are eligible for a dependent's fee waiver. Documented proof of benefits is required.
- You meet the income standards as established by the Board of Governors. Check with the Financial Aid Office if you qualify.
- You are qualified based on financial need as defined by the state. To qualify under this criteria, you will need to complete the FAFSA to determine if you have need based on state requirements. If you qualify after you have paid your enrollment fees, you should go to the college Business Office to request for a refund.

#### Cal Grants

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.
- Meet the income and asset ceiling as established by CSAC
- Meet Selective Service requirements

**Deadline date:** First deadline is March 2nd prior to the start of the academic year. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2 deadline when more funding is available.

**Students must submit a GPA Verification and FAFSA by the applicable deadlines to the California Student Aid Commission.** GPA verification for students enrolled within the Los Angeles Community

College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact your Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

#### TYPES OF GRANTS AVAILABLE

##### Entitlement Grants

- **Cal Grant A** – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- **Cal Grant B** – provides subsistence payments for new recipients in the amount of \$1,648 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

##### Competitive Grants

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

##### Student Success Completion Grant (SSCG)

This grant is a supplemental grant awarded to students who have been disbursed a full-time Cal Grant and continue to be enrolled full-time. A maximum of \$1,298 annually who enroll 12 through 14.99 units per term. A maximum of \$4,000 annually who enroll 15 units per term.

##### California Dream Act

Students who have been determined to be AB540 by the Admissions Office and are recent high school graduates may apply for the Entitlement Cal Grant Program by completing the California Dream Application at <https://dream.csac.ca.gov>. The deadline to apply for the Entitlement Cal Grant for 2019-2020 is March 2, 2019.

AB540 students are not eligible for the Competitive Cal Grant.

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

##### Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to [www.chafee.csac.ca.gov/default.aspx](http://www.chafee.csac.ca.gov/default.aspx)



### Law Enforcement Personnel Dependents Grant Program (LEPD)

This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty.

Grant awards match the amount of a Cal Grant award and range from \$100 to \$12,192 for up to four years.

For more information and application materials, write directly to: California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268 Option #3.

### California National Guard Education Assistance Award Program (CNG EAAP)

If you are an active member in the CA National Guard, the State Military Reserve, or the Naval Militia you may be eligible for a state-funded program designed to provide an educational incentive to improve your skills, competencies, and abilities. To learn more, visit <https://nationalguard.csac.ca.gov>.

### FEDERAL STUDENT LOANS (AID THAT YOU HAVE TO PAY BACK)

**CAUTION ABOUT STUDENT LOANS:** It takes time for a loan application to be processed by the college, 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 loan funds. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) approved units. Check with the Financial Aid Office or visit the website at [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid) for deadlines to request for a student loan.

### LOS ANGELES PIERCE COLLEGE PARTICIPATES IN THE FOLLOWING LOAN PROGRAMS:

#### Federal Direct Loan

The Federal Direct Loan Program is a low-interest loan program for students and parents to help pay for the cost of higher education. Loans are made by the federal government. The following are types of Direct Loans:

- Subsidized Loans - students must demonstrate financial need; no interest is charged while in school or attending college at least half-time.
- Unsubsidized Loans - this loan is not based on financial need; interest is charged during all periods.
- PLUS Loan - Unsubsidized loans for parents of dependent students and for graduate/professional students. Interest is charged during all periods.

To learn more about the federal student loan program, visit the US Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

### 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. Students must be enrolled in a minimum of six (6) approved units to be considered for this program. Since this is a limited funded program, priority will be awarded to students who are enrolled in at least six (6) approved units at Los Angeles Pierce College.

#### 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 area of study. The 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 or visit the Scholarship website at [www.piercecollege.edu/offices/financial\\_aid/scholarships.asp](http://www.piercecollege.edu/offices/financial_aid/scholarships.asp)

#### Summer Financial Aid

Please contact the Financial Aid Office for more information and deadlines.

### 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 grants, work-study, and loan funds.

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

Students will be notified via email, if email was provided on the FAFSA, when Aid Offer Letters are available for review in the Student Information System. In addition, students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

### Disbursement

Disbursement dates and deadlines are determined by Federal, State, District and/or institutional regulations and policies. Disbursement dates and amounts displayed in the Student Information System are estimates until actual disbursement are processed.

Students who are new to the LACCD will receive information by e-mail regarding the process to select their refund/disbursement preference. Students have two choices: have their refunds routed to a currently-open bank account, or open an account through BankMobile Vibe. Students who open a BankMobile Vibe account will receive a myLACCDcard debit card and information on how to activate their card and account.

AB540 students who currently have an open bank account or are eligible to open an account will receive their funds electronically via BankMobile. All others will receive their disbursements by paper check.

It is critical that students update their address on file with the Admissions & Records Office to ensure receipt of their myLACCDcard.

If you have not received your myLACCDcard, contact the college Business Office.

Students receiving a disbursement from a federal student loan have the right to cancel their loan disbursement. Contact the Financial Aid Office at the college for details on loan disbursement cancellation.

Disbursements will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If your enrollment status has increased and you are due an additional disbursement, it will be deposited to your account. Disbursements will be adjusted if enrollment increases or decreases. Payment for late-starting classes cannot be issued until the class begins. After the second disbursement date of each semester, no further award adjustments can be made based on late enrollment. (Exception: Short-term classes that start after the second disbursement date and winter classes.)\*

Students are encouraged to log in to the Student Information System (SIS) at [mycollege.laccd.edu](http://mycollege.laccd.edu) to view their disbursement information. Please note that if you have an approved Extension Petition, you must be enrolled in approved courses on your petition to receive payment.

*\*Courses taken during the winter session are defined as short-term courses. Students must complete the short-term courses that start after the second disbursement date to be eligible for disbursement.*

#### 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 second disbursement 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.

#### FEDERAL REFUND REQUIREMENTS – RETURN TO TITLE IV

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs 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 earned. 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.

**STUDENTS WHO RECEIVE FINANCIAL AID AND TOTALLY WITHDRAW FROM ALL CLASSES MAY HAVE TO REPAY SOME OF THE FEDERAL FUNDS RECEIVED PRIOR TO WITHDRAWAL.**

All students receiving federal aid and then withdraw from the institution in the first 60% of the term, are subject to **Return Regulations**. The Financial Aid Office will calculate the amount of federal funds earned by the student 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 at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for***

***collection. The college is also required to report grant overpayments to the National Student Loan Data System.***

If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

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).

COA minus EFC = 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.

The cost of attendance is based on the Student Expenses and Resources Survey (SEARS) data and updated for three years of inflation using the estimated California Consumer Price Index.

The following table shows the estimated 2019-2020 9-month Cost of Attendance budget for a CA resident student living at home with parents and a CA resident student living away from parents:

	LIVING WITH PARENTS 9 MONTHS	LIVING AWAY FROM HOME 9 MONTHS
Fees	\$ 1,220	\$ 1,220
Books & Supplies	\$ 1,971	\$ 1,971
Room & Board	\$ 6,786	\$ 15,084
Transportation	\$ 1,134	\$ 1,278
Personal Expenses	\$ 3,564	\$ 3,996
<b>Total</b>	<b>\$ 14,675*</b>	<b>\$ 23,549*</b>

\*Non-resident tuition will be added to the Cost of Attendance for students who are non-residents.  
\*Child care cost of \$1,000 per academic year will be added to the Cost of Attendance to students who qualify.

The financial aid office may also add the following to a student's cost of attendance, if applicable:

- Non-resident tuition cost plus \$46 enrollment fee
- Child Care cost - \$1,000 annually
- Direct Loan Origination/Insurance Fee - determined annually

#### EXPECTED FAMILY CONTRIBUTION

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (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.



### CHILD CARE EXPENSES

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

### TECHNICAL/VOCATIONAL EXPENSES

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.

### HANDICAPPED EXPENSES

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

## Student Rights and Responsibilities

### RIGHTS

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

1. Information on all financial assistance available, which includes all Federal, State, and institutional financial aid 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. This 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., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the Central Processor from the information provided on the FAFSA.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An explanation of various programs awarded in the student's financial aid package. If a student feels 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 the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
9. Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
10. Knowledge of what facilities are available for handicapped students.

### RESPONSIBILITIES

Students must take responsibility for:

1. Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
2. Having a valid Social Security Number (SSN) on file in the Admissions & Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
3. Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions & Records Office. Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions & Records will not be processed their financial aid.
4. Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog).
5. 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.
6. Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.
7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
9. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
10. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
11. Performing the work that is agreed upon in accepting a work-study award.

12. Knowing and complying with the deadlines for application or reapplication for financial aid.
13. Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

## Satisfactory Academic Progress Policy

### I. GENERAL INFORMATION

- A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) establishes the following Standards of Satisfactory Academic Progress (SAP). These Standards apply to all students who apply for and receive financial aid from the programs listed below.
  1. Federal Pell Grant
  2. Iraq and Afghanistan Service Grant
  3. Federal Supplemental Educational Opportunity Grant (FSEOG)
  4. Federal Work Study (FWS)
  5. Federal Direct Stafford (student) and PLUS (parent) Loans
  6. Cal Grant (A, B and C)
  7. Student Success Completion Grant (SSCG)
  8. California Chafee Grant
  9. California National Guard Education Assistance Award Program (CNG EAAP)
- B. Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended.
- C. 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.
- D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.
- E. Consortium classes
  1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
  2. For students aided under a consortium agreement with colleges **outside** the LACCD, consortium classes will be included during satisfactory academic progress review. Units will be used in the Maximum Time Frame calculation. The district Student Information System will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility.
- F. Repeated coursework
  1. Repeated coursework within the LACCD will be counted towards cumulative units attempted as defined in this chapter.

2. For repeated coursework for which a student has petitioned the college to utilize the most recent grade received, only the most recent grade received will be used in the cumulative Grade Point Average (GPA) calculation for SAP status determination.

- G. Transfer credits from institutions outside the LACCD will be used and evaluated for SAP standing. Transfer units are added when the institution receives transcripts from outside the district. College Admission & Records Offices (A&R) will record incoming transcripts. Units will be used for in the Maximum Time Frame calculation.
- H. Academic Renewal: All classes and all units that have been exempted from academic consideration (i.e., considered for academic standing, college GPA calculation, and as otherwise determined by the Admissions & Records Office) due to Academic Renewal are still considered and counted towards all SAP standards for financial aid eligibility, unless otherwise affected by the Repeated Coursework rule noted above regarding GPA calculation (Section I.F.2).

### II. GENERAL REQUIREMENTS

- A. Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:
  1. An educational program that leads to an associate or baccalaureate degree, **or**
  2. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor's degree, **or**
  3. An educational program which leads to a certificate (excluding Certificate of Accomplishment programs, formerly known as Skills Certificate programs) that prepares a student for gainful employment in a recognized occupation.

### III. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

- A. **GPA:** Maintenance of a 2.0 or higher cumulative GPA.
- B. **Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted. Entries recorded in the students' academic record as Fail (F), Incomplete (INC), No Credit (NCR), No Pass (NP), and/or Withdrawal (W) are not considered to have been successfully completed and must compose 33% or less of the cumulative units attempted. Military Withdrawals (MW) are not included in the Pace of Progression calculation.
- C. **Maximum Time Frame:** Attempted less than 150% of the number of required units (also referred to as Scheduled Program Length) for the student's academic program (BA/BS degree, AA/AS degree, transfer program, or certificate program).
  1. Remedial ESL and Basic Skills/Remedial classes are excluded from the Maximum Time Frame Standard unit limit when determining units attempted. These classes are classified in the Student Information System as remedial and/or Basic Skills classes.
  2. In Progress (IP) grades count as attempted units in the maximum time frame Standard. IP grades are not used in the GPA calculation nor are they included in the Pace of Progression calculation.





3. Courses graded as MW (Military Withdrawal) are not counted in the Maximum Time Frame Standard calculation.

**D. External Degree:** Students who have already earned an Associate or higher degree outside of the LACCD will be disqualified. Students enrolled in the BA/BS program at West LA College may have an earned AA or AS degree and still meet SAP standards in the LACCD for this item.

#### IV. APPLICATION OF STANDARDS

- A.** Satisfactory Academic Progress standing for financial aid students will be determined at the end of each payment period/semester (Summer, Fall/Winter, or Spring).
  1. Reports and postings (for individual students) are generated by district IT and reviewed by CFAU staff and the SAP workgroup. Issues and irregularities are resolved by the CFAU with consultation from the SAP subcommittee chair.
  2. Notifications are sent by the CFAU. Notifications include contact information for the Financial Aid Offices at the campuses for students who have questions regarding their SAP status, petition process, or other SAP-related questions.
- B.** Students who are disqualified from financial aid eligibility will be notified (by email) and receive information regarding the petition process.
- C.** Students disqualified at **any** college in the LACCD, are disqualified at **all** colleges within the LACCD.
- D. Warning Status.** Students will be placed on Warning Status if a) they were initially in good standing (based on SAP standards) or do not have a previously-calculated standing, and b) at the end of their most current semester they do not meet the GPA Standard and/or Pace of Progression Standard (see III.A. and III.B., above). Students will remain eligible for financial aid during their Warning Status, assuming they are not disqualified due to Maximum Time Frame or External Degree Standards (III.C. and III.D., above). Students will be sent a Warning Status notification.
- E. Advisory Letter.** Students will receive an Advisory Letter at the end of the first semester where their number of units attempted reaches or exceeds 75% or 100% of the academic program Maximum Time Frame.
- F. Disqualification.** Students will be disqualified if they have one or more of the following academic deficiencies:
  1. Does not meet the GPA Standard (see III.A., above) following a semester of attendance for which the student was placed on Warning Status.
  2. Does not meet the Pace of Progression Standard (see III.B., above) following a semester of attendance for which the student was placed on Warning Status.
  3. Exceeds the Maximum Time Frame Standard (see III.C., above).
  4. An Associate or higher degree has been earned outside the LACCD. Degree information received and posted to the district Student Information System during a semester will be evaluated for the following semester for potential disqualification. Students enrolled in the BA/BS program at West LA

College may have an earned AA or AS degree and still meet SAP standards in the LACCD for this item.

**G. Reestablishing Eligibility.** Students who have been disqualified or placed on Warning Status will reestablish financial aid eligibility for a future semester if they are determined to be meeting all SAP Standards. As SAP standing is determined at the end of each payment period/semester, a student can regain financial aid eligibility by improving their academic standing until they meet all SAP standards.

#### V. SUMMER AND WINTER PERIODS OF ENROLLMENT

**A.** Summer and Winter terms are included in the Satisfactory Academic Progress evaluation process. Summer is considered a separate semester for evaluation purposes. Winter term, as it is combined with Fall semester for disbursement purposes, is included with the Fall semester for SAP evaluation purposes.

#### PETITION PROCESS TO APPEAL FOR FINANCIAL AID DISQUALIFICATION

If the student is disqualified due to not meeting progress, the student may submit a petition for reinstatement or extension of financial aid.

Please check the deadline dates at [http://www.piercecollege.edu/offices/financial\\_aid/assistance.asp](http://www.piercecollege.edu/offices/financial_aid/assistance.asp). There is no retroactive submission of petition forms; therefore, you must apply for financial aid and submit all required documentation by the established deadlines.

There are two (2) levels in the petition process at the college for each type of petition (reinstatement or extension).

1. The first-level petition must be reviewed by a committee. The result of the petition will generally be provided to the student in writing to the student's LACCD email within 30 calendar days. During peak periods, which are July through September and January through February, the review process may take up to six (6) weeks due to the number of petitions received. If the first-level petition is denied, the student may submit a second-level petition. The second-level petition form is available in the Financial Aid Office.
2. The second-level petition is reviewed by the Financial Aid Administrator or designee. Students will be notified in writing to the student's LACCD email of the result of the petition within 14 calendar days.
3. An Administrative District Review may be initiated by the student who reasonably believes that the college, state, and/or federal guidelines were applied incorrectly, and therefore, adversely affected the student's financial aid status, rights and privileges. A request for Administrative Review can only be submitted until after denial from the first-level and second-level petitions. An Administrative Review is conducted by a district-appointed administrator. Administrative Reviews must be submitted before the end of the specified semester for which the student is requesting reinstatement or extension of financial aid eligibility.

#### Fraud

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct.

The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, to the Federal Government and the Office of Inspector General.

Restitution of any financial aid received in such manner will be required.

## Other Information You Should Know

### STATE TAX OFFSET

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

### SPECIAL CIRCUMSTANCES

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.

### FINANCIAL AID RELATED WEBSITES

1. Los Angeles Pierce College Financial Aid website – [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid)
2. FAFSA on the Web – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
3. Information about the Cal Grant Program – [www.calgrants.org](http://www.calgrants.org)
4. California Student Aid Commission – [www.csac.ca.gov](http://www.csac.ca.gov)
5. National Student Loan Database System – [www.nsls.ed.gov](http://www.nsls.ed.gov)

### TELEPHONE NUMBERS

1. Los Angeles Pierce College Financial Aid and Scholarships Office (818) 719-6428
2. Los Angeles Pierce College Veterans Office (818) 710-3316
3. California Student Aid Commission (888) 224-7268
4. Central Loan Administration Unit (Perkins Loan) (800) 822-5222
5. Department of Veterans Affairs (VA Benefits) (800) 827-1000
6. Federal Student Aid Information Center (800) 433-3243

## Foster Youth Program

- Location: Student Services Building, 2nd floor, Financial Aid Office
- Website: [www.piercecollege.edu/offices/financial\\_aid/GuardianScholars.asp](http://www.piercecollege.edu/offices/financial_aid/GuardianScholars.asp)
- Email: [guardianscholars@piercecollege.edu](mailto:guardianscholars@piercecollege.edu)

Foster Youth Program (commonly known as Guardian Scholars Program) is a support program designed as a one-stop center to help current or former foster youth achieve their educational goals. The goal of the program is to improve college access, increase retention and graduation rates, and improve student learning and development.

The Guardian Scholars Program provides the following services:

- Meet with a designated Guardian Scholars staff in the Financial Aid Office
- Assist with the college admission application

- Matriculation process: Assessment, Orientation and Counseling
- Meet with a designated Guardian Scholars Counselor to develop student educational plan
- Assist and process with the financial aid application (FAFSA) and the Chafee application
- Refer to support programs such as EOP&S, CAFYES, DSPS, Tutoring, etc.
- Participate in life skills workshops such as money management, transfer information, career services, health education, financial literacy, employment readiness, etc.

## Transfer Information

### The Transfer Center

The Los Angeles 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 but not limited to; UCLA, CSUN, CSU Los Angeles and UC San Diego 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 on the first floor of the Student Services Building. You can also contact the Transfer Center at (818) 710-2907 and view all transfer related information online at [www.piercecollege.edu/transfer](http://www.piercecollege.edu/transfer).

### 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 Los Angeles Pierce College Transfer website as a portal to transfer information for the UCs, CSUs, private and out-of-state colleges and universities:

#### Los Angeles Pierce College Transfer Website:

[www.piercecollege.edu/transfer](http://www.piercecollege.edu/transfer)

#### University of California Transfer Information:

[admission.universityofcalifornia.edu](http://admission.universityofcalifornia.edu)

#### California State University Transfer Information:

[www2.calstate.edu](http://www2.calstate.edu)

#### California Private and Independent Transfer Information:

[www.aiccu.edu](http://www.aiccu.edu)

## 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. Website – [www.assist.org](http://www.assist.org).

**LOS ANGELES PIERCE COLLEGE AND UNIVERSITY TRANSFER PARTNERSHIPS**

Pierce has transfer partnerships with universities through the following programs:

- UC Transfer Admission Guarantee (TAG) - Guarantee your transfer to UC Davis, Irvine, Merced, Riverside, Santa Barbara, or Santa Cruz
- UCLA
  - Transfer Alliance Program (TAP)/Honors Transfer Program:
  - UCLA CCCP Scholars - meet with a UCLA peer mentor in the Transfer Center and attend weekend and summer programming to help you meet your goals.
- CSU Associate Degree Transfer (ADT) get a degree at Pierce and transfer to a CSU campus with ease.
- Transfer Admission Guarantee (TAG) with private & out of state universities: Pepperdine, Loyola Marymount University, Arizona State University, Western Oregon University

For more information on these programs and how to transfer from Pierce, please visit [www.piercecollege.edu/transfer](http://www.piercecollege.edu/transfer).

**DEVELOP AN EDUCATIONAL PLAN**

The most important action you can take to ensure success is to meet early with a Los Angeles Pierce College 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 Department Faculty offer a number of 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 Counseling Department section of Course Descriptions in this catalogue for additional information.

The Counseling Center is located on the first floor of the Student Services Building.

**GENERAL EDUCATION AGREEMENTS**

The California State University and the University of California systems have developed system-wide general education agreements which enable community college transfer students to complete lower division courses that satisfy general education requirements at many CSUs and UCs.

See *LAPC CSU GE Certified Plan and IGETC 2019-2020* on pages 30 and 31.

**Disclaimer**

Every effort has been made to ensure the articulation information for the California State Universities and the University of California institutions are accurate, including the CSU GE and IGETC areas. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

**TRANSFER CENTER STUDENT LEARNING OUTCOMES**

The following Student Learning Outcomes have been developed to inform students about the goals of the program:

- Los Angeles Pierce College students with the goal of transfer will know the University of California (UC) and California State University (CSU) minimum transfer requirements.
- Los Angeles Pierce College students with the goal of transfer will know at least two web based transfer resources.
- Los Angeles Pierce College transfer students will know of the two general education patterns to the UC & CSU.
- Los Angeles Pierce College students will know how and where to seek help with transfer applications.

## Special Instructional Programs

**Honors Program**

The Los Angeles Pierce College Honors Transfer Program is designed for serious, motivated students. The program offers approximately 12 academically enriched general education courses each semester. These courses are challenging and enhance the academic skills necessary for successful transfer. Classes are limited to approximately 30 students, offering maximum interaction with faculty and peers. For further information see the current Schedule of Classes, visit the Honors webpage at <http://www.piercecollege.edu/offices/honors> or call (818) 719-6455. Materials can be submitted to the Honors Transfer Program office in ALDER 1001.

**ELIGIBILITY**

High school graduates need a 3.0 cumulative GPA, and continuing college students need a 3.25 GPA in all UC transferable course work including nine (9) or more UC-transferable units.

**TRANSFER**

Honors Transfer 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 (TAP). Students who complete at least 60 units in a pattern that satisfies both the UC lower division and major course requirements, complete at least 15 Honors units by taking five (5) formal Honors classes within these 60 units, and maintain an overall grade point average of 3.25 in UC-transferable units, are eligible for TAP certification.

Satisfactory completion of the above gives students priority consideration for admission to UCLA's and UCI's College of Letters & Sciences with Junior Standing. We belong to a statewide honors organization which constantly negotiates agreements with colleges and universities; please check <http://www.piercecollege.edu/offices/honors/> for updates.

**APPLICATION**

To be admitted to the Honors Transfer Program you must be eligible for English 101 and have completed 9 units of UC transferable coursework with a minimum GPA of 3.25 in all UC transferable coursework. Students coming directly from high school must also be eligible for English 101 with a minimum high school GPA of 3.0. Eligible students

should file a completed Honors Transfer Program application through the honors' website at <http://www.piercecollege.edu/offices/honors/>. The copies of unofficial high school transcripts, unofficial transcripts for any college work, and the English placement test results should be submitted to the Honors Transfer Program office in ALDER 1001, the college mailroom located next to the Business Office, emailed to [phonors@piercecollege.edu](mailto:phonors@piercecollege.edu) or they can be submitted via the U.S. Postal service to:

Los Angeles Pierce College Honors Transfer Program  
6201 Winnetka Ave., Woodland Hills, CA 91371

Note: The Honors Office must have access to all official transcripts from all institutions and official AP scores. Check with your counselor to see if your records are on file in the Admissions & Records office. All official transcripts must be sent directly from the high school, university, college, College Board, etc. to the:

Admissions & Records Office  
Student Services Building  
Los Angeles Pierce College  
6201 Winnetka Ave., Woodland Hills, CA 91371

#### PROGRAM BENEFITS

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

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.

#### Distance Education

Los Angeles Pierce College offers many traditional courses using web-enhanced instruction. A Web Enhanced course is any class where some of the course content or activities are performed online. Students who do not have their own computer may use the computers in the Library to complete these tasks. The Library also offers opportunities to check out laptops for a semester or short-term up to 48 hours to support students in online/hybrid and web enhanced classes.

A hybrid course is a course where one or more classroom meetings are replaced with online activities. Some activities may be held at specific times, while others may be done at any time which is convenient to the student so long as they meet the obligations of the course. Access to a computer with reliable Internet access will be required to complete this course. See the College Schedule of Classes for specific details.

A Fully Online course is a course where all classroom meetings are replaced with online activities. The course will have no classroom meetings. Some online activities may be held at specific times, while others may be done at any time which is convenient to the student so long as they meet the obligations of the course. Access to a computer with reliable Internet access will be required to complete this course. See the College Schedule of Classes for specific details.

#### PierceOnLine

Online courses at Los Angeles Pierce College provide the opportunity for students to take classes in a setting other than the traditional face-to-face classroom. Using the SIS portal, students log into their courses.

All course materials and class activities can be accessed online 24/7 to meet your needs while you are at home, your office, or on a trip. With the use of innovative course delivery software, our professors deliver quality instruction at a distance. Students can access the PierceOnLine office through the Faculty/Staff Resource Center. Additionally, more student resources can be found at <http://online.piercecollege.edu/student.html>

#### PACE (Program for Accelerated College Education)

**Program for Accelerated College Education (PACE)** is an accelerated college program designed to provide students with the ability to graduate in two years. PACE coursework meets transfer guidelines and is accelerated to fit into 8-week quarters. PACE is designed to allow students to earn an associate's degree and be ready to transfer in two years by attending classes one or two nights a week or taking classes online. There are five PACE sessions offered in a school year: two in the fall, two in the spring, and one in the summer. PACE scheduling follows the IGETC and CSU GE certified plan that can be applied to any Associate Degree for Transfer program.

##### PACE CHARACTERISTICS:

- Earn an associate's degree in two years or less
- 8-week hybrid or fully online classes
- Study for only two classes at a time while maintaining full time status during the semester
- PACE students have access to a dedicated counselor to assist with their transfer and graduation path
- PACE offers a guided pathway toward completion
- Call today to fast track your education with PACE (818) 719-6485

#### Los Angeles Pierce College Extension Program

Los Angeles Pierce College 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 Los Angeles 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, the 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 <http://extension.piercecollege.edu>.

#### Economic and Workforce Development

Services that we deliver to our community include but are not limited to the following:

- **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 in areas such as Time Management, Conflict Resolution, Leadership Training and ESL to meet professional needs.

- We offer more than 200 online classes and online career training

For further information please visit <http://extension.piercecollege.edu>.

## ENCORE Older Adult Education Program

ENCORE is a Los Angeles Pierce College program designed specifically for mature adults in our community.

ENCORE offers free noncredit classes and fee-based not-for-credit classes and provides volunteer opportunities. Classes range from arts & humanities, health & fitness, to finance and technology. There are no tests or papers to write.

ENCORE noncredit classes generally meet for 2 hours a week for 15 weeks. Students enrolled in ENCORE noncredit classes are Pierce College students in a noncredit program.

ENCORE fee-based not-for-credit classes generally meet for 3-6 weeks. Classes have a nominal fee and are self supporting. They require a different registration and a minimum enrollment to avoid cancellation.

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

## Foster and Kinship Care Education

Los Angeles 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, F, and W (Whole Family Foster Home) rate pre-service training for foster parents or relative caregivers to gain certification in those categories.

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 Foster Youth Success Initiative (FYSI) or Guardian Scholars, please call (818) 710-2937, or visit <http://extension.piercecollege.edu>.

## International Education Program: Study Abroad Classes

Los Angeles Pierce College offers short-term study abroad programs specifically designed for community college students. Study abroad programs are a one-of-a-kind experience and will not only offer exciting travel opportunities for students, but worthwhile academic ones as well! These faculty-led programs will challenge you to see the world in a new perspective, while simultaneously encountering different language and cultures. Opportunities for study feature a summer program in Marine Biology in Mexico. Call (818) 719-6444 for further information.

## Educational Support Services

### Disabled Students Programs and Services (Special Services)

Los Angeles Pierce College affirms its programs and activities are available to all qualified persons without regard to disability. The College is also subject to Sections 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The primary objective of the Disabled Student Programs and Services (DSPS) is to provide accommodations for students with a disability in campus programs and activities to the greatest extent feasible. The ability of each student with a disability to function independently in the collegiate environment is the ultimate goal.

Individuals with a disability may receive support services and accommodations from the DSPS program at Los Angeles Pierce College. Students with physical, visual, hearing, mental health, and other health impairments as well as learning and intellectual disabilities are served.

For further information or an initial appointment, contact the DSPS Office at (818) 719-6430. Our email address is [special\\_services@piercecollege.edu](mailto:special_services@piercecollege.edu). We are located in the Student Services Building, room 48175.

DSPS determines reasonable accommodations on a case-by-case basis, by reviewing disability verification documentation and an interactive process with each student. Following are some of the supportive services which may be approved as reasonable accommodations, depending on the nature of the student's educational limitations, to assure access to educational activities at Los Angeles Pierce College:

- Interpreter services for the deaf
- Note-taking assistance
- Priority registration
- On-campus transportation (shuttle service)
- Academic and career guidance
- Closed Captioned TV (C.C.T.V.)
- Print magnifier
- Testing proctoring
- Special counseling
- Alternative media
- Specially adapted software technology
- Special orientation
- Adaptive furniture

Additional services available through DSPS may include:

- Counseling
- Instructor liaison
- Assistive technology training

### DISPUTES

#### A. Appeal of Eligibility Determination

1. If, upon reviewing the disability documentation submitted by the student, the DSPS professional staff determines that the student is ineligible under the provisions of Section I, Subsection E of Los Angeles Community College District Administrative

Regulation E-100, the student may request a meeting with the DSPS Coordinator to appeal the ineligibility decision. The student may also appeal the ineligibility decision to the College ADA Coordinator.

- a. The student must submit an appeal to the College ADA Coordinator within ten (10) working days of receiving the notice of ineligibility.
  - b. The College ADA Coordinator will consult with the DSPS Coordinator and the Learning Disabilities Specialist/Counselor to determine accommodation eligibility.
  - c. The College ADA Coordinator will send a written response and rationale to the student within ten (10) calendar days of receipt of the appeal.
2. If the College ADA Coordinator upholds the ineligibility decision, the student may appeal to the DSPS Review Committee within ten (10) working days of receipt of the College ADA's Coordinator's response and rationale. The District Disabled Student Accommodation Review Committee will consist of District DSPS Coordinators present at the scheduled monthly District DSPS Coordinator's meeting, the Vice President of Student Services Officer assigned as DSPS liaison or his/her designee, the Vice President of Student Services Officer of the college from where the appeal originated or his/her designee, and the District ADA Coordinator.
- a. Within ten (10) working days of the appeal, the District DSPS Review Committee will consider the appeal at the next scheduled District DSPS Coordinator's meeting, or special meeting convened for the purpose of hearing the appeal, and make a recommendation to the President of the college where the student is in attendance.
  - b. The recommendation will be determined by majority vote of the District DSPS Review Committee.
  - c. The District DSPS Review Committee will provide the college President with written notification, including the rationale for its decision, within ten (10) working days of its decision. The College President will provide the student of his or her final decision within ten (10) working days of receipt of the DSPS Review Committee's recommendation.
3. If the student is not satisfied with the College President's decision, the student has the right to file an Unlawful Discrimination Complaint with the District's Office of Diversity Programs. The student may utilize this option at any time during the process.

## B. Appeal of Accommodations

If a student who has been determined to be eligible for services (under E-100 Section I, Subsection E) believes that the college is not providing support services and/or academic accommodations, and the matter cannot be resolved informally, the student may file a complaint, which will be evaluated by the Academic Accommodations Review Committee.

### 1. Informal Resolution

When a dispute arises over DSPS recommended support services and/or academic accommodations, all parties are required to seek informal resolution, before proceeding formally. In an effort to

resolve the matter informally, the DSPS Coordinator will assist the student by scheduling a good faith interactive meeting with the person(s) involved in the dispute, as well as the person's immediate supervisor, the corresponding Dean of Academic Affairs, and a DSPS professional.

### 2. Formal Resolution

If the matter cannot be resolved informally, the student may file a written request for a formal hearing of the college Academic Accommodations Review Committee.

- a. The college Academic Accommodations Review Committee will consist of the Vice President of Academic Affairs or his/her representative, the Vice President of Administration or his/her representative, the Vice President Student Services or his/her representative, the Department Chair or designated representative for the student's program of study, the College ADA Coordinator, and the DSPS Coordinator or designee, who will function in the hearing as a consultant and will vote only in the event of a tie.
- b. The College ADA Coordinator, or other designated college official with knowledge of support services and accommodations, may make an interim decision, if necessary, regarding provision of support services or accommodations pending the final resolution of the dispute.
- c. The Academic Accommodations Review Committee will meet within ten (10) working days of the request and review the request in accordance with the following procedures:
  - I. During the formal hearing process, the committee chair shall coordinate the conduct of the hearing.
  - II. The student and/or a representative shall present the written request to the DSPS Coordinator and attend the meeting of the Academic Accommodations Review Committee. The representative may not be an attorney.
  - III. The person denying the DSPS recommended support services or accommodations and/or his/her departmental representative shall present written reasons why the DSPS-recommended support services or accommodations were not provided and shall attend the meeting of the Academic Accommodations Review Committee.
  - IV. The committee will make a determination regarding the "reasonableness" of the support service(s) or accommodation(s), and recommend an equitable solution, if necessary.
  - V. The committee will deliberate outside of the presence of the student and the person denying the support services or accommodations and their representatives.
  - VI. The hearing shall be closed and confidential.
- d. The committee will, within five (5) working days after the hearing, inform the student in writing of the committee's decision.
  - I. Copies of the committee's decision will be placed in the student's file and sent to the College President, Vice President of Academic Affairs and Vice President of Student Services, as well as to the individual, if appropriate, who denied the support service (s) or accommodation(s), by the Academic Accommodations Review Committee Chair.



- II. Academic Accommodations Review Committee Formal Hearing Request forms are available in the DSPS Office, Student Services Office, and/or College Ombudsperson.

### 3. Appeal

- a. If the student is dissatisfied with the Academic Accommodations Review Committee decision, the student may appeal to the College President.
- b. The student may also file a formal discrimination complaint with the District's Office of Diversity Programs, who will then follow the established steps outlined in Chapter XV of the Board Rules.

### DISABLED STUDENTS PROGRAM AND SERVICES SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

1. Students with declared majors will demonstrate a level of confidence choosing an educational goal and follow the recommendations of their Special Services counselor taking the appropriate classes to achieve their academic goals.
2. Special Services students will:
  - Describe their disability, strengths, and effective accommodations
  - Understand and adhere to the Special Services policies and procedures
  - Actively participate in counseling sessions and initiate accommodation requests in a timely manner
  - Identify resources available on campus to enhance development and academic performance
3. Students placing in remedial English and Math will identify Special Services as a resource for disability assessment and potential accommodations.
4. Students will recognize the importance of self-management, developing workplace and professional skills, and self-advocacy.

### Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) and Cooperating Agencies Foster Youth Educational Support (CAFYES)

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 or students in DSPS that are part-time. 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). Qualified current or former foster youth whose dependency was established or continued by the court (on or after a student's 16th birthday) receive assistance balancing their academic needs with financial assistance and additional support services from the Cooperating Agencies Foster Youth Educational Support (CAFYES) program.

### STUDENT LEARNING OUTCOMES

#### EOPS/CARE

It is the goal of EOP&S 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. EOP&S 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. Follow their Student Educational Plan developed in conjunction with their EOP&S counselor

#### Support Services

- EOP&S students participating in the program orientation will be able to demonstrate knowledge of the program's requirements and philosophies as measured by a score of 75% or better on a post orientation survey.

EOPS is located in the Student Services Building, 2nd floor, Room 48235. Office hours are Monday 8:00 a.m. - 6:00 p.m., Tuesday through Thursday 8:00 a.m. - 5:00 p.m., and Friday 8:00 a.m. - 4:00 p.m. Early morning and evening appointments can be made by special arrangement.

### CalWORKs Program

The CalWORKs Program serves eligible students enrolled at the college who currently receive CalWORKs for themselves and at least one child under the age of eighteen, and who have or are in the process of developing a GAIN welfare-to-work plan which includes education as an approved activity, or are County-referred for post-employment or post-time limits services.

The program offers a variety of supportive services designed to help students meet their welfare-to-work and educational goals in order to achieve academic success, career advancement and economic self-sufficiency, including:

- Priority registration
- Orientation
- Case management and coordination with GAIN services
- Books, supplies, fees, tools and uniforms, in partnership with the Los Angeles County GAIN program
- Work-study opportunities
- Academic counseling
- Individualized Student Education Plan for the entire academic program
- Completion and certification of required GAIN and Child Care Resource Center forms and documents
- Informative workshops
- Referrals to community agencies for legal, personal counseling, domestic violence and social services
- Calculators and Laptops loan services

The CalWORKs office is located in the Student Services Building, second floor, room 48235. For more information and appointments call 818-719-6400. Our email address is: [calworks@piercecollege.edu](mailto:calworks@piercecollege.edu)

### CalWORKs Student Learning Outcomes

Students will:

- Develop a Student Educational Plan (SEP) that will facilitate an effective integration into the workforce
- Find and utilize effectively available on/off campus resources needed to become self-sufficient
- Students placed in CalWORKs work study program will demonstrate essential workplace skills
- Students who attend and participate in CalWORKs workshops will be able to develop personal resumes and learn the process to apply to a four-year institution

### High School Outreach and Recruitment

The High School Outreach and Recruitment Department (OAR) assists students and the Los Angeles Pierce College community in general, in achieving their higher education goals, by providing information and access to the academic and student services programs available at Pierce. Through outreach efforts at our local feeder high schools and our surrounding communities, the OAR department facilitates the transition from high school to college by providing information regarding vocational, certificate, degree and transfer program options.

The OAR department assists students with:

- Admission Application
- Financial Aid applications
- Concurrent enrollment for high schools students

Additionally, the OAR department works with the Student Success Committee to support its programs and initiatives including the summer Bridge Program and learning communities.

### International Student Admissions & Services

International Student Services (ISS) welcomes applications from current and prospective F-1 Visa students who wish to attend Los Angeles Pierce College. The program has students enrolled from over 45 countries around the world. Services include application advisement, F-1 status advisement, academic counseling, orientations, workshops, and student activities.

Prospective students are advised to contact the International Student Services Office directly. Admissions requirements for international students differ from residents and non-residents visiting on other visas. To begin the admissions process, submit an online application via the international student website.

Website: [www.piercecollege.edu/offices/international\\_students](http://www.piercecollege.edu/offices/international_students)

Email: [intlstu@piercecollege.edu](mailto:intlstu@piercecollege.edu)

Phone: (818) 719-4346 or (818) 710-6417

#### Application Filing Period

##### Outside the USA/Change of Status

FALL SEMESTER APPLY: JANUARY THROUGH MAY 15

SPRING SEMESTER APPLY: MAY THROUGH OCTOBER 15

##### F-1 Transfer Students Within the USA

FALL SEMESTER APPLY: JANUARY THROUGH JULY 31

SPRING SEMESTER APPLY:

MAY THROUGH DECEMBER 15

New students are admitted for either the fall or spring semesters only. Summer admissions will be considered for students transferring from a U.S. College degree program. No winter admissions.

Upon admission, the student is notified of required arrival dates and scheduled for a mandatory check-in appointment.

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. Some of these requirements include:

- Complete a full-course load (12 units) every fall and spring semester, a minimum of 9 units must be on-campus or “in-person” classes
- Maintain a cumulative 2.0 grade point average, this is a “C” average
- Refrain from unauthorized employment
- Maintain a valid passport and I-20

Students are required to seek advisement from a SEVIS Designated School Official (DSO) for any questions pertaining to F-1 Visa status. Counselors are available for academic, career, and personal questions.

Per LACCD Board Rule 2309.30, international students must enroll in the district mandated health insurance policy. The student will be billed by the college every fall and spring semester.

### Library

The College library has a collection of more than 200,000 books which include over 100,000 eBooks. The library subscribes to approximately 150 print magazines, journals, and newspapers as well as 80 online databases.

The library web page, located at: <http://library.piercecollege.edu/home>, provides links to Subject Guides, book catalog, online articles, and much more.

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

The library is located on the second floor of the Library Learning Crossroads building (5200). With over 58,000 square feet, the library includes study carrels, group study rooms, comfortable seating, WiFi, computers and two Copy Tech rooms.

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.

Please visit the Library website or call (818) 719-6409 for hours and additional information.

Hours: Monday through Thursday, 7:30 a.m. - 8:30 p.m.;  
Friday, 9:00 a.m. - 3:30 p.m. and Saturday 10:30 a.m. - 3:30 p.m.





## Center for Academic Success (CAS)

The Center for Academic Success is committed to helping students in need of academic support acquire the skills and tools necessary to meet their individual academic goals. All tutoring services are free to currently enrolled Los Angeles Pierce College students.

### Tutorial Program (LLC 5130)

The Center for Academic Success offers free individual tutoring, group tutoring, and workshops in a variety of subject areas. English and math tutoring are offered all day long, and other subjects and schedules vary by semester. Come into the CAS, call us, or check our website to obtain tutoring schedules for all subjects. No appointments are necessary. English and ESL sessions are 30 minutes in length and are scheduled on a first come/first serve basis. Check the CAS website, call (818) 719-6414, or stop by the tutoring center (LLC 5130) for more information.

### Center for Academic Success Hours:

Monday through Thursday, 9:00 a.m. - 5:30 p.m.  
Friday, 10:00 a.m. - 2:00 p.m.

Location: Library/Learning Crossroads Building, Room 5130

Website: [www.piercecollege.edu/departments/academic\\_success](http://www.piercecollege.edu/departments/academic_success)

## Veterans Services

Veterans applying for Veterans Administration (VA) educational benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Administration. Before we can certify enrollment for benefits, veterans must meet the college admission requirements and supply the college with copies of official transcripts from previous training. The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Administration and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective. Monthly rates may be accessed at <http://www.benefits.va.gov/gibill/>

Please note that the application process for Veterans Educational Benefits is different for new students who have never received benefits before from continuing/transfer students who have already initiated benefits. Applications for benefits may be obtained from the U.S. Veterans Administration or from the Veterans Office.

The Veterans Office is located in the Office of Financial Aid, Scholarships & Veterans in the Student Services Building, 2nd floor. The phone number is (818) 710-3316. Also, visit the Veterans website at [www.piercecollege.edu/offices/financial\\_aid/veterans.asp](http://www.piercecollege.edu/offices/financial_aid/veterans.asp) or e-mail us at [pierce-veteran@piercecollege.edu](mailto:pierce-veteran@piercecollege.edu).

### Veterans Office Hours:

Monday through Thursday, 8:00 a.m. - 4:00 p.m.;  
Friday, 8:00 a.m. - 12:00 p.m.

### THE VETERANS SERVICES OFFICE OFFERS THE FOLLOWING SERVICES:

- Help student veteran start and continue educational benefits,
- Help student veteran with college admission and application process,
- Assist with financial aid application process,
- Offer advice on completing and filing VA forms,

- Provide information on student services available at Los Angeles Pierce College,
- Provide educational counseling,
- Offer orientation workshops to learn how to navigate college life, and
- Offer information on veterans services provided by VA Centers and support groups.

### NEW VETERAN STUDENT CHECKLIST:

1. Apply to Los Angeles Pierce College at [www.piercecollege.edu](http://www.piercecollege.edu).

After you receive your student ID #, make an appointment to take the Assessment Test and view the on-line Orientation. To learn the steps to matriculation, go to: [http://www.piercecollege.edu/offices/assessment\\_center/matriculation.asp](http://www.piercecollege.edu/offices/assessment_center/matriculation.asp).

2. Apply for VA Educational Benefits by completing the VA 22-1990 form online at <http://www.benefits.va.gov>.

3. Apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). Make sure Los Angeles Pierce College federal school code (001226) is included in your FAFSA.

4. Request official transcripts from previous colleges and universities. Mail transcripts to:

Los Angeles Pierce College  
Attn: Admissions & Records Office  
6201 Winnetka Avenue  
Woodland Hills, CA 91371

5. Schedule an appointment with a Veterans counselor in the Counseling Office. Appointments must be made one week in advance. Please note that a student educational plan must be submitted to the Veterans Services along with other paperwork in order to be certified for VA benefits. Submit the following documentation to the Financial Aid Office, Scholarships & Veterans Office located in the 2nd floor of the Student Services Building:

- a. Student Educational Plan signed by you and the counselor. Note: Short term classes affect the VA monthly benefits. Please check with the Veterans representative for additional information.
- b. Chapter 33 applicants must submit a Certificate of Eligibility letter awarded by the VA. This form is automatically sent to your home of record upon exiting the military. If you need to request an additional copy, call the VA Office at (888) 442-4551.
- c. Submit a copy of your DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384).
- d. Complete the Veterans Statement of Obligation and Responsibilities form available in the Veterans Services Office.

Make copies of all submitted documents for your own records.

6. To continue receiving benefits, visit the Veterans Services Center every semester to request VA Enrollment Certification.

7. You need to verify your attendance every month if you are receiving one of the benefits listed below. You may verify your enrollment by calling VA at (877) 823-2378 or online at <https://www.gibill.va.gov/wave/index.do>

- a. Montgomery GI Bill - Active Duty
- b. Montgomery GI Bill - Selected Reserve

- c. REAP
- d. VRAP

#### VETERANS EDUCATIONAL BENEFITS

- Chapter 33 (Post 9/11 GI Bill) – this is the most comprehensive educational benefit package since the original Montgomery GI Bill. The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill. This program will pay for enrollment fees (non-resident tuition is not eligible) and other mandatory fees, a monthly housing allowance, and an annual books and supplies stipend for eligible individuals.
- Chapter 1606 – this program provide benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.
- Chapter 1607 – this program provides benefits for members of the Selected Reserve who have established eligibility for 1606 of the MGIB and have been called to active duty since September 11, 2001.
- Chapter 31 (Vocational Rehabilitation) – this is an educational assistance program that is available to disabled veterans who are in need of vocational rehabilitation.
- Chapter 35 (Dependents or Spouses) – this is an educational program is designed to provide benefits for dependents or spouses of veterans.

#### OVERPAYMENT TO VETERANS

The U.S. Department of Veterans Administration holds veterans liable for overpayments received for reasons including failure to notify the VA and the college's Veterans Office when they drop a class or receive an incomplete grade. Veterans who receive overpayment should promptly notify the VA and the college's Veterans Office. 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 first be approved by the Veterans counselor in the Counseling Office and must be reported to the Veterans Office at Los Angeles Pierce College.

#### CREDIT FOR MILITARY SERVICE

Los Angeles Pierce College grants up to six (6) 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 needing tutoring services must first obtain prior approval from the U.S. Veterans Administration. Tutors must be approved by the VA in order for a veteran to become eligible for reimbursement for the costs of tutorial services. Veterans contact the Los Angeles Pierce College's Veterans Office for the necessary reimbursement forms.

## Counseling Services

The Counselors at Los Angeles 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 Student Services 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.

#### COUNSELING COURSES (FORMERLY PERSONAL DEVELOPMENT COURSES)

Counseling courses are the instructional component of the Counseling Department. These courses are taught by Los Angeles Pierce College Counselors, and provide students with foundational skills in college success strategies, career and/or major exploration, educational planning, and more. Students will learn the various aspects of the Los Angeles Pierce College campus including: student activities, support programs and resources, and campus policies and procedures. Counseling courses are offered in various formats, including: eight-week sessions, online only, as one element of a cohort (e.g. summer Bridge Program), as well as traditional semester length courses. For more information regarding Counseling courses, please visit the official course descriptions within this catalog. For future course offerings, please view the Los Angeles Pierce College schedule of classes for the upcoming semester.

#### 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 Student Services Building.



### STUDENT LEARNING OUTCOMES

The following Student Learning Outcomes have been developed to inform students about the goals of the program:

- Students will be able to evaluate academic options and make informed decisions on appropriate classes to take each semester.
- Students on probation will learn strategies after meeting with a counselor that will assist them in making satisfactory academic progress.

### Career Center

The Career Center provides individual career counseling appointments, special events and workshops in career exploration, career planning and decision-making in addition to job seeking skills and strategies. The Career Center is located in the Student Services building.

#### CAREER CENTER SERVICE AREA OUTCOMES

The following Service Area Outcomes have been created to inform students about the goals of the program:

- Students will be able to communicate their career goals with clarity and purpose.
- Students will be able to utilize and incorporate career information and services to develop and maintain a career plan.
- Students will be able to learn effective strategies for finding a job they want.

### The Transfer Center

The Los Angeles 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.

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.

### 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 Student Services Building, 2nd floor.

### 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.

## Campus Resource Support Services

### College Store

Los Angeles Pierce College's College Store is located next to parking lot #1 in the College Services Building. The store is a meeting place for 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.

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

The purpose of the College Store is to provide for the sale of textbooks, course materials and general merchandise for the academic programs and beyond. More information is available online at [www.lapiercecollegestore.com](http://www.lapiercecollegestore.com).

Students may also have the option of renting selected textbooks for their courses.

The College 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.

### School Supply Vending Machines

The College Store has two supply vending machines on campus for your testing needs. There is one supply vending machine located near the front entrance of the College Store and another in the Village (between buildings 8100 and 8200).

### Metro U-Pass

Los Angeles Pierce College is one of the pilot campuses for the Metropolitan Transit Authority's (Metro) U-Pass program, which provides unlimited rides on Metro bus and rail during each academic term. Students can purchase the sticker, which is attached to the back of their I.D. card and contains a chip at the College Store. The total cost will be based on the length of term and must be purchased on a per-term basis (not week by week or month by month.) As with a regular TAP card, value can be added in order to use the card with other systems, such as Santa Monica's Big Blue Bus.

To purchase your Los Angeles Pierce College U-Pass:

1. Go to [piercecollege.edu](http://piercecollege.edu) and click on the "Students" tab at the top of the page.
2. On the new page, click on the "U-Pass" link on the top right corner of the page.
3. Answer the survey questions as accurately as possible.
4. Bring proof of survey completion, payment and your student I.D. to the College Store to pick up your new U-Pass sticker.

To renew:

1. Pay for the U-Pass at the College Store.
2. Make sure that the clerk taps your U-Pass sticker on the CPOS machine, to ensure activation.

For more information about the U-Pass program, see a College Store staff member or call the College Store at (818) 719-6420.

## Business Office

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

## Campus Child Development Center

Northwest Corner of Mason Ave. and Olympic Drive. Entrance is located on Olympic Drive.

The Campus Child Development Center serves two purposes: 1) To provide a high quality preschool program for the children of Pierce students, and 2) To provide a model program as a fieldwork 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 5.6 years of age whose parents are enrolled at any LACCD campus. We run primarily as a State Preschool program, with subsidized funding from California State Department of Education. Parents must qualify for this program under income guidelines furnished by the State Department of Education. We do have a small tuition based program, also.

The Center is open from Monday through Friday, 7:45 a.m. - 4:00 p.m. The following sessions are offered within these hours: Half day - 8:00 a.m. - 12:30/1:00 p.m., Monday through Friday, and Full day - 8:00 a.m. - 3:00/4:00 p.m., Monday through Friday. The program is staffed with highly educated and experienced teachers, and offers a minimum ratio of 1 adult to 8 children in each classroom.

The Campus Child Development Center is also utilized as a primary observation and practicum site for students studying Child Development and related fields. Adult students have the opportunity to observe and/or gain experience working with young children as they study to become Early Childhood Educators and Directors.

### CAMPUS CHILD DEVELOPMENT CENTER SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Children will demonstrate continued growth in cognitive, creative, physical and social-emotional development.
- CDC Assistant Teachers will be able to demonstrate ability to create appropriate curriculum activities for children after professional development trainings.
- Instructional/Adult students will demonstrate, by their observation of or work in the CDC classrooms, knowledge of appropriate child-centered classroom activities.
- Parents will gain relevant information to improve parenting skills.

## Food Services

Food services will be available on the mall during normal business hours.

### Brahma Cafe

Located next to the College Store, Brahma Cafe is an exciting gathering point for the Campus' Community and its visitors. The Brahma Cafe does catering, as well – from 5-1500 people. We look forward to serving you.

### Brahma Cafe Hours:

Monday through Thursday: 7:30 a.m. - 7:15 p.m., Friday: 7:30 a.m. - 3:30 p.m. when classes are in session. Hours are subject to change during summer and winter intersessions.

### Pacific Dining

Located on the ground floor of the Library Learning Crossroads (LLC) is Pacific Dining food court offering a broad range of food choices.

### Pacific Dining Hours:

Monday through Thursday, 7:00 a.m. - 7:00 p.m., Friday, 8:00 a.m. - 1:00p.m. Closed on Saturdays and Sundays. Hours subject to change.

### Food Vending Machines

Located at various locations on campus. Serving hot and cold drinks, sandwiches, fruit and other miscellaneous snack items.

## Health Services

A variety of health services are available at the Student Health Center located on the second floor of the Student Services Building. 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 is now a Family PACT provider. That means an eligible student can receive free family planning services, including contraception, emergency contraception, STI screening and treatment, and most family planning associated services. Other acute medical issues can be treated with low-cost antibiotics when indicated 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 also available through the Student Health Center. In addition, a licensed psychologist is available to students for short-term personal counseling. Appointments are made through the Health Center at (818) 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. A Covered California/Medi-Cal educator/enroller is available to students at the Health Center every Monday from 10:00 a.m. to 6:00 p.m. Please call for an appointment at (818) 710-4270.

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.

Los Angeles Pierce College does NOT require vaccinations to enroll; however, some programs may require certain immunizations. Please call the Health Center at (818) 710-4270 for specific vaccines available or check our website at [www.piercecollege.edu/offices/health\\_center](http://www.piercecollege.edu/offices/health_center) for additional information.

**HEALTH SERVICES SERVICE AREA OUTCOMES**

The following Service Area Outcomes have been developed to inform students about the goals of the program:

1. More students will utilize the Student Health Center.
2. Students will utilize free psychological services, if needed.
3. Students will exhibit knowledge of behaviors that support good health, identify obstacles and challenges to achieving optimal health and devise strategies to pursue a healthy lifestyle.
4. Students will experience a private, secure facility for health services.

**Los Angeles County Sheriff's Office**

Los Angeles 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 Los Angeles 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.

Los Angeles Pierce College is committed to the safety of all the Students, Faculty, and Staff. The campus is equipped with "Blue Emergency Phones" that connect directly to the on-campus Sheriff's station. Campus pay phones may also be used to connect directly to the on-campus Sheriff's station by dialing \*86. The emergency phone number is (818) 710-4311.

**Emergency Resources**

The campus has developed comprehensive emergency procedures on evacuations, general safety, communications, and response to a major disaster. An emergency procedure booklet can be found in each classroom and it provides information on the following subjects: Emergency Contacts, Utility Failures, Personal & Medical Emergency, Fire, Crime in Progress, Earthquake, Explosions, Bomb Threat, Evacuation [with zone map and zone assignments], and Blue Phone Map. The Los Angeles Pierce College Campus Emergency Procedure Statement and emergency booklet is also available on the college website under Campus Safety & Sheriff.

Los Angeles Pierce College has installed several methods to communicate to Students, Faculty, and Staff in the event of an emergency. Los Angeles Pierce College utilizes Blackboard Connect to send messages and for voice paging via the campus telephone system.

All emergency communications and the overall emergency plan for Pierce are updated on a consistent basis and tested on an annual basis.

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. 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.

The emergency phone number is (818) 710-4311.

**Lost and Found**

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.

**Student Right-to-Know**

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2014 to Spring 2017. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2015 to Spring 2017, are transfer students.

**STUDENT RIGHT-TO-KNOW RATES FOR FALL 2014 COHORT**

**Completion Rate: 30.02%**

**Transfer Rate: 9.63%**

**CRIME STATISTICS**

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://www.piercecollege.edu/media/pdf/AnnualSecurityReport.pdf>.

You may also request a paper copy by contacting the Sheriff's Department at (818) 710-6450.

## Campus Parking, Traffic and Safety Regulations

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.

### Enforcement of Traffic and Parking Regulations

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads unless posted.

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 Los Angeles 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.

Los Angeles 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. PARKING PERMITS MUST BE DISPLAYED CLEARLY FROM THE REAR VIEW MIRROR WHEN PARKING IN THE COLLEGE PARKING LOTS. PAY VALIDATION MACHINES FOR GUEST PARKING ARE LOCATED IN LOT 1, LOT 5, LOT 6, LOT 7 AND LOT 8. THESE ONE-DAY ONLY PARKING PERMITS CAN BE USED IN ANY PARKING LOT ON THE CAMPUS.**

**A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES.**

**A STUDENT'S LOS ANGELES 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 college catalog for more details.

Parking permits are not transferable and are only valid for the semester as indicated on the tag.

### 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. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. *No vehicle shall back into a stall in parking lots 3, 5, and 6. Vehicles must park clearly within marked stalls in parking lots 5 and 6. 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, motor scooters 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 in parking or lot 7. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brake when parking.
10. If you feel you have received a parking citation in error, visit the College Sheriff's Station between the hours of 8:00 a.m. to 9:00 p.m., Monday - Friday.

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 and do not park in front of the animal barn doors. 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 at 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 must lock your bicycles to bike racks which are provided near the entrances to the campus.
5. Roller-skates, in-line skates and skateboards are not permitted at any time on the campus.



## Cross Country Track and Adjacent Areas Closed from Dusk to Dawn

The area behind the Stadium which includes the Cross Country Track and adjacent walking and running areas are normally closed to the public. Signs have been posted in this area to alert users that this area is not available. Use of the area may be granted if approved in advance by the College and/or the activities occurring within this area are being held within the instructional program.

Use of the Cross Country Track and adjacent areas are by permit only.

PETS ARE NOT PERMITTED ON CAMPUS.

SKATEBOARDS, ROLLER SKATES AND INLINE SKATES ARE NOT PERMITTED ON CAMPUS.

## 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 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 a variety of sports. The sports offered for men are baseball, basketball, football, swimming, tennis and volleyball. The sports offered for women are soccer, softball, swimming, volleyball, water polo, and basketball.

#### ELIGIBILITY

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

## Student Publications

Students in the Media Arts Department produce online, broadcast, multi-media and print material.

The Roundup newspaper is generally printed 11 Wednesdays during each of the fall and spring semesters. People with story ideas or questions can contact the newsroom in Village 8211. Back issues and breaking news are available year-round online at [www.theroundupnews.com](http://www.theroundupnews.com).

The campus magazine, The Bull, is published semi-annually as resources permit. Issues can be viewed online at [www.thebullmag.com](http://www.thebullmag.com)

The campus internet radio station, *KPCRradio.com* provides streaming content 24-7, while live operating hours vary. Listen to the station at [www.KPCRradio.com](http://www.KPCRradio.com). Podcasts, multi-media stories, music and other content are available at any time. The station is located in Village 8212.

## Associated Students Organization (ASO)

The students of Los Angeles Pierce College 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, students have the opportunity to develop leadership skills, increase cultural and social awareness, and serve the local and campus communities through civic engagement activities. Students are encouraged to serve on campus and A.S.O. committees. For information visit the Student Engagement Center.

### ASSOCIATED STUDENT ORGANIZATION SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Leadership: Students have a chance to learn leadership skills.
- Advocacy: Students learn about the policy making process and how to communicate with political leaders.
- Committee Projects: Students learn how to work with others to complete projects.

## Qualifications for ASO Officers

### (ADMINISTRATIVE REGULATIONS S-9)

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), 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 or session. The ASO Constitution may not set a higher GPA requirement.

- d. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.
- e. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (I) will not be counted in the determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated if I grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) 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 on the maximum unit 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 candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective 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 should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulations E-55. 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 if an ASO Officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Article VIII, Sections 9801-9806).
- 6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
  - 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 (DSPS) 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 S-9:
    - 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 DSPS 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.

## Student Clubs & Organizations

Approximately 50 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 Los Angeles Pierce College during the past semesters include: Alpha Gamma Sigma; Anthropology Club; Boots and Saddles Club; Business Economic Student Association; Child Development Club; Dance Club; Film Club; Game Development Club; Gay Straight Alliance (GSA); International Students Club; Parents Club; Persian Club; Phi Theta Kappa; Philosophy Club; Pierce Hillel; Pre-Health Club; Pre-Vet Club; Psychology Club; Red Cross Club; Sign Language Club; Society of Manufacturing Engineers; Sociology Club; Students of Success; Student Rights & Resources Organization and Student Veterans of America.

Information on the club chartering process is available in the Student Engagement 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 five (5) 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, please visit or contact the Student Engagement Center.

# Faculty

## Full-time Faculty

### A

**Abara, Jose (2016)**
*Psychology*

M.A., Ph.D., University at Buffalo

**Abbamontian, Ramela (2007)**
*Art*

B.A., M.A., Ph.D., University of California, Los Angeles

**Abels, Beth (2008)**
*Architecture*

B.A., University of Michigan

B.S., Kent State University

M.Arch., University of California, Los Angeles

**Accardo, Donna L. (1989)**
*English/English as a Second Language*

B.A., M.A., University of Nevada, Reno

**Adelini, Jennifer (2016)**
*Animal Science*

B.A., Ph.D., University of California, Davis

**Aloy, Lisa (2017)**
*Nursing*

A.D.N., Los Angeles Pierce College

B.S.N., M.S.N., Western Governors University

**Anderson, Barbara A. (2001)**
*Communication Studies*

B.A., M.A., California State University, Northridge

**Anderson, Emily (2013)**
*English*

B.A., University of California, Los Angeles

M.A., New York University

**Anderson, Marcus (2016)**
*Computer Applications and Office Technologies*

B.A., Southern University and A&amp;M College

M.A., University of Phoenix

M.A., Lamar University

**Armenta, Susan (2014)**
*Kinesiology*

A.A., Southwest College

B.S., California State University, San Bernardino

M.A., San Jose State University

**Avakian-Akkus, Garineh (2015)**
*Music*

B.A., M.A., San Francisco Conservatory of Music

D.M.A., University of Southern California

### B

**Bagg, Judy (2014)**
*English as a Second Language*

A.A., Los Angeles Pierce College

B.S., California State University, Northridge

M.A., Azusa Pacific University

**Baltakian, Lena (2015)**
*Business Administration*

A.S., Glendale Community College

B.S., Woodbury University

M.B.A., University of La Verne

**Basmaidzhyan, Babken (2016)**
*Business Administration*

B.A., M.A., California State University, Northridge

**Bass, Wendy (2010)**
*Distance Education*

B.A., University of Arizona

M.A., California State University, Northridge

Ph.D., University of California, Los Angeles

**Bates, Maria (2006)**
*English*

B.A., Ph.D., University of California, Santa Barbara

**Beavers, Jamie (2009)**
*Life Science*

A.A., Moorpark College

B.S., University of California, Los Angeles

M.S., California State University, Northridge

**Belden, Angela (2010)**
*Psychology*

B.A., University of Arkansas, Little Rock

M.S., Ph.D., Oklahoma State University

**Benne, Elizabeth (1993)**
*Director, Health Center*

B.S.N., Point Loma College, San Diego

M.A., California State University, Los Angeles

**Binsley, Jill R. (2001)**
*Computer Applications and Office Technologies*

A.A., Los Angeles Pierce College

B.S., Old Dominion University

M.B.A., College of William and Mary

**Blaine, Ida (2002)**
*Director, Encore*

B.A., M.A., California State University, Northridge

**Boddicker, Kathleen (2014)**
*Education*

A.A., College of the Canyons

B.A., M.A., California State University, Northridge

**Borg, Darren (2008)**
*English*

A.A., Ventura College

B.A., M.A., California State University, Northridge

**Boyd, Lateaira (2019)**
*Counseling*

M.A., Loyola Marymount University

**Bram, Alan (2016)**
*Counseling*

B.A., California State University, Northridge

**Brewer, Ferhiz (2015)**
*Music*

M.M., Westminster Choir College

Ph.D., University of Oklahoma

**Bruzzese, Anna (2006)**
*Sociology*

B.A., M.A., Ph.D., State University of New York,

Stony Brook

**Burns, Karin R. (1991)**
*English*

B.A., M.A., University of California, Los Angeles

### C

**Cain, Cassie (2009)**
*Mathematics*

B.A., M.S., University of Oklahoma

**Campbell, Kaycea (2011)**
*Economics*

M.A., University of Southern California

B.Sc., M.Sc., University of the West Indies

Ph.D., Claremont Graduate University

**Celada, Luis (2015)**
*Computer Science and Information Technology*

A.S., Community College of the Air Force

B.S., Santa Fe University

M.B.A., University of Phoenix

**Chartrand, Frank (2010)**
*History*

B.A., University of California, Los Angeles

M.A., California State University, Northridge

**Cheung, Elizabeth (2010)**
*CAD/Engineering*

B.S., University of Cincinnati

M.S., University of California, San Diego

**Chhith, David (Kimhou) (2017)**
*Automotive Service Technology*

A.A., Long Beach City College

**Chow, Steve (2013)**
*Mathematics*

B.A., University of California, Berkeley

M.A., California State Polytechnic University, Pomona

**Clark, Lyn (1961)**
*Business/Computer Applications and Office Technologies*

B.S., M.A., Ed.D., University of California,

Los Angeles

**Cleveland, Monique S. (2000)**
*English*

B.A., University of California, Irvine

M.Ed., TESOL, Seattle University

**Connelly, Jill P. (2006)***Photography*

B.A., State University of New York, Plattsburgh  
 M.S., Boston University

**Conrady, Lara (2015)***Counseling*

M.A., Ph.D., University of Texas at Austin

**Cooper, Melody (2006)***Art*

B.A., M.A., California State University, Northridge

**Cooper Grigg, Yvonne (2007)***English*

B.A., Cornell University  
 M.A., New York University

**Cooperman, Michael (2010)***Art/Multimedia*

B.S., California State University, Northridge  
 M.A., San Diego State University

**Corning, Chris (2016)***English*

B.A., University of Illinois at Urbana-Champaign  
 M.A., California State University, Northridge

**Cortes, Alma (2017)***Child Development*

B.A., Rutgers University  
 M.S., Bank Street College of Education  
 Ed.D., University of California, Los Angeles

**D****Dahlberg, Justin (2015)***Art*

B.F.A., California State University, Long Beach  
 M.F.A., Claremont Graduate University

**Dao, Lu (2015)***Animal Science*

A.A., Los Angeles Pierce College  
 B.S., D.V.M., University of California, Davis

**Davodian, Yeprem (2013)***Communication Studies*

B.A., M.A., California State University, Northridge

**Desai, Mita (2006)***Counseling*

B.A., M.S., California State University, Northridge

**DeVaney, Shannon (2010)***Biology*

B.A., University of Washington  
 Ph.D., University of Kansas

**Diehl, Marisa (2012)***Library Science*

M.A., San Jose State University  
 Ph.D., Hastings University

**Doelitzsch, Patricia (2010)***Child Development*

B.A., M.A., California State University, Northridge

**Dowd, Tyffany (2016)***Counseling*

Ph.D., California State University, Fullerton

**Drelen, Traci (2008)***Child Development*

B.S., M.S., California State University, Northridge

**Duffy, Curt (2014)***English*

B.S., Worcester Polytechnic Institute  
 M.F.A., Antioch University  
 Ed.D., Fielding Graduate University

**Duong, Lily (2016)***Counseling*

B.A., California State University, Northridge  
 M.S., National University

**E****Eagle, Ryan (2014)***Physics*

B.S., University of California, Los Angeles  
 M.S., Georgia Institute of Technology

**Ersig-Marcus, Christine (2012)***Communication Studies*

M.A., California State University, Long Beach  
 Ph.D., University of Southern California

**F****Faulseit, Sonny (Richard) (2016)***Anthropology*

B.A., Montclair State University  
 M.A., University of Notre Dame  
 M.A., Ph.D., Tulane University

**Favre, Jeff (2013)***Journalism/Media Arts*

B.A., Indiana University  
 M.S., Northwestern University

**Fernandez, Jose Luis (2008)***Business Administration*

B.A., California State University, Chico  
 M.B.A., Monterey Institute of International Studies

**Fields, Dale (2006)***Astronomy*

B.S., University of Arizona, Tucson  
 M.S., Ph.D., The Ohio State University, Columbus

**Fine, Norine (2014)***Counseling*

M.A., Cal Lutheran University

**Finley, Jason (2011)***Geography & Meteorology*

B.S., Northern Illinois University  
 M.A., University of California, Los Angeles  
 Ph.D., Lesley University

**Forkeotes, Ann (1996)***Mathematics*

B.S., University of Illinois, Chicago  
 Ph.D., University of California, Riverside

**Fortune, Tom (2005)***Automotive Service Technology*

A.A., Los Angeles Pierce College

**Foster, Robert (2007)***Accounting, Business Administration*

A.A., College of the Canyons  
 B.S., California State University, Long Beach  
 M.Ed., National University  
 M.B.A., Kennesaw State University

**Furmuly, Roya (2006)***Mathematics*

B.S., M.A., University of California, Los Angeles

**G****Gabrielli, Anthony (2008)***Political Science*

B.A., University of Nebraska  
 M.A., Northeastern University  
 Ph.D., University of Nebraska

**Gallegos, Patricio (2016)***Architecture*

B.A., University of Southern California

**Gartner, Bryce (2018)***Industrial Technology*

A.S., College of the Canyons

**Gediman, Clayton (2013)***Library Science*

M.A., California State Polytechnic University, Pomona  
 M.A., San Jose State University

**Gelardi, Katherine (2007)***Nursing*

A.D.N., Los Angeles Valley College  
 B.S.N., M.S.N., A.N.P., California  
 State University, Los Angeles

**Gend, Michael (2009)***Technical Theater*

A.A., Los Angeles Pierce College  
 B.F.A., M.F.A., California Institute of the Arts

**Gendron, Brian (2013)***Psychology*

B.A., University of Southern California  
 M.A., Ph.D., University of California, Riverside

**Gibson, Denise (2008)***Dance*

A.A., Moorpark College  
 B.A., University of California, Santa Barbara  
 M.F.A., University of California, Irvine

**Gilbertson, Greg E. (2000)***Art*

B.F.A., The School of The Art Institute of Chicago  
 M.F.A., University of Southern California

**Giles, Melva T. (1989)***Nursing*

A.A., Catonsville Community College  
 B.S.N., California State University, Los Angeles  
 M.S.N., California State University, Dominguez Hills  
 Ed.D., Pepperdine University

**Gillis, Cara (2009)***Philosophy*

B.A., University of Western Ontario  
 M.A., California State University, Long Beach  
 M.A., Ph.D., University of California, Irvine

**Glass, Allen (2013)***Addiction Studies*

B.A., California Institute of the Arts  
 M.A., Phillips Graduate Institute

**Gonzales, David P. (2002)***English*

B.A., University of California, Santa Barbara  
 M.A., Texas A&M University

**Goodman, Isidore I. (1984)***Chemistry*

B.S., State University of New York, Albany  
 Ph.D., University of California, Los Angeles

**Gottlieb, Miriam (1992)***Special Education*

B.A., University of California, Santa Barbara  
 M.A., California State University, Northridge

**Grigg, Casey (2016)***Business Administration*B.A., University of Southern California  
M.A., University of Virginia**Grigoriant, Natalia (2014)***Computer Science and Information Technology*

M.S., Yerevan Polytechnic Institute

**Guzman, Wyndee (2013)***Biology*

B.A., M.A., California State University, Northridge

**H****Habata, Michael H. (2010)***Library Science*B.A., Stanford University  
M.L.I.S., University of California, Los Angeles**Hall, Kristine (2010)***American Sign Language*

B.A., Gallaudet University

**Hamilton, Christianne (1997)***Nursing*A.D.N., Los Angeles Pierce College  
M.N., University of Phoenix**Hamma-Kraemer, Marra (2013)***English*B.A., University of California, Los Angeles  
M.A., University of California, Irvine**Hammon, Sheila (2014)***Chemistry*B.S., California Polytechnic University, San Luis Obispo  
M.A., California State University, Northridge**Harrison, Mickey (2015)***English*B.A., University of California, Los Angeles  
M.A., California State University, Dominguez Hills**Hart, Robert R. (2002)***Computer Science and Information Technology*B.S., University of California, Riverside  
M.S., University of California, Irvine**Harvey, Sara (2010)***Chemistry*B.A., University of California, Santa Barbara  
M.S., Ph.D., University of California, Los Angeles**Hennessey, Ann (2006)***Psychology*B.A., Goucher College  
M.A., Ph.D., Emory University**Hernandez, Jessica (2018)***Counseling*M.A., California State University, Los Angeles  
M.A., California State University, Northridge**Ho, Anh (2018)***Counseling*

M.A., California State University, Long Beach

**Hoshlar, Mitra (2005)***Sociology*B.A., Tehran University, Iran  
M.A., Ed.D., California State University, Northridge**Hsin, Anson (2016)***Anatomy*B.A., University of California, San Diego  
M.A., California State University, Los Angeles**I****Ignatovski, Stefan (2015)***Accounting*B.S., Indiana State University  
M.S., Roosevelt University**J****Johnson, Jodi A. (1986)***English*

B.A., M.A., California State University, Northridge

**Johnson, Theresa (2015)***Mathematics*

B.S., M.S., California State University, Northridge

**Jones, Brandon (2016)***Biology*B.A., Brigham Young University  
M.A., Bucknell University**K****Kale, Allisun (2016)***American Sign Language*

B.A., M.A., California State University, Northridge

**Kamajaya, Aron (2018)***Microbiology*B.A., B.S., University of California, Berkeley  
Ph.D., California Institute of Technology**Kamimura, Richard (2016)***Art & Architecture*

B.A., M.A., California State University, Fullerton

**Karamian, Martin (2009)***Business Administration*B.A., San Francisco State University  
M.B.A., California State University, Northridge**Kassamanian, Sally (2013)***Communication Studies*

B.A., M.A., California State University, Northridge

**Khasanova, Elvira (2015)***Mathematics*A.A., Saddleback College  
B.S., University of California, Los Angeles  
M.S., University of California, Irvine  
Ph.D., State University of New York at Buffalo**Kiekel, Crystal (2011)***Director, Center for Academic Success*B.A., Ph.D., California State University, Northridge  
M.S.W., University of California, Los Angeles**Klein, Thomas (2019)***Political Science*

M.A., California State University, Long Beach

**Kocs, Constance (2002)***Art*B.A., Scripps College  
M.F.A., Northern Illinois University**Kokorowski, Heather (2016)***Oceanography/Geology*B.S., University of Arizona  
M.S., University of Washington**Kramer, Craig (2006)***English*B.A., University of California, Santa Barbara  
M.A., University of Michigan**Krikorian, Lawrence V. (1988)***English*B.A., Point Loma College  
M.A., University of California, Los Angeles**Krimm, Susan (1982)***Computer Science and Information Technology*

B.A., University of California, Los Angeles

**L****Lam, Daisy (2012)***Mathematics*

M.A., University of Riverside

**Lam, Judy (2019)***Counseling*B.A., University of California, Los Angeles  
M.A., California State University, Northridge**Lay, Christopher (2015)***Philosophy*B.A., University of California, Berkeley  
Ph.D., University of California, Irvine**Lee, Teak (2014)***Anatomy*B.S., University of California, Los Angeles  
M.A., Ph.D., Texas A&M University**Lehavi, Sheri (2007)***Mathematics*B.A., University of California, Berkeley  
M.S., California State University, Northridge**Lehren, Dustin (2016)***English*

B.A., M.A., California State University

**Lemus, Bonnie (2008)***Nursing*B.A., M.A., Occidental College  
M.B.A., California State University, Northridge  
M.S.N., California State University, Los Angeles**Lendor, Danielle (2018)***Counseling*B.A., California State University, Long Beach  
M.A., San Jose State University**Lim, Raymond (2006)***Psychology*B.A., California State University, Los Angeles  
M.S., Ph.D., North Carolina State University**Lockard, Jill (2014)***Geology*B.S., University of Western Ontario  
M.S., Arizona State University**Longmore, Stacey Lee (2006)***Child Development*

B.S., M.S., California State University, Northridge

**Loveridge, Lee (2009)***Physics*B.S., Brigham Young University  
M.A., University of California, Berkeley  
Ph.D., University of California, Los Angeles**Low, Teresa (2007)***Biology*B.A., University of California, Davis  
M.S., University of California, Los Angeles**Loy, Robert (2017)***Communication Studies*

M.A., California State University, Northridge



## M

**Macias, Mario (2015)**

*Library*  
B.A., Grinnell College  
M.I.S., University of Washington

**Maduena, Jeanette (2015)**

*Counseling*  
B.A., University of California, Santa Barbara  
M.S., Ed.D., California State University, Long Beach

**Marano, Damiano A. (1989)**

*Modern Languages*  
B.A., Hunter College  
M.A., M.B.A., University of California, Los Angeles

**Marschall, Brett A. (2019)**

*Economics*  
B.A., California State University, Stanislaus  
M.A., University of California, Santa Barbara

**Martinez, Jennifer (1996)**

*Mathematics*  
B.A., California State University, Long Beach  
M.S., University of California, Irvine

**Mazon, Wendy (2016)**

*Music*  
A.A., Cosumnes River College  
B.A., M.A., California State University, Northridge  
Ph.D., University of Arizona

**McCarthy, Tara (2016)**

*Counseling*  
B.A., University of California, Riverside  
M.P.P.S., University of Redlands

**McKeever, (James) Arthur (2009)**

*Sociology*  
A.A., Los Angeles Valley College  
B.A., California State University, Los Angeles  
M.A., Ph.D., University of Southern California

**McMillan, Richard B. (1996)**

*History*  
B.A., M.A., California State University, Northridge

**McQuitty, Melanie (2010)**

*Philosophy*  
B.A., LaSalle University  
Ph.D., Temple University

**Meckler, Wendi (2016)**

*Counseling*  
M.A., California State University, Northridge

**Mejia-Perez, Marcelo (2016)**

*Spanish*  
Ph.D., University of California, Santa Barbara

**Meyer Joiner, Cari (2007)**

*Chemistry*  
B.S., Ph.D., University of California, Los Angeles

**Meyer, W. Craig (1975)**

*Geology*  
B.S., Tulane University  
M.S., University of Southern California

**Miller Fleming, Alyce (2006)**

*Counseling*  
B.A., Loyola Marymount University  
M.S., California Lutheran University

**Moe, Brian (2016)**

*Dance*  
A.A., Onondaga Community College  
B.A., State University of New York at Fredonia  
M.A., California State University, Long Beach

**Morales, Alejandro A. (2016)**

*History*  
B.A., M.A., California State University, Northridge

**Moran, Erin (2013)**

*Anthropology*  
B.A., University of California, Santa Cruz  
M.A., San Francisco State University  
M.A., Ph.D., University of California, Irvine

**Moran, Mary K. (1997)**

*Nursing*  
Diploma, Evangelical School of Nursing  
B.S.N., University of Arizona  
M.N., University of California, Los Angeles

**Moses, Jennifer (2013)**

*Psychology*  
A.A., Irvine Valley College  
B.A., California State University, Fullerton  
M.A., San Diego State University  
Ph.D., University of Minnesota

## N

**Nabulsi, Kassem (2009)**

*Political Science*  
A.A., Los Angeles City College  
B.A., California State University, Northridge  
M.A., Ph.D., University of Southern California

**Nantrou, Sherry L. (2001)**

*Nursing*  
A.S.N., Moorpark College  
B.S.N., M.S.N., California State University, Dominguez Hills

**Navab, Mitra (2012)**

*Mathematics*  
M.A., California State University, Northridge

**Nelson, Shilo (2010)**

*Physical Education*  
B.A., Eastern Washington University  
M.S., California State University, Northridge

**Nezhad, Farahnaz (2016)**

*Electronics*  
B.S., M.S., California State University, Northridge

**Ng, Benny (2016)**

*Chemistry*  
Ph.D., University of California, Los Angeles

**Nima, Faye (2014)**

*Electronics*  
B.S., Damascus University  
M.S., California State University, Northridge

**Nomelli, Sheryl (2012)**

*History*  
M.A., California State University, Northridge

## O

**Oborn, Kathy (1994)**

*Administration of Justice*  
A.A., Los Angeles Pierce College  
B.A., M.S., California State University, Northridge

**Ogar, George W. (1989)**

*Chemistry*  
B.S., M.A., University of Lowell  
Ph.D., Brown University

**Oleas, Fernando (2006)**

*Spanish*  
B.A., M.A., University of California, Los Angeles

**Orellana, Diane (2015)**

*Counseling*  
A.A., Glendale Community College  
B.A., University of California, Berkeley  
M.Ed., Harvard University  
M.Ed., Teachers College, Columbia University

**Orloff, Travis (2013)**

*Physical Science*  
B.A., University of Washington  
Ph.D., University of California, Santa Cruz

**Orozco-Ramirez, Rafael (2015)**

*Spanish*  
B.A., University of California, San Diego  
M.A., San Diego State University  
Ph.D., Cornell University

**Oxazolou, Alex (2002)**

*Chemistry*  
B.S., Reed College  
Ph.D., University of Southern California

## P

**Pearsall, Sam (2015)**

*Mathematics*  
B.A., Loyola Marymount University  
M.A., California State University, Fullerton  
M.A., California State University, San Bernardino

**Perret, Joseph (2008)**

*Computer Applications and Office Technologies*  
B.S., M.S., California State University, Northridge  
M.S., California Lutheran University

**Perser, Maria (2010)**

*Psychology*  
B.S., M.A., California State University, Northridge

**Pham, Pauline (2016)**

*Mathematics*  
B.A., M.A., California State University, Northridge

**Phillips, Jamie (2016)**

*Health*  
B.A., M.A., California State University, Northridge

**Phillips, Lyndsay (2019)**

*Art & Architecture*  
B.A., M.A., California State University, Los Angeles

**Pierson, Brian (2013)**

*Anthropology*  
M.A., Ph.D., Tulane University

**Pillado, Margarita (2009)**

*Spanish*  
B.A., Colorado State University  
M.A., University of Washington  
Ph.D., Washington University

**Portillo, Marcella (2015)**

*Counseling*  
B.A., University of California, Los Angeles  
M.S., California State University, Northridge

**Pra, Denis (2016)**

*French*  
Ph.D., University of California, Los Angeles

**Prieur, Sabrina (2016)**

*Kinesiology*  
Ph.D., Concordia University Irvine

**Pumar, Mitchell (2016)**

*Mathematics*  
A.A., Los Angeles Pierce College  
B.A., University of California, Los Angeles  
M.A., California State University, Northridge

**Putnam, Thomas C. (1992)**

*Mathematics*  
B.S., M.A., Ph.D., University of California,  
Santa Barbara

**Q**

**Quintero, Paul-Anthony (2010)**

*Counseling*  
B.S., University of Southern California  
M.A., Point Loma Nazarene University

**R**

**Rashidian, Mehrdokht (2013)**

*Mathematics*  
M.A., California State University, Northridge

**Rauch, Paul (2016)**

*English*  
B.A., M.A., California State University, Northridge

**Ray, Jamie (2013)**

*English as a Second Language*  
B.A., M.A., California State Polytechnic  
University, Pomona

**Reynoso, Aurora (2006)**

*English*  
B.A., University of California, Berkeley  
M.A., University of California, Santa Barbara

**Rizzo, Kimberly (2018)**

*Nursing*  
A.D.N., Moorpark College  
B.S.N., University of Phoenix  
M.N., Capella University

**Rich, Kim (2010)**

*Administration of Justice*  
B.A., M.A., California State University, Northridge

**Robb, Denise (2011)**

*Political Science*  
A.A., Santa Monica College  
B.A., California State University, Los Angeles  
M.A., Ph.D., University of California, Irvine

**Roberson, Joseph (2009)**

*Counseling*  
A.A., Los Angeles Pierce College  
B.A., M.S., California State University, Northridge

**Rodriguez, Cristina (2006)**

*Counseling*  
B.A., University of California, Los Angeles  
M.A., Loyola Marymount University  
Ed.D., University of Southern California

**Rohrer, Shannon (Elizabeth) (2016)**

*Kinesiology*  
A.A., Moorpark College  
B.A., University of California, San Diego  
M.A., California State University, Northridge

**Rosenberg, Jennifer A. (2001)**

*Communication Studies*  
B.A., California State University, Sacramento  
M.A., California State University, Northridge

**Rovero, Angelita (2019)**

*Chicana/o Studies*  
B.A., M.A., California State University, Northridge

**S**

**Saenz, Bradley (2013)**

*English*  
B.A., University of Texas at Austin  
M.A., University of Houston

**Salter, Sunday (2009)**

*Counseling*  
A.A., Cuesta College  
B.A., San Francisco State University  
M.A., University of Southern California

**Samilton, Jewell B. (2016)**

*Counseling*  
A.A., Los Angeles Southwest College  
B.A., Arizona State University  
M.A., National University

**Saslow, Lauren E. (2000)**

*Library Science*  
B.A., California State University, Long Beach  
M.L.I.S., San Jose State University

**Savage, Tracie (2015)**

*Journalism*  
B.A., University of Michigan

**Sawyer, Robin (1995)**

*Counseling*  
B.S., Arizona State University  
M.S., California State University, Los Angeles

**Schamus, David (2007)**

*Computer Science and Information Technology*  
B.S., University of Phoenix  
M.A., Pepperdine University

**Schneider, Joan (1997)**

*Nursing*  
A.D.N., Los Angeles Valley College  
B.S.N., M.N., University of Phoenix  
Ed.D., California State University, Northridge

**Schneider, John (1980)**

*Music*  
B.A., University of California, Santa Barbara  
M.A., Ph.D., University of Wales, Cardiff  
A.R.C.M., Royal College of Music, London

**Schwesky, Howard (2012)**

*Mathematics*  
M.A., Loyola Marymount University

**Sehati, Sadaf (2009)**

*Chemistry*  
B.S., Ph.D., University of California, Los Angeles

**Semerdjian, Yeranuhi (2016)**

*Mathematics*  
B.A., M.A., California State University, Northridge

**Sheldon, Charles C. (1988)**

*English*  
B.A., University of California, Santa Barbara  
M.Litt., University of Edinburgh, Scotland

**Silver, Michelle (2010)**

*Communication Studies*  
B.A., M.A., California State University, Northridge

**Sirott, Amy (2009)**

*Computer Applications and Office Technologies*  
B.A., California State University, Northridge  
M.B.A., California Lutheran College

**Smith, Benjamin (2009)**

*Mathematics*  
B.S., M.S., California State Polytechnic University, Pomona

**Snow, Chadwick (2007)**

*Psychology*  
B.A., Skidmore College  
M.A., Ph.D., University of Southern California

**Snow, Lila (2006)**

*Child Development*  
B.S., M.A., California State University, Northridge

**Soldatenko Gutierrez, Adrian (2015)**

*Physics*  
B.S., University of California, Los Angeles  
Ph.D., University of California Irvine

**Sosa-Riddell, Citlali (2016)**

*History*  
B.A., Pomona College  
M.A., University of California, San Diego  
Ph.D., University of California, Los Angeles

**Soto, David (2010)**

*Mathematics*  
B.S., M.S., California State University, Northridge

**Sroya, Gracejeet (2019)**

*Biology*  
B.S., University of California, Los Angeles  
M.S., Johns Hopkins University

**St. Clair, Savannah (2015)**

*Horticulture*  
B.S., California State University, Bakersfield  
M.S., California State Polytechnic University, Pomona

**Stoianov, Carmell (2019)**

*Counseling*  
M.A., Loyola Marymount University

**Strickland, Christopher (2017)**

*History*  
B.A., California State University, Sacramento  
M.A., California State University, Northridge

**Strother, Elizabeth (2007)**

*Counseling*  
B.A., M.A., M.S., California State University,  
Los Angeles  
Ed.D., California Lutheran University

**T**

**Tabatabai, Zhila (2002)**

*Mathematics*  
B.E., Youngstown State University  
M.S., University of Cincinnati  
M.S., University of Arkansas

**Tadaki, Shelley S. (2016)**

*Counseling*  
M.A., California State University, Northridge

**Takase, Yoshiko (2017)**

*Japanese*  
B.A., Doshisha University, Kyoto, Japan  
M.A., California State University, Northridge

**Tchertchian, Edouard (2012)**

*Mathematics*  
M.A., California State University, Northridge

**Thompson, Darlene (2017)**

*Welding*  
A.A., Los Angeles Trade-Tech College

**Thorne, Kirsten (2006)***Spanish*

B.A., Scripps College, Claremont  
 M.A., Ph.D., Yale University, New Haven

**Tiu, Concepcion (2005)***Nursing*

B.S.N., Pamantasan Ng Manila  
 M.S.N., California State University,  
 Dominguez Hills

**Tobolowsky, Robert (2019)***Chemistry*

B.S., University of California, Irvine  
 M.S., Ph.D., University of California, Los Angeles

**Toews Keating, Sarah (2017)***Chemistry*

B.A., Carleton College  
 Ph.D., University of New Mexico

**Tsuha, Julio (Shigueru) (2015)***Sociology*

B.S., M.A., Ph.D., University of California, Riverside

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**U****Urquidez, Michael (2016)***English*

B.A., M.A., San Francisco State University

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**V****Vaaz, Shaheen (2015)***Theater*

M.F.A., Columbia University

**Valdez, Lisa (2015)***Library*

B.A., California State University, Dominguez Hills  
 M.A., University of California, Los Angeles

**Van Dyke, Michael (2009)***Automotive Service Technology*

A.A., Los Angeles Pierce College

**Van Norman, Moriah (2013)***Director, Athletics, English as a Second Language*

B.A., University of Southern California  
 M.A., Azusa Pacific University

**Veiga, Jacob (2011)***Mathematics*

M.S., University of California, Irvine  
 B.S., University of California, Los Angeles

**Villatta, Heber (Alex) (2015)***Automotive Service Technology*

A.S., Los Angeles Pierce College

**Viz, Eleanor (2015)***Computer Applications and Office Technologies*

B.S., M.A., California State University, Northridge  
 M.B.A., Kennesaw State University

**Voss-Rodriguez, Joleen (2001)***Director, PACE*

B.A., M.A., California State University, Northridge

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**W****Walsh, Brian (2008)***History*

B.A., American University, Washington D.C.  
 M.A., Monmouth University

**Warner, Patricia (2009)***Equine Science*

A.S., Los Angeles Pierce College

**Watson, Abigail (2010)***Counseling*

B.A., University of California, Santa Barbara  
 M.A., Pepperdine University

**Wee, Monika (2009)***Art*

B.A., M.F.A., John F. Kennedy University

**Wells, Raymond A. (1985)***Biology*

B.A., M.S., California State University, Northridge  
 Ph.D., University of Southern California

**Wessling, Margaret E. (2005)***Physics*

B.A., Amherst College  
 M.S., Ph.D., California Institute of Technology

**Windrum, Ken (2015)***Cinema*

M.A., New York University  
 M.A., Ph.D., University of California, Los Angeles

**Wono, Katrina (2019)***Mathematics*

M.A., San Francisco State University

**Wood, Mia (2007)***Philosophy*

B.A., Pepperdine University  
 M.A., Ph.D., University of South Carolina

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**Y****Yates, Rebecca (2006)***Animal Science*

B.A., California State University, Humboldt  
 M.A., California State University, Dominguez Hills  
 D.V.M., University of California, Davis

**Yatsuda-Dix, Miyuki (2014)***Child Development Center*

A.A., Moorpark College  
 B.A., Notre Dame Seishin University  
 M.A., Pacific Oaks College

**Youhanna, Adrian (2010)***Geography*

B.A., M.A., California State University, Northridge

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**Z****Ziv, Nurit (2019)***Anatomy*

B.S., University of California, Davis  
 M.S., University of California, Los Angeles

**Zornoza, Stephanie (2015)***American Sign Language*

B.A., M.A., Gallaudet University

## College Administration

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### A

---

**Astorga, Juan Carlos (2016)**

*Dean, Student Engagement*  
B.A., University of California, San Diego  
M.A., San Diego State University  
Ph.D., California State University, Fullerton

### B

---

**Berger, Sheri L. (2014)**

*Vice President, Academic Affairs*  
B.A., M.A., California State University, Northridge

### D

---

**Dalmage, Sharon (2016)**

*Dean, Adult, Community and Continuing Education*  
B.A., University of California, Riverside  
M.B.A., DeVry University

**Dixon-Peters, Eric (2013)**

*Vice President, Student Services*  
B.A., M.A., Azusa Pacific University  
Ph.D., California State University, Fullerton

### G

---

**Gavarra-Oh, Mary Anne (2012)**

*Dean, Academic Affairs*  
A.A., Los Angeles City College  
B.A., California State University, Los Angeles  
M.B.A., Loyola Marymount University

### K

---

**Khat, Mon (2019)**

*Associate Dean, Strong Workforce*  
B.S., M.A., California State University, Long Beach

### M

---

**Marmolejo, William A. (2016)**

*Dean, Student Services*  
B.A., M.A., Loyola Marymount University

**McLean, Kalynda Webber (2014)**

*Dean, Student Services*  
B.A., M.A., San Diego State University  
Ed.D., Pepperdine University

**Montevirgen, Alexis S. (2019)**

*President*  
B.S., University of California, San Diego  
M.S.Ed., University of Pennsylvania  
Ed.D., San Francisco State University

### R

---

**Rhi-Kleinert, Susan (2015)**

*Dean, Academic Affairs*  
M.B.A., Woodbury University

**Rosky, Bruce (2006)**

*Associate Vice President, Administrative Services*  
B.Arch., California State University, San Luis Obispo  
M.B.A., Loyola Marymount University

### S

---

**Sarcedo-Magrunder, Genice (2017)**

*Dean, Student Services-Equity*  
B.A., University of California, Riverside  
M.Ed., University of Southern California  
Ed.D., California State University, Long Beach

**Schleicher, Rolf (2012)**

*Vice President, Administrative Services*  
M.B.A., National University, La Jolla

### V

---

**Villanueva, Donna-Mae (2000)**

*Dean, Academic Affairs*  
B.A., CUNY/Brooklyn College  
M.A., New York University  
Ph.D., Claremont Graduate University

### W

---

**Williams, Amari (2018)**

*Dean, Institutional Effectiveness*  
B.A., Tulane University  
M.A., California State University, Los Angeles



## Adjunct Faculty

### A

**Adcock, Anita**

*Performing Arts*

**Addison, Kathleen E.**

*History, Philosophy & Sociology*

**Agadjanian, Hasmik**

*Life Sciences*

**Agasse, John**

*Computer Science & Information Technology*

**Agel, Maria**

*Modern Languages*

**Aguon-Garrido, Frances**

*Computer Applications & Office Technologies*

**Ahlstrom, Martha M.**

*Physics & Planetary Sciences*

**Ahmad, Jamil**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Ahmadian, Jack**

*Mathematics*

**Ahrens, Jack**

*English & E.S.L.*

**Akopian, Varoujan**

*Physics & Planetary Sciences*

**Aldaoud, Kristy L.**

*Nursing*

**Alikhanyan, Tigran**

*Mathematics*

**Alimahomed-Wilson, Jake**

*History, Philosophy & Sociology*

**Allen, Douglas**

*Industrial Technology*

**Allen, Margarete**

*Physics & Planetary Sciences*

**Allen, Vicki**

*Communication Studies*

**Alvarado, Noel M.**

*Mathematics*

**Alvarez, Anthony**

*Anthropological & Geographical Sciences*

**Amoroso, Danielle**

*Life Sciences*

**Anderson, Christian**

*English & E.S.L.*

**Anderson, Steve**

*Media Arts*

**Anderson, Thomas**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Andrade, Rebecca**

*English & E.S.L.*

**Armentariz, Christe C.**

*History, Philosophy & Sociology*

**Arutyunyan, Andranik**

*Mathematics*

**Atkins, Mary Jane**

*English & E.S.L.*

**Atkinson, Dustin G.**

*English & E.S.L.*

**Aubuchon, Ann M.**

*Performing Arts*

**Avedissian, Rita**

*Counseling*

**Ayres, James G.**

*Industrial Technology*

### B

**Bahmanyar, Reza**

*Mathematics*

**Bakshandeh, Shahand**

*Chemistry*

**Banuelos, David**

*Kinesiology*

**Baskauskas, Vytas**

*Mathematics*

**Batres, Carlos**

*History, Philosophy & Sociology*

**Bazargan, Maryam**

*Chemistry*

**Bell, Cecilia L.**

*History, Philosophy & Sociology*

**Bell, Michael**

*Kinesiology*

**Belloso, Sergio A.**

*Counseling*

**Bendavid, Cecile**

*Computer Applications & Office Technologies*

**Bennet, Sage**

*History, Philosophy & Sociology*

**Bennett, Diana**

*Mathematics*

**Berchin, Arthur**

*English & E.S.L.*

**Bessenbacher, Kevin**

*English & E.S.L.*

**Bhola, Akbar**

*Computer Science & Information Technology*

**Blodgett, James F.**

*History, Philosophy & Sociology*

**Blua, Frank E.**

*Kinesiology*

**Bodis, Tracy**

*Performing Arts*

**Bojkov, Alexander**

*Mathematics*

**Bouchard, Gary**

*Art & Architecture*

**Boyett, Lon**

*Kinesiology*

**Brandler, Marcielle**

*English & E.S.L.*

**Braun, David**

*Business Administration*

**Britner, Katrina**

*Animal Science*

**Broady, Brianna**

*Communication Studies*

**Brostoff, Neal**

*Performing Arts*

**Brown, Jeanine**

*English & E.S.L.*

**Brown, Jeffrey**

*English & E.S.L.*

**Brownell, Bridgett**

*Kinesiology*

**Buonamassa, John**

*Performing Arts*

**Burgess, Jeffrey**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Burgin, Mark**

*Mathematics*

**Burke, Ramond**

*Life Sciences*

**Burkhart, Gerard J.**

*Media Arts*

### C

**Cantrell, Anthony**

*Performing Arts*

**Carlen, Nathan**

*Kinesiology*

**Carlone-Harris, Laura E.**

*History, Philosophy & Sociology*

**Caruana, Joseph A.**

*Business Administration*

**Catalano, Frank**

*Performing Arts*

**Chahayed, Lisa**

*Modern Languages*

**Chang, Julie P.**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Chapa, Travis**

*Life Sciences*

**Chawareewong, Norachai**

*Business Administration*

**Chen, Charles**

*Physics & Planetary Sciences*

**Christiansen, Heather**  
*Child Development*

**Christie, Victoria**  
*Nursing*

**Cilva, Evelyn**  
*English & E.S.L.*

**Clark, Jacquelyn**  
*Psychology, Addiction Studies & Statistics*

**Clark, Merry**  
*Modern Languages*

**Claus, Scott**  
*Media Arts*

**Clebanoff, Gerald**  
*Business Administration*

**Cohen, Jeffrey**  
*Psychology, Addiction Studies & Statistics*

**Cohen, Jill S.**  
*Psychology, Addiction Studies & Statistics*

**Cohen, Julia M.**  
*Psychology, Addiction Studies & Statistics*

**Cohen, Sigal**  
*Child Development*

**Colaco, Noel**  
*English & E.S.L.*

**Constantin, George**  
*English & E.S.L.*

**Cordero, Yolanda I.**  
*Psychology, Addiction Studies & Statistics*

**Costa, Darrell E.**  
*Media Arts*

**Costantini, Anthony**  
*Modern Languages*

**Cota, Marisol M.**  
*Counseling*

**Couste, Marie**  
*Business Administration*

**Cowan-Gale, Kathleen**  
*Performing Arts*

**Crane, Carolyn**  
*Computer Applications & Office Technologies*

**Cummins, Diana J.**  
*Kinesiology*

## D

**Daly, Dora D.**  
*Mathematics*

**D'Anca, Christene**  
*English & E.S.L.*

**Dakdouk, Roula**  
*Mathematics*

**Danielyan, Ruzanna**  
*Mathematics*

**Dao, Cam**  
*Computer Applications & Office Technologies*

**Darejeh, Hadi**  
*Industrial Technology*

**Daruty, Kathy**  
*Business Administration*

**Davis, Andrea**  
*Modern Languages*

**Davis, Judy**  
*Psychology, Addiction Studies & Statistics*

**Dawson, James**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**de la O, Ismael**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Deluca, Peter**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Deutsch, Diana**  
*Child Development*

**Devendorf, Mark W.**  
*Media Arts*

**Diaz, Corina**  
*History, Philosophy & Sociology*

**Didden, Craig**  
*Life Sciences*

**Diehl, Marisa E.**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Domine, James**  
*Performing Arts*

**Dompe, Rodolfo**  
*Kinesiology*

**Dorsey, Norris**  
*Business Administration*

**Douglas, Jessica**  
*Anthropological & Geographical Sciences*

## E

**Eden, Sheryl**  
*Psychology, Addiction Studies & Statistics*

**Egan, Patrick**  
*English & E.S.L.*

**Egipciaco, Mylo**  
*Psychology, Addiction Studies & Statistics*

**Eidadu, Aric**  
*Communication Studies*

**Ekimyan, Roza**  
*Counseling*

**El'Amin, Fahmee**  
*History, Philosophy & Sociology*

**Elias, Janine**  
*Psychology, Addiction Studies & Statistics*

**Endara, Miguel A.**  
*History, Philosophy & Sociology*

**England, Andrew**  
*Mathematics*

**Enriquez, Calixto**  
*Child Development*

**Enriquez, Marcos A.**  
*Mathematics*

**Evans, Mary**  
*Psychology, Addiction Studies & Statistics*

**Evinyan, Zarik**  
*Mathematics*

## F

**Farash, Martin**  
*Psychology, Addiction Studies & Statistics*

**Favela, Richard**  
*Media Arts*

**Feldman, Jeffrey**  
*Psychology, Addiction Studies & Statistics*

**Fellows, Mary**  
*Counseling*

**Fernandez, Anthony**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Filkorn, Harry**  
*Physics & Planetary Sciences*

**Fiss, Andre**  
*Mathematics*

**Flanders, Mark**  
*Art & Architecture*

**Freudenrich, Jason D.**  
*English & E.S.L.*

**Friedkokason, Naomi**  
*Mathematics*

**Fuchs, Carol**  
*English & E.S.L.*

**Fuentes, Yanira**  
*History, Philosophy & Sociology*

**Fujitani, Donald**  
*Business Administration*

**Fuller, Celene**  
*History, Philosophy & Sociology*

## G

**Gable, Jerrold**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Garcia, Celsa**  
*English & E.S.L.*

**Garvey, Francis J.**  
*Performing Arts*

**Getskow, Veronica**  
*Child Development*

**Ghiglia, Jenny**  
*Kinesiology, Performing Arts*

**Ghodousi, Nahal**  
*Counseling*

**Gika, Edward**  
*English & E.S.L.*

**Gilbert, Bradley**  
*Computer Science & Information Technology*

**Gill, Kevin**  
*History, Philosophy & Sociology*

**Gill, Shaista**  
*English & E.S.L.*

**Gizienski, Eileen R.***Performing Arts***Glover, David***Art & Architecture***Glucksman, Angela***Child Development***Godessoff, Judy B.***Counseling***Goffas, Helen***Political Science, Economics, Administration of Justice & Chicano Studies***Goldsmith, Richard***Modern Languages***Gompertz, Phil***Computer Science & Information Technology***Gonzalez, Marina R.***Counseling***Gopal, Bhuvana***Chemistry***Graham, Mark***Psychology, Addiction Studies & Statistics***Grattidge, Shoshana Z.***Child Development***Gregg, Robert***Computer Applications & Office Technologies***Gregory, James***Computer Applications & Office Technologies***Griffith, Mary E.***English & E.S.L.***Grigoryan, Masha***English & E.S.L.***Grigoryan, Siranush***Mathematics***Gruber, Edwin G.***Mathematics***Grzesiak, Denise E.***Counseling***Guilak, Nicholas***Performing Arts***Gulick, Melissa B.***History, Philosophy & Sociology***Gurrola, Larry***Physics & Planetary Sciences*

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**H**

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**Haley, Estenia***Life Sciences***Halpern, Charles***Computer Science & Information Technology***Hambly, Barbara J.***History, Philosophy & Sociology***Hank, Matthew E.***Kinesiology***Harandian, Reza***Mathematics***Hardy, Donna***Psychology, Addiction Studies & Statistics***Heffer, Deborah J.***Kinesiology***Hemmert, Sarah***Communication Studies***Hertz, Uri L.***English & E.S.L.***Hicklin, Jabbar***Psychology, Addiction Studies & Statistics***Hicks, Paul M.***History, Philosophy & Sociology***Hight, Lisa***English & E.S.L.***Hirota, Laurence***Business Administration***Hitt, Kathleen***History, Philosophy & Sociology***Hojo, Hiroko***Kinesiology, Performing Arts***Holland, Kathleen***Political Science, Economics, Administration of Justice & Chicano Studies***Hollingsworth, Deidre***Psychology, Addiction Studies & Statistics***Holzner, Julie***Political Science, Economics, Administration of Justice & Chicano Studies***Hong, Michael P.***History, Philosophy & Sociology***Howard, Alexander***Communication Studies*

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**I**

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**Izadpanah, Hedayat***English & E.S.L.*

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**J**

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**Jelletich, Haley***Nursing***Johnson, Jaclyn R.***Kinesiology***Johnson, Mark C.***History, Philosophy & Sociology***Jones, Edwin***Political Science, Economics, Administration of Justice & Chicano Studies***Jones, Samantha***History, Philosophy & Sociology***Joseph, Charlene D.***English & E.S.L.*

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**K**

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**Kaczorowski, Jack M.***History, Philosophy & Sociology***Kamin, Gerald***Mathematics***Kaminsky, Adam M.***Communication Studies***Kaufman, Doris***Kinesiology***Kayzakanian, Yvette***Computer Applications & Office Technologies***Kelpine, Jessica***Communication Studies***Khachatourians, Aram G.***Industrial Technology***Kharagani, Shahram***Mathematics***Khasky, Amy***Psychology, Addiction Studies & Statistics***Kies, Brian***Industrial Technology***Killips, Angela***Animal Science***Kim, Esther***Mathematics***King, Bridget R.***Counseling***Kocharian, Armen***Physics & Planetary Sciences***Koefoed, Lori***Art & Architecture***Kolb, James***Business Administration***Kopitz, Mark***Industrial Technology***Korchmarev, Eugene***Industrial Technology***Kosters, Whitney***English & E.S.L.***Krohn, James***Physics & Planetary Sciences***Kudler, Steve***History, Philosophy & Sociology; Psychology, Addiction Studies & Statistics***Kwack, Jessica***Communication Studies*

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**L**

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**Labadzhyan, Gagik***Chemistry***Lace, Noreen***English & E.S.L.***Lancaster, Donald A.***Business Administration***Lark, Regina F.***History, Philosophy & Sociology***Larson, Eugene S.***History, Philosophy & Sociology***Latif, Alia***Chemistry***Lavin-Hughes, Bonnie***Performing Arts*

**Lay, Amy**

*Art & Architecture*

**Le, Thien**

*Mathematics*

**Levick, Mark**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Levy, Charles S.**

*History, Philosophy & Sociology*

**Lewis, Randall**

*Business Administration*

**Lin, Paul**

*Mathematics*

**Long, Stacy K.**

*Media Arts*

**Lopez, Emma L.**

*Mathematics*

**Lopez, Margarita**

*Modern Languages*

**Lopez, Valerie S.**

*Business Administration*

**Lovati, Karen**

*Nursing*

**Lucero, Kristina**

*Nursing*

**Lyons, Robert M.**

*Business Administration*

**M**

**MacLeod, Allison A.**

*English & E.S.L.*

**MacPherson, Skye**

*Communication Studies*

**Madison, Cheryl D.**

*History, Philosophy & Sociology*

**Mahdavian, Ben**

*Business Administration*

**Makerian, Rafi**

*Industrial Technology*

**Mallory, Carolyn**

*Physics & Planetary Sciences*

**Maloney, John, III**

*Art & Architecture*

**Martin, Russell W.**

*Industrial Technology*

**Martin, Sylvia**

*Psychology, Addiction Studies & Statistics*

**Martinez, Efrain**

*Kinesiology; Mathematics*

**Martinez, Mario**

*Mathematics*

**Martinez de Murcia, Alondra**

*Child Development*

**Matza, Daria**

*Media Arts*

**McClung, Marilyn**

*Kinesiology*

**McDonald, Sean**

*Media Arts*

**McFerran, Douglass D.**

*History, Philosophy & Sociology*

**McGann, Eileen**

*Mathematics*

**McGann, Michael**

*Mathematics*

**McMullen, John**

*English & E.S.L.*

**Medvedev, Natasha**

*Art & Architecture*

**Meier, Sue A.**

*Psychology, Addiction Studies & Statistics*

**Meliksetian, Anna**

*Art & Architecture*

**Mellinger, Richard G.**

*Life Sciences*

**Meyer, Michelle**

*Physics & Planetary Sciences*

**Meyer, Walter**

*Art & Architecture*

**Mgeryan, Arman**

*History, Philosophy & Sociology*

**Miller, David**

*English & E.S.L.*

**Miller, Patricia**

*Modern Languages*

**Mireles, Debra**

*Nursing*

**Mitchell, Kathleen A.**

*Nursing*

**Mokhnatkina, Alexandra**

*Life Sciences*

**Molina-Rogers, Nancy**

*Communication Studies*

**Moniz, Kevin**

*Mathematics*

**Monterrosa, Erika**

*Modern Languages*

**Moobed Mehdiabadi, Shabnam**

*Mathematics*

**Morehouse, Thomas**

*Business Administration*

**Moreno, Victor**

*Modern Languages*

**Mortimer-Boyd, Sara**

*English & E.S.L.*

**Moshiri, Shawn**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Mota, Martin**

*Computer Science & Information Technology*

**Moyer, Richard A.**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Murphy, Joseph**

*Computer Science & Information Technology*

**N**

**Nantrou, John**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Nascimento, Frederica**

*Performing Arts*

**Nasser, Dana**

*Business Administration*

**Nathaniel, Iris**

*Psychology, Addiction Studies & Statistics*

**Nejadkashani, Simon**

*Computer Science & Information Technology*

**Nevins, Nancy**

*English & E.S.L.*

**Ng, Vicky**

*Life Sciences*

**Nguyen, Thi**

*Chemistry*

**Nicholson, Michael**

*Life Sciences*

**Nikjeh, Esmaail**

*Mathematics*

**Nissan, Rita**

*Media Arts*

**Norton, William**

*Kinesiology*

**Notari, Kimberly-Ann H.**

*Life Sciences*

**O**

**O'Hanlon, Lynne**

*Computer Science & Information Technology*

**O'Neal, Johnny**

*Computer Science & Information Technology*

**O'Neil, Robert**

*Media Arts*

**Okbamichael, Mussie**

*Physics & Planetary Sciences*

**Olsen, Gregg A.**

*Life Sciences*

**Olson, Amanda**

*Child Development*

**Onsgard, Eldin**

*Kinesiology*

**Onzol, Bozena I.**

*Mathematics*

**Orejarena, Magaly**

*Modern Languages*

**Orzechowaska, Grazyna**

*Chemistry*

**Osborn, Nikki**

*Life Sciences*

**Overall, Stephen**

*English & E.S.L.*

## P

**Paik, Ranu**  
*Business Administration*

**Panossian, Jonathan R.**  
*Business Administration*

**Papa, Maria**  
*Modern Languages*

**Paramonova, Emily**  
*Communication Studies*

**Paransky, Vladimir**  
*Computer Applications & Office Technologies*

**Pardo, Marco**  
*Psychology, Addiction Studies & Statistics*

**Parker, David M.**  
*History, Philosophy & Sociology*

**Partington, Al**  
*Business Administration*

**Paulus, Christopher**  
*Mathematics*

**Paz-Durocher, Evelyn**  
*Child Development*

**Pedersen, Torben**  
*Mathematics*

**Pellegrini, Gino**  
*English & E.S.L.*

**Penniman, Walter**  
*Nursing*

**Perez, Pamela**  
*Modern Languages*

**Peshek, Brian**  
*Art & Architecture*

**Petikyan, Gohar**  
*Mathematics*

**Pinley, Alan L.**  
*Industrial Technology*

**Pitones, Juan**  
*History, Philosophy & Sociology*

**Potter, Malcolm**  
*History, Philosophy & Sociology*

**Powell, Anthony**  
*Performing Arts*

**Prothero, Donald R.**  
*Physics & Planetary Sciences*

**Pumar, Mark**  
*Mathematics*

**Pushkarev, Yevgeniy**  
*Mathematics*

**Putnam, Gene**  
*Performing Arts*

## R

**Ram, Nina**  
*Chemistry*

**Ramirez, Claudia**  
*Counseling*

**Ramirez, Kathleen**  
*Child Development*

**Rauda, Iris E.**  
*Chemistry*

**Rawles, Dennis**  
*Performing Arts*

**Reed, Carrie**  
*Child Development*

**Remsburg, Ronald C.**  
*History, Philosophy & Sociology*

**Rennix, Richard**  
*English & E.S.L.*

**Reynolds, Walter**  
*Mathematics*

**Ridgway, Rachel E.**  
*Physics & Planetary Sciences*

**Riding, Deborah**  
*Child Development*

**Roberts, Amy**  
*Computer Applications & Office Technologies*

**Roman, Kathy A.**  
*English & E.S.L.*

**Rooney, Michael S.**  
*History, Philosophy & Sociology*

**Rosdahl, Thomas**  
*Industrial Technology*

**Rose, Zina**  
*Kinesiology*

**Rosenblom, Beth**  
*Art & Architecture*

**Rosenwein, Andrea**  
*English & E.S.L.*

**Rosner, Barbra**  
*Child Development*

**Roth, Sheldon R.**  
*Counseling*

**Rubio, Cesar**  
*Business Administration*

## S

**Sabaiz, Emmanuel**  
*English & E.S.L.*

**Sabbah, Karen**  
*History, Philosophy & Sociology*

**Sabolic, Jason**  
*Kinesiology*

**Saenz, Abelardo**  
*Industrial Technology*

**Saravia, Yesenia**  
*Nursing*

**Scaife, Michele L.**  
*History, Philosophy & Sociology*

**Schilf, Michael**  
*English & E.S.L.*

**Schuit, Robert**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Schulz, Vanessa**  
*History, Philosophy & Sociology*

**Schuster, Michael**  
*History, Philosophy & Sociology*

**Shahmelikian, Azniv**  
*Mathematics*

**Shahpar, Babak**  
*Computer Science & Information Technology*

**Shanley, Michael F.**  
*Communication Studies*

**Shapiro, Rona B.**  
*Mathematics*

**Sharpe, Kenneth**  
*Industrial Technology*

**Shaw, Frederick**  
*Kinesiology*

**Simhan, Shuba V.**  
*Mathematics*

**Simmonds, Antoinette**  
*Computer Applications & Office Technologies*

**Singer, James S.**  
*History, Philosophy & Sociology*

**Skelley, Steven**  
*English & E.S.L.*

**Small, Larry**  
*Mathematics*

**Solis, Brenda**  
*English & E.S.L.*

**Soloff, Leonard**  
*Chemistry*

**Soto, Jaime**  
*History, Philosophy & Sociology*

**Spillman, Nancy**  
*Political Science, Economics, Administration of Justice & Chicano Studies*

**Spranza, John**  
*Physics & Planetary Sciences*

**Srichoom, Nisakorn**  
*Mathematics*

**Steers, Anna**  
*Performing Arts*

**Sterk, Jack**  
*Communication Studies*

**Stites, Barbara R.**  
*History, Philosophy & Sociology*

**Sturlia, Robert**  
*Computer Science & Information Technology; Industrial Technology*

**Suber, Kevin**  
*Business Administration*

**Surenayan, Tatyana**  
*English & E.S.L.*

## T

**Tadevosian, Lusine**  
*Mathematics*

**Tarcea, Steliana**  
*English & E.S.L.*

**Taub-Hoglund, Wendy R.**  
*Mathematics*

Faculty

**Tauchi, Saori**

*Modern Languages*

**Thomsen, Mary**

*Psychology, Addiction Studies & Statistics*

**Thomsen, Terry**

*Business Administration*

**Titmus, Jon G.**

*Performing Arts*

**Tominac, Yolanda**

*Nursing*

**Tontsch, John**

*Computer Science & Information Technology*

**Torosian, Minas**

*Business Administration*

**Torres, Ybonne**

*Political Science, Economics, Administration of Justice & Chicano Studies*

**Toth, Lynda L.**

*History, Philosophy & Sociology*

**Tran, Hanh**

*Computer Science & Information Technology*

**Tran, Lynn**

*Mathematics*

**Traviolia, Tristan**

*History, Philosophy & Sociology*

**Travis, Gregory**

*Psychology, Addiction Studies & Statistics*

**Travis, Lori**

*Communication Studies*

**Trickey, Randy J.**

*History, Philosophy & Sociology*

**Trujillo, Jose**

*Mathematics*

**Tumanyan, Meri**

*English & E.S.L.*

U

**Uranga, David**

*Political Science, Economics, Administration of Justice & Chicano Studies*

V

**Vardapetyan, Gohar**

*Mathematics*

**Vasquez, Kathleen**

*Child Development*

**Vazquez-Low, Maria**

*Modern Languages*

**Ventimiglia, Michelle**

*Child Development*

**Vicich, Gerald**

*Art & Architecture*

**Von Hungen, Kern**

*Chemistry*

**Vu, Phi**

*Astronomy*

W

**Wadiaeff, Alice**

*Modern Languages*

**Wagenbach, Alan J.**

*Kinesiology*

**Wang, Chang**

*Business Administration*

**Warford, Elyse**

*Communication Studies*

**Warne, Jessica**

*Computer Applications & Office Technologies*

**Waterstone, Stuart**

*Business Administration*

**Watson, Kathryn R.**

*Life Sciences*

**Waugh, Muriel**

*Chemistry*

**Wayne, Angela Q.**

*Mathematics*

**Wheeler, Gary**

*Industrial Technology*

**White, Lori**

*English & E.S.L.*

**Williams, Max**

*Art & Architecture*

**Wimsatt, Carman**

*Psychology, Addiction Studies & Statistics*

**Winnard, Stephanie**

*Psychology, Addiction Studies & Statistics*

**Wolf, Lori**

*English & E.S.L.*

**Wonser, Robert G.**

*History, Philosophy & Sociology*

Y

**Yee, Carole Z.**

*English & E.S.L.*

**Yen, Chia Ping**

*Mathematics*

**Young, William**

*English & E.S.L.*

Z

**Zacharia, Rachel**

*Business Administration*

**Zaida-Merchant, Syeda**

*Life Sciences*

**Zamudio, Celia**

*Modern Languages*

**Zand, Sohrab**

*Business Administration*

**Zelman, Laura**

*Nursing*

**Ziaei, Ben**

*Mathematics*

**Zilberbrand, Michael**

*Mathematics*



## Emeriti Faculty

- Adelson, Ben H.; 1965-1981**  
*Journalism*
- Aguilar, Amara; 2008-2012**  
*Journalism and Multimedia*
- Ahmadian, Jack; 1980-2012**  
*Mathematics*
- Ahrens, Stephen R.; 1980-2017**  
*Business Administration*
- Alberti, Leo; 1956-1980**  
*Chemistry*
- Allocco, Brenda K.; 1986-2001**  
*Nursing*
- Alvarez, E.C.; 1955-1983**  
*Computer Science*
- Aminoff, Susan; 1996-2010**  
*Sociology*
- Anderson, Arthur J.; 1955-1980**  
*Business Administration*
- Anderson, Donald; 1962-1995**  
*Philosophy*
- Anderson, Ellen S.; 1965-1993**  
*Business*
- Anderson, Marcia; 1989-2006**  
*Nursing*
- Anderson, Richard; 1964-2004**  
*Counseling; Psychology*
- Anderson, Roger; 1994-1995**  
*Mathematics*
- André, Lawrence; 1998-2009**  
*Philosophy*
- Andrino, Ruben D.; 1966-1993**  
*Modern Languages*
- Atondo, Elizabeth; 2001-2016**  
*Counseling*
- Baker, Robert S.; 1985-1995**  
*Theater Arts*
- Ball, Odis C.; 1975-1995**  
*Theater; Physical Education*
- Barlow, John D.; 1949-1984**  
*Animal Science*
- Bayer, Diana E.; 1967-1984**  
*Special Reading/English*
- Bell, Michael R.; 1968-2004**  
*Physical Education, Department Chair, Physical Education Men's*
- Beller, Anthony; 1968-1998**  
*Business Administration*
- Beyer, Frank; 1968-2002**  
*English, Department Chair, English*
- Bird, Billy G.; 1968-1995**  
*Floral Design*
- Bixler, Margaret L.; 1979-1993**  
*Teacher, Campus Child Development Center*
- Bolin, Lori A.; 1999-2014**  
*Teacher, Child Development Center*
- Boyd, Barbara J.; 1966-1973**  
*Physical Education*
- Braun, David S.; 1986-2015**  
*Business Administration*
- Bravo, Edward; 1970-1991**  
*Physical Education*
- Brown, Pamela J.; 2002-2017**  
*Economics*
- Brown, Roger A.; 1971-2004**  
*Counseling*
- Buchbinder, Sue; 1974-2008**  
*Counseling*
- Burke, Kathleen F.; 2010-2018**  
*President of the College*
- Cameron, Catherine M.; 1973-1994**  
*Nursing, Acting Dean, Administration*
- Campbell, E. Dudley; 1975-1999**  
*Psychology*
- Campbell, Thomas R.; 1975-2006**  
*Biology*
- Carrillo, Alexander A.; 1968-1989**  
*Art*
- Carthew, John A.; 1964-2010**  
*Geography*
- Cavanaugh, Jane T.; 1970-1982**  
*Psychology*
- Chambers, James V.; 1968-1983**  
*English*
- Chambers, Robert D.; 1957-1989**  
*Physical Education*
- Chapman, Norman C.; 1957-1968**  
*1977-1982, Music, Dean of Instruction*
- Chase, Robert; 1971-1985**  
*Dean, Academic Affairs*
- Chavarria, Mary M.; 1984-2012**  
*English*
- Christensen, Audrey; 1965-2001**  
*Speech Communication*
- Christie, Evelyn G.; 1965-1997**  
*Chemistry*
- Cluff, John M.; 1966-1989**  
*Political Science*
- Cohen, Jeffrey L.; 1977-2013**  
*Psychology*
- Cohen, Sylvia L.; 1965-1995**  
*Psychology*
- Cook, Leslee; 1979-2009**  
*Counseling*
- Corbeil, John W.; 1965-1992**  
*Art*
- Cornner, Mike; 1975-2006**  
*Journalism*
- Crandall, James W.; 1965-1991**  
*Art*
- Crawford, Roger C.; 1971-1999**  
*Physics*
- Crossen, James; 2000-2012**  
*Addiction Studies*
- Crozer, Norman; 1974-2010**  
*Special Education, Director, Special Services*
- Curby, J. C. (Suzette); 1971-2001**  
*Physical Education*
- Daruty, Kathy; 1979-2010**  
*Business Administration*
- David, Peggy S.; 1989-2013**  
*Teacher, Child Development Center*
- de Champlon, John S.; 1965-1984**  
*Foreign Languages*
- De Leon, Ralph; 1961-1986**  
*Physical Education*
- De Martin, Albert; 1963-1997**  
*Electronics*
- de Rubertis, William A.; 1970-2010**  
*Political Science*
- DeLaney, Gertrude Anne; 1980-1997**  
*Computer Science & Information Technology*
- Delgado, Carole Ann; 1977-2008**  
*Associate Dean, Academic Affairs*
- Delling, Leonard V.; 1974-1994**  
*Electronics*
- Deonik, Walter A.; 1957-1988**  
*Engineering*
- DesMarteau, Philip D.; 1976-1992**  
*Animal Science*
- Deutsch, Diana; 1978-2012**  
*Child Development*
- Dixon, James; 1949-1982**  
*Horticulture; Coordinator of Administrative Services*
- Doctor, Charlotte B.; 1989-2007**  
*English; Dean, Academic Affairs*
- Dompe, Rudy; 1978-2017**  
*Counseling*
- Drooyan, Irving; 1956-1983**  
*Mathematics*
- Drummond, Patricia A.; 1991-1995**  
*Counseling*
- Duxler, Mary; 1970-2012**  
*Speech Communication*
- Duxler, William; 1972-2012**  
*Physics*
- Ehrhardt, Luise; 1989-2009**  
*Library Science*
- Eisenbart, Gordon J.; 1975-2005**  
*History*
- Eisenlauer, Joseph; 1996-2017**  
*Anthropology and Archaeology*
- Enger, Robert R.; 1988-1996**  
*Business*
- Enkema, Patricia; 1967-1987**  
*Biology*
- Epstein, Allen; 1999-2009**  
*Mathematics*

## Faculty

- Eskelin, Gerald Ray; 1973-2001**  
*Music*
- Farhood, John N.; 1986-1991**  
*Dean, Academic Affairs*
- Farrar, Ronald D.; 1968-1989**  
*Foreign Languages*  
*Department Chairperson, Foreign Languages*
- Farris, Patricia A.; 1992-2017**  
*Biology*
- Feldman, Bernard; 1967-1983**  
*Mathematics*
- Fink, Norma; 1982-2017**  
*Lead Teacher, Child Development Center*
- Fiorello, Geraldine Y.; 1961-1990**  
*Physical Education*
- Fish, Barbara; 1977-2006**  
*Counseling*
- Fisk, Richard; 1985-1995**  
*Music*
- Fitzgerald, Richard E.; 1970-1995**  
*English*
- Flores-Esteves, Manuel; 1989-2008**  
*Counseling*
- Follett, Richard; 1984-2013**  
*English*
- Follosco, David; 2006-2015**  
*Dean, Student Services*
- Foster, Harold; 1963-1984**  
*Psychology*
- Fox, Stuart; 1986-2006**  
*Life Science*
- Friedrich, Linda B.; 1987-1995**  
*Nursing*
- Frith, Stefanie; 2009-2014**  
*Journalism*
- Fujimoto, Jack; 1996-1996**  
*President of the College*
- Furman, Mildred; 1971-1986**  
*Health Education*
- Gani, Scarlett; 1985-2003**  
*Modern Languages*
- Garber, Robert; 2006-2009**  
*President of the College*
- Gechtman, Murray; 1956-1989**  
*Lecturer in Mathematics;*  
*Department Chairperson, Mathematics*
- Gelber, Martin B.; 1965-2003**  
*Architecture*
- Gerstl, Shelly; 1981-2008**  
*Dean, Admissions & Records*
- Gibson-Lott, Anne; 1987-2010**  
*Library Science*
- Gillis, Art; 2004-2017**  
*Director, PACE*
- Girgis, Amal Y.; 1976-2007**  
*Chemistry*
- Goerss, Harold; 1971-2006**  
*Economics*
- Goldbloom, Erwin M.; 1965-1995**  
*Physical Education*
- Goldblum, Sheldon M.; 1970-1995**  
*History*
- Gonzalez, Margarita L.; 1984-2005**  
*Counseling*
- Gottlieb, Seymour; 1970-2003**  
*Mathematics*
- Grear, Valorie L.; 1979-2017**  
*Theater Arts*
- Greenberg, Lionel; 1966-2015**  
*Music*
- Greer, Fontaine; 1989-2002**  
*English*
- Grogan, Robert; 1997-2016**  
*Computer Science & Information Technology*
- Guffey, Mary Ellen; 1975-1994**  
*Office Administration*
- Habib, Nicholas; 1976-2008**  
*Department Chairperson, Philosophy/Sociology;*  
*Philosophy*
- Haile, Lynne H.; 1968-1998**  
*Physical Education*
- Hall, Fay K.; 1986-1989**  
*Nursing*
- Hankammer, Larry; 1968-1995**  
*Physical Education*
- Hardesty, James N.; 1965-1995**  
*Mathematics*
- Harland, John; 2010-2012**  
*Mathematics*
- Harwick, Betty C. B.; 1966-1995**  
*Sociology*
- Haskell, Barry S.; 1958-1999**  
*Geology*
- Heckel, Russel H.; 1969-1995**  
*History*
- Herbst, Cynthia L.K.; 1979-2014**  
*American Sign Language/Interpreter Education*
- Hoffmann, Edmund C.; 1970-1999**  
*Computer Science & Information Technology*
- Hopper, Barbara K.; 1968-1982**  
*Biology*
- Horne, Janet B.; 1979-2005**  
*Computer Applications & Office Technologies*
- Horst, Donald P.; 1970-1988**  
*Theater*
- Horstein, Charlotte G.; 1986-1997**  
*Nursing*
- Horvath, Rozsa J.; 1981-2010**  
*Theater Arts*
- Hoskinson, Marjorie H.; 1969-2016**  
*English*
- Houghten, Sadako H.; 1966-1986**  
*Biology*
- Houston, Ann H.; 1969-1999**  
*Biology*  
*Department Chairperson, Life Science*
- Huber, William A.; 1965-1989**  
*Chemistry*  
*Department Co-Chairperson, Chemistry*
- Hubbell, John L.; 1965-1984**  
*Foreign Languages*
- Hume, Carlyle M.; 1975-2000**  
*Department Chairperson, Music*  
*Music*
- Hutner, Lavina; 1998-2006**  
*Counseling*
- Hylton, Wallace; 1985-1989**  
*Art*
- Ikkanda, Martin J.; 1971-2007**  
*Biology*
- James, Anna Gale; 1966-1999**  
*Articulation Officer; Psychology*
- Johnson, Thomas J.; 1972-2001**  
*Philosophy*
- Johnson, Ray; 1964-1973**  
*Dean of Instruction*
- Jones, Edward; 1986-2008**  
*Political Science*
- Jones, Harry; 1963-1994**  
*Electronics*
- Kamuk, John; 1985-1989**  
*Lecturer of Industrial Education*
- Khasigian, Amos; 1965-1983**  
*Economics*
- Kinchloe, Ralph; 1970-2001**  
*Biology*
- Kistel, Paul D.; 1977-2004**  
*English*
- Kleeb, Jane; 1963-1986**  
*English*
- Koller, Evelyn M.; 1986-2013**  
*Biology; Department Chairperson, Life Sciences*
- Kostanick, Celeste B.; 1957-1983**  
*Geography*
- Kramer, Thomas G.; 1971-1999**  
*Journalism*
- Kraus, Larry; 1975-2017**  
*Associate Vice President, Administrative Services*
- Krause, Gary B.; 1979-2005**  
*Landscape Architecture*
- Kubach, Kathleen L.; 1995-2010**  
*Biology*
- Kuczynski, John; 1968-2000**  
*Art*
- Kuljian, Ernest S.; 1951-1984**  
*Chemistry*
- LaChance, Jody H.; 2009-2015**  
*Horticulture*
- Lagerstrom, James; 1966-1997**  
*Speech Communication*  
*Department Chairperson, Speech Communication*
- Lakin, Karen H.; 1996-2017**  
*EOPS Counselor/CARE Coordinator*
- Landau, William; 1966-1989**  
*English*





- Lange, Donna L.; 1975-2003**  
*Physical Education/Health*  
*Department Chair, Physical Education Women's*
- Larson, Eugene; 1970-2012**  
*History*
- Le Barbu, Anne; 2012-2016**  
*French*
- Lee, Stephen; 1984-2017**  
*Geology*
- Lenier, Minnette G.; 1984-2001**  
*English*
- LeRoy, Martie F.; (2001)**  
*Teacher, Child Development Center*
- Levine, Diane; 1998-2013**  
*Anthropology Department Chairperson, Anthropological and Geographical Sciences*
- Levy, Norman S.; 1985-2010**  
*Political Science*
- Lewis, Henry E.; 1963-2004**  
*Physical Education*
- Lewis, William E.; 1981-1984**  
*Dean, Student Services; Business Administration*
- Lieu, Sandi; 1985-2007**  
*Mathematics*
- Lofrano, Robert J.; 1989-2017**  
*Director, Athletics, Physical Education*
- Logan, Barrie; 1972-2006**  
*Chemistry*
- Luke, Roy; 1964-1995**  
*Mathematics*
- Lyons, Robert M.; 1964-**  
*Business Education*
- MacMaster, Joan H.; 1969-1995**  
*History Department Chairperson, History/Humanities*
- Madson, Derald L.; 1969-1995**  
*Biology*
- Majer, Lincoln; 1972-1975**  
*Lecturer in Vocational Education*
- Martinez, Carlos; 1992-2006**  
*Dean, Academic Affairs*
- Martinez, Robert M.; 1992-2017**  
*Mathematics*
- Mason, Joyce; 1967-1990**  
*Business*
- Mazeika, Edward R.; 1986-2010**  
*Psychology*
- McCarty, Marcella A.; 1961-1981**  
*Health Services*
- McCaslin, Joy; 1988-2012**  
*Vice President, Student Services*
- McClatchey, William D.; 1986-1989**  
*Anthropology*
- McCrackin, Russell; 1963-1983**  
*Physics*
- McCutcheon, Thomas; 1983-1994**  
*Mathematics*
- McHargue II, Daniel Stephen; 1995-2015**  
*History*
- McWilliams, Marian; 1958-1995**  
*Physical Education*
- Means, Daniel G.; 1989-1991**  
*Educational Guidance*  
*President of the College*
- Mehlman, Mary R.; 1964-1995**  
*Mathematics*
- Meyers, Paul A.; 1974-2005**  
*Biology*
- Migliore, Barbara; 1989-2006**  
*Nursing*
- Moffatt, Constance J.; 1992-2017**  
*Art*
- Muir, John K.; 1964-1989**  
*Lecturer in Physical Education*
- Mull, Charles H.; 1982-1998**  
*Industrial Technology*
- Mundsack, Allan; 1995-2003**  
*Mathematics*
- Munsey, Robert E., Jr.; 1965-1995**  
*Industrial Technology*
- Nabi, Hosni; 2001-2002**  
*Biology*
- Nardin, Barbara; 1976-1988**  
*Geology*
- Nelson, Lori; 2010-2012**  
*Reading Specialist/English*
- New, Dennis; 1984-2017**  
*Mathematics*
- Nicklin, John R.; 1970-1973**  
*Acting President of the College*
- Nordberg, Paul C.; 1976-1999**  
*Art*
- Norton, William; 1989-2012**  
*Physical Education Department Chairperson, Physical Education*
- Obayani, Kambon; 1991-2013**  
*English*
- Obrecht, Frederick P.; 1992-1995**  
*English*
- O'Connor, Robert; 1965-1994**  
*Health Education*
- O'Dea, Marcia C.; 1991-2005**  
*Modern Languages*
- Odegard, Patricia; 1979-1989**  
*Nursing*
- Odello, Elizabeth; 1980-2009**  
*Department Chairperson, Philosophy/Sociology, Philosophy*
- O'Hanlon, Lynne; 1969-2012**  
*Computer Science & Information Technology Department Chairperson, Computer Science & Information Technology*
- Oliver, Tim; 1999-2006**  
*Vice President, Administration*
- Oliver, Tom; 2000-2006**  
*Vice President, Development*
- O'Neil, Robert; 1989-2011**  
*Journalism*
- Ono, Robert K.; 1981-2012**  
*Chemistry*
- Osborne, Philip R.; 1980-1999**  
*Vocational Education, Director, Cooperative Education*
- Oshima, David; (1997)**  
*Art*
- Paggi, Paula; 2008-2017**  
*Library Science*
- Pam, Irene S.; 1974-1995**  
*Counseling*
- Pandey, Carol J.; 1971-2005**  
*Psychology*
- Partington, Alfred M.; 1978-2015**  
*Business Administration*
- Paulman, Jack S.; 1967-1977**  
*Computer Science*
- Pawlicki, Michael J.; 1976-2013**  
*Music*
- Pence, Robert L.; 1969-1995**  
*Anthropology*
- Pendleton, James; 1970-1989**  
*Physical Education*
- Penrod, Richard G.; 1970-2008**  
*History*
- Perkins, Wayne; 2006-2017**  
*Music*
- Perry, Gerald E.; 1964-1995**  
*Physical Education Department Co-Chairperson, Physical Education Men's*
- Peterson, Lynne; 1976-2006**  
*Psychology*
- Peterson, Philip E.; 1975-1994**  
*Mathematics*
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*Special Education*
- Piazza, Stephen Paul; 1978-2012**  
*Music*
- Pickard, Dean; 1983-2004**  
*Philosophy/Humanities; Physical Education*
- Pill, Beatrice L.; 1955-1982**  
*Chemistry*
- Pinkston, Howell; 1970-2001**  
*Art*
- Ponsor, Judith; 1980-2003**  
*Nursing*
- Powell, Mark L.; 1967-1995**  
*Geography Department Chairperson, Earth Science/Physics*
- Pregerson, Bernadine S.; 1976-2012**  
*Microbiology*
- Putnam, Gene; 1989-2011**  
*Theater Arts Department Chairperson, Theater Arts*
- Raboy, Joseph; 1968-1989**  
*English*
- Ramirez, Lucia; 1984-2004**  
*Counseling*

- Ravetch, Herbert; 1958-1970**  
 1978-1985,  
*President of the College*  
*English*
- Reidy, James B., Jr.; 1976-1989**  
*Computer Science & Information Technology*  
*Department Chairperson, Computer*  
*Science & Information Technology*
- Reiter-Vasquez, Kathleen L.; 1975-2012**  
*Child Development*
- Renzi, Joseph; 1971-1983**  
*Vocational Education*
- Richards, James R.; 1986-1991**  
*Psychology*
- Rikel, James E.; 1977-2010**  
*Biology*
- Rinnander, Elizabeth A.; 1981-2004**  
*Associate Dean, Academic Affairs*
- Robin, Florence K.; 1975-2012**  
*Library Science*  
*Department Chairperson, Library*
- Robbins, Kent; 2009-2013**  
*Anatomy/Physiology*
- Rooney, Colleen; 1975-2006**  
*Counseling*
- Rosdahl, Thomas; 1986-2013**  
*Industrial Technology*
- Rose, Jacquinita; 2007-2011**  
*Dean, Academic Affairs*
- Rosemark, Erika; 1974-1989**  
*Early Childhood Education Director,*  
*Campus Children's Center*
- Rosen, William J.; 1976-1988**  
*Mathematics*
- Ross, Bernice; 1986-2006**  
*Psychology*
- Ross, D. Lee; 1971-1986**  
*Dean, Academic Affairs*
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*Counseling*
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*Anthropology*
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*Mathematics*
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*Dean, Academic Affairs*
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*Special Reading/English*
- Scheibel, Robert W.; 1969-1989**  
*Journalism*
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*English*
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*English*
- Schulman, Benson R.; 1966-1989**  
*English*
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*Health, Physical Education, Leisure Management*
- Schulman, Sandra; 1972-1989**  
*Director, Study Skills Center*  
*Special Reading/English*
- Schutzer, David; 1985-2012**  
*Anthropology*
- Sears, Malcolm G.; 1976-2005**  
*Natural Resources Management*
- Shapiro, Leland S.; 1976-2016**  
*Animal Science*
- Sharpe, Kenneth J.; 1984-2014**  
*Electronics*
- Shaw, William L.; 1958-1995**  
*Electronics*
- Sheff, Eileen T.; (1979)**  
*Counseling, Psychology*
- Shepherd, Henny B.; 1970-2005**  
*Physical Education*
- Sherman, Arthur A.; 1984-2002**  
*Computer Science & Information Technology*
- Shocket, Sol; 1959-1992**  
*Economics*
- Siemens, David F., Jr.; 1966-1986**  
*Philosophy*
- Silver, Constance R.; 1969-1988**  
*Counselor*
- Siskin, Burton F.; 1986-1995**  
*Anthropology*
- Skidmore, Richard D.; 1975-2017**  
*Business Administration*
- Slattery, Eugene R.; 1950-1993**  
*Mathematics*
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*Mathematics*
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*Industrial Technology*
- Smith, Richard A.; 1986-2003**  
*Psychology*
- Smith, Thomas; 1964-1987**  
*Library Services*
- Smith, Walter Henry; 1956-1995**  
*Art*
- Snooks, A. Nancy; (1971)**  
*Art*
- South, Richard; 1976-2010**  
*Horticulture*
- Sparks, Donald M.; 1989-2013**  
*Physics*
- Stanley, Kenneth; 1966-2002**  
*Physical Education*
- Stein, Philip L.; 1965-2009**  
*Anthropology, Department Chairperson, Anthropological*  
*and Geographical Sciences*
- Stellwagen, Karin; 2012-2012**  
*Cinema*
- Sterk, Jack; 2007-2011**  
*Speech*
- Sutherland, Miriam M.; 1976-1989**  
*Nursing*
- Sutton, Daryl Lynn; 1979-2017**  
*Nursing*
- Thomas, Louise B.; 1975-2001**  
*Nursing*
- Thompson, Terry; 1966-2006**  
*Business Administration*
- Thomsen, Mary Joan M.; 1964-1999**  
*Psychology*
- Thouin, Laurence G., Jr.; 1982-2017**  
*Biology*
- Tishler, Roger; 1984-2012**  
*Mathematics*
- Tontsch, John W.; 1965-1995**  
*Computer Science & Information Technology*
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*Lecturer in History*
- Trincherro, Bart L.; 1968-2000**  
*Industrial Technology*
- Turney, Kay E.; 1965-1995**  
*Physical Education*  
*Department Chairperson, Physical Education/Women*
- Van Auker, Alfred J.; 1961-1986**  
*Art*
- Van Tamelen-Hall, Victoria; 1991-2012**  
*Counseling*
- Van Voorhis, James C.; 1964-1989**  
*Architecture*
- Vernon, James Y.; 1971-1986**  
*Meteorology*
- Vree-Brown, Marion F.; 1958-1985**  
*Music*
- Waldron, Jill R.; 1971-1998**  
*English*
- Walker, John Michael; 1973-1989**  
*Lecturer of Horticulture*
- Wechsler, Ron; 1978-2006**  
*Animal Science*
- Weiser, Marian S.; 1963-2012**  
*Dance*
- Whalen, Paul L.; 1985-2012**  
*Dean, Academic Affairs*
- White, Elizabeth G.; 1982-2017**  
*Veterinary Technology*
- Whitman, Orene; 1972-1989**  
*Nursing*
- Wilkinson, Jean; 1964-1984**  
*English*
- Williams, Charles R.; 1974-1995**  
*Physical Education*
- Williams, Robert L.; 1969-1980**  
*History*
- Williams, Shiela; 1990-2010**  
*History*
- Wilson, Charles C.; 1961-1984**  
*Journalism*
- Wilson, Gussie Edwards; 1964-1975**  
*Business*
- Wittman, Darlene K.; 1979-2013**  
*American Sign Language/Interpreter Education*



**Woods, Dorris S.; 1989-1995**

*Nursing*

**Wynns, John; 1957-1978**

*Philosophy*

**Yamada, Katsuya; 1989-2013**

*Physics*

**Yoder, Kathie A.; 1988-2015**

*Mathematics*

**Yoshiwara, Bruce W.; 1989-2014**

*Mathematics*

**Yoshiwara, Katherine; 1980-2013**

*Mathematics*

**Young, Sylvie; (2009)**

*French*

**Zappala, Robert R.; 1976-2002**

*Astronomy*

**Zayac, John; 2007-2013**

*Geology*

*Department Chairperson, Physics and Planetary Sciences*

**Zitzelberger, John F.; 1987-2014**

*Electronics*

# Glossary of Terms

**A.S.O.** - Organization to which all enrolled students are eligible to join called the Associated Student Organization.

**Academic Dishonesty** - Defined as "Violations of academic integrity that include, but are not limited to, the following actions: Cheating on an exam; plagiarism; working together on an assignment, paper, or project when the instructor has specifically stated students should not do so; submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade." (Standards of Student Conduct Section 9803.28.)

**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.

**Admissions & 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.

**Advisory** - 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.

**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 readiness to the most appropriate class level.

**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.

**Associate Degree for Transfer (AA-T or AS-T)** - A degree granted by a community college for transfer to a CSU. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

**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 Achievement** - A certificate granted by a community college upon satisfactory completion of a formal program of vocational study of 12 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 001.

**Course Title** - A phrase descriptive of the course content, for example the course title of Accounting 001 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 re-admittance at the end of that period of time.

**Dual Enrollment** - Courses taken for college and/or high school credit while a student is currently enrolled in high school.

**Educational Program** - A planned sequence of credit courses leading to a defined educational objective such as a Certificate of Achievement 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 and enroll via their student portal.

**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.

**I** - 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.

**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.

**NP** - Grading symbol used for No Pass. See page 235 for more details.

**P** - Grading symbol used for Pass. See page 235 for more details.

**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.

**Permission Number** - A code 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 after the student uses the permission number to register in class via their student portal.

**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 re-entering 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.

**SP** - Grading symbol used for Satisfactory Progress. See page 235 for more details.

**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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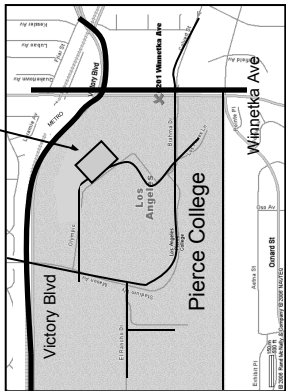
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# Pierce College Village Map



Room activities are subject to change. Please use the most recent updated map.

Use this link for the most up-to-date map



8408

8410

8407  
8400

8406  
8401

8405  
8402

8320 :8321

8310B  
8310A

8300

8000

8330

8346  
8345  
8341  
8340

8344  
8342

8343

8204  
8209  
8210  
8211  
8212  
8213  
8200 Extension

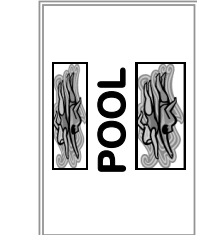
8104  
8110  
8111  
8112  
8113  
8103  
8102  
8101  
8100

FACULTY & STAFF PARKING

Village Road



South Gym



North Gym

SHERIFF'S STATION

PATH OF TRAVEL

PATH OF TRAVEL

Avenue of Champions

PATH OF TRAVEL

PATH OF TRAVEL

## Village Room Numbers and Activity

Room	Activity
8400	Classroom
8401	Classroom
8402	Classroom
8405	Classroom
8406	Classroom
8407	Classroom
8408	Classroom
8410	Classroom

Room	Activity
8300	Digital Dark Room
8310A	ENCORE
8310B	Conference Room
8320-8321	Classroom
8330	Classroom
8340	Faculty Offices
8341	Faculty Offices
8342	Faculty Offices
8343	Faculty Offices
8344	Faculty Offices
8345	Faculty Offices
8346	Faculty Offices

Room	Activity
8200	Pierce Extension/Comm. Services
8201-8202	Classrooms, Extension
8203-8204	Vacant
8205-8209	Classrooms
8210	Classroom
8211	Media Arts - RoundUp
8212	Media Arts Faculty Office/KPCRradio
8213	Faculty Offices

Room	Activity
8000	Vacant
8100	Faculty Offices for KPCRradio
8101-8102	Classrooms
8103-8104, 8109	Electronics Lab/Classrooms
8110	Electronics Faculty Office
8111-8112	Classrooms
8113	Faculty Offices

Restrooms

Room allocations as printed on this map are subject to change.