

PORTERVILLE COLLEGE

2010-2011
CATALOG

100 East College Avenue
Porterville, California 93257
www.portervillecollege.edu
559/791-2200



Porterville College

President's message:

Students are our focus at Porterville College, and we welcome you to an extraordinary college. Porterville College has a rich history and a current reputation of providing quality and affordable education and training opportunities for area citizens. Porterville College has been providing opportunities to those living in Tulare County since opening its doors in 1927.

This catalogue is a guide to your future. It includes descriptions of the degrees and certificates that are offered at Porterville College as well as descriptions of each course. The College is a comprehensive community college that provides general, transfer and career education at the undergraduate level, training and services for updating skills in the existing workforce, and basic skills. In addition, the college offers various athletic programs and student clubs in order to provide students with a well-rounded college experience. All of these programs are described in this catalog.

Whether you want to start a new career or start your college experience to transfer or just take a class, Porterville College is here to serve you, and our highly qualified faculty, staff, and administrators will do everything possible to help you achieve your goals. Porterville College has made the difference in many people's lives; it can also make a difference in your life. We are here to help you!

Best Wishes,
Rosa Flores Carlson, Ed.D.
Porterville College President

KERN COMMUNITY COLLEGE DISTRICT

Board of Trustees

Mr. Stuart O. Witt, *President*
Mrs. Rose Marie Bans *Vice President*
Mr. John A. Rodgers, *Clerk*
Mr. Dennis L. Beebe,
Mr. John S. Corkins
Mrs. Pauline F. Larwood
Mrs. Kay S. Meek

KCCD Administration

Ms. Sandra Serrano, *Chancellor, Kern Community College District*
Mr. Thomas Burke, *Chief Financial Officer*
Dr. Abe Ali, *Vice Chancellor, Human Resources*
Dr. Doris Givens, *Vice Chancellor, Educational Services*
Mr. Sean James, *Vice Chancellor, Operations Management*

Porterville College Administration

Dr. Rosa Flores Carlson, *President*
Dr. Ann Beheler, *Vice President, Academic Affairs*
Mr. Steven Schultz, *Vice President, Student Services*
Dr. Antonia Ecung, *Dean- Academic Affairs*
Mr. Bill Henry, *Dean-Career and Technical Education*
Ms. Valerie Lombardi, *Interim Associate Dean-Health Careers*

Porterville College Administrative Services

Mrs. Donna F. Berry, *Director- Administrative Services*
Mrs. Virginia Gurrola, *Director-Admissions & Records/Financial Aid*
Mr. Eric Mendoza, *Director-Student Programs & Athletics*
Mrs. Karen Ball, *Program Manager-Child Development Center*
Mr. Chris Craig, *Information Technology Manger*
Mrs. Sonia Huckabay, *Accounting Manager-Business Office*
Mrs. Carol Brown, *Administrative Assistant to the President*

PORTERVILLE COLLEGE

2010-2011 Catalog
If this material is needed in alternate format for people with disabilities, please contact Disabled Student Programs and Services at 559-791-2215.

DISCLAIMER

Porterville College reserves the right to modify its program, tuition and fees, admission and graduation requirements, schedules and other policies, procedures and regulations stated in this catalog without notice. Addenda may be found on the college website (portervillecollege.edu).

Table of Contents

KCCCD Administration	2
Board of Trustees	2
Kern Community College District	2
General College Information	5
History	6
Location	6
Mission Statement	6
Our Values	6
Philosophy	6
Facilities	6
Porterville College Foundation	6
Accreditation	6
Academic Calendar	7
Schedule	7
Course Information	7
Summer Intersession	7
Faculty Office Hours	7
Catalog Rights	7
Policies and Procedures	9
Matriculation: Student Rights and Responsibilities	10
Prerequisites	10
Recommended Skill Levels	11
Open Enrollment	11
Confidentiality of Student Records	11
Release of Public or Directory Information	11
Conduct of Students	11
Controlled Substances	11
Dismissal from Classes	11
Formal Student Grievances	12
General Traffic and Parking Regulations	12
Accommodating Students with Disabilities in the Academic Environment	12
Non-Discrimination Policy	13
Equal Employment and Education Opportunities	13
Sexual Harassment Policy and Procedures	13
PC Student Right to Know 2006 Cohort	14
Admission and Registration Procedures	17
Academic Eligibilities	18
Dual Enrollment Admission	18
Admission Forms and Transcripts	18
Non-Resident Tuition	18
SEVIS	18
International Students	19
Materials Fees	19
Auditing a Course	19
The Fee Exemption	19
Academic Information	20
Academic Advising	22
Attendance	22
Classification of Students	22
Student Load	22
Scholastic Recognition	22
Scholarship	22
Acceptance of Credit from Other Institutions	23
Non-Traditional College Credit	23
Pass/No-Pass Courses	24
Degree Evaluation	24
Withdrawal From Courses	24
Military Withdrawal	24
Remedial Course Work Limitation	24
Repetition of Courses	25
Academic Regulations	27
Grade Forgiveness/Academic Renewal Policy	28
Academic Standing	28
Probation	28

Disqualification	28
Plagiarism and Cheating	28
Instructional Services.	31
Library Media Services	32
Anthropology Library	32
Tutorial Services	32
Learning Center	32
Writing Mentors	32
Student Services.	33
Advising and Counseling	34
Career Services	34
Child Care Services	34
CHAP	34
Cost of Attendance	34
Disability Resource Center	34
CalWorks Program	34
Wellness Center	35
Federal and State Financial Aid	35
State and College Student Financial Aid	35
Extended Opportunity Program and Services (EOPS)	36
Cooperative Agencies Resources for Education (CARE)	36
Food Services	36
Student Activities	36
Clubs	36
SWAT Team	37
Athletics	37
Music	37
Art Gallery	37
Textbooks, Supplies	37
Transfer Services	37
Veteran's Education	37
Graduation, Transfer and Certificate Requirements	39
Philosophy of General Education for the Associate Degree	40
Graduation Requirements	40
Requirements for the Associate in Arts (AA) Degree	40
General Education Checklist	41
Testing Programs	42
College Transcripts	42
Pass Along Certification	42
Transfer	43
Transfer Information	43
Transfer to the California State Universities	43
CSU Admission Requirements for California Residents	43
CSU General Education Breadth Requirements	43
Transfer to University of California	43
Transfer to Private College or University	44
CSU General Education Breadth Requirements	44
Intersegmental General Education Transfer Curriculum	46
ASSIST	47
Associate Degrees	48
Areas of Emphasis	50
Certificate Programs	54
Job Skills Certificates	60
Staff	61
Faculty/Administrators	62
Confidential/Classified Management Personnel	63
Classified Personnel	64
Emeriti	65
General Course Information	67
Course Numbering System	68
Course Prefix Listing	68
Course Level	69
Course Description	69
Programs	71
Index	111

General College Information

General College Information

HISTORY

Porterville College was established in 1927 as a part of the Porterville Union High School and College District and has been a unit of the Kern Community College District since July 1, 1967.

LOCATION

Porterville College is located at 100 East College Avenue, Porterville, California, at the base of the scenic High Sierra Mountain Range in southeastern Tulare County. The population of the Porterville urban area is approximately 54,000 persons and that of the surrounding service area is 90,000 persons. Porterville is the gateway to a vast mountain wonderland and recreational area. It is within three hours commuting time to the seashores of the Pacific or to the metropolitan Los Angeles area.

Porterville College is the northernmost college in the Kern Community College District, which serves an area of some 24,000 square miles in all or portions of Kern, Tulare, Inyo, and San Bernardino Counties. Other colleges in the district are Bakersfield College in Bakersfield and Cerro Coso Community College in Ridgecrest.

MISSION STATEMENT

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

- Provide quality academic programs to all students who are capable of benefiting from community college instruction.
- Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
- Prepare students for transfer and success at four-year institutions.
- Provide courses and training to prepare students for employment or to enhance skills within their current careers.
- Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
- Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

OUR VALUES

Porterville College's core values define the character of the institution and are active ingredients in all that the College does. Through our commitment to these values the College can better serve and be more responsive to its students, staff, and community:

- Collaboration – working together to encourage input and dialogue in a collegial and cooperative manner.
- Respect – treating each other with respect, trust, and dignity.
- Innovation – nurturing and supporting exploration of new ideas, programs, and services to enhance our service to the community.

- Accountability – continuously assessing where we are as a College and to assume responsibility for all that we do.
- Participation – fostering and encouraging the involvement of staff and students in campus activities and the various aspects of the College decision-making process.

PHILOSOPHY

In support of our mission and values, Porterville College will base its decisions and actions upon the following beliefs:

- All students at Porterville College will be treated with respect and dignity regardless of who they are or the goals they have established for themselves.
- The College staff will provide the best service possible to its students in order for them to meet their individual academic or vocational goals.
- The College will encourage innovation, creativity, and new ideas and will support professional development opportunities for its staff.
- As an integral part of the community, the College will interact with and be responsive to local business and industry.
- As an integral part of the Kern Community College District, the College will participate in and be actively involved with all district-wide committees and governance structures.

FACILITIES

The campus is located on approximately 60 acres and includes facilities for business, liberal arts, applied sciences, science, mathematics, communications, theater, library media center, trade and industry, child development center, fine arts, health, stadium and track, gymnasium, fitness center, tennis courts, baseball and softball diamonds, horticulture complex, and ample parking.

PORTERVILLE COLLEGE FOUNDATION

The Porterville College Foundation is an incorporated non-profit organization which provides community support for Porterville College. Persons wishing to donate to special projects or receive additional information about the Foundation should contact the Foundation Office at (559) 791 – 2319, or see our web page (www.portervillecollege.edu/foundation).

Gifts and bequests may be designated for specific projects, presented in honor or memory of an individual, or designated as unrestricted gifts and bequests which can be used where the need is greatest.

Mission Statement:

“The Porterville College Foundation will support Porterville College in developing activities, programs and facilities to the best interest of students; will actively solicit gifts, bequests and other income; and will demonstrate prudent fiduciary responsibility in the administration of those funds.”

ACCREDITATION

Porterville College is accredited by the Western Association of Schools and Colleges and is fully approved by the Board of Governors, California Community Colleges and other state and federal agencies. The University of California, California State Universities and other universities and colleges grant credit to lower

division transfer courses completed at Porterville College.

ACADEMIC CALENDAR

Fall Semester 2010 (August 23-December 11)
April 14 Early web registration begins
April 29 Open web registration begins
August 23. Fall instruction begins
September 3 Last day to drop semester-length classes
and qualify for a refund*
September 6 Labor Day Holiday
September 7 Last day to enroll in a semester-length class
September 20 Last day to drop from a semester-length class
and not have it appear on your transcript*
November 1 Last day to drop from a semester-length
class and receive a "W" *
November 11 Veterans' Day Holiday
November 18 Priority registration begins for spring 2011
for continuing students
November 25-26 Thanksgiving Holiday
December 1 Open registration begins for spring 2011 for
returning and new students
December 11 End of fall semester

Spring Semester 2011 (January 17-May 14)
January 17 Spring instruction begins
January 17 Martin Luther King, Jr. Day Holiday
January 28 Last day to drop semester-length classes
and qualify for a refund
January 31 Last day to enroll in a semester-length class*
February 22 Last day to drop from a semester-length class
and not have it appear on your transcript*
April 1 Last day to drop from a semester-length
class and receive a "W" *
February 18 Lincoln Day Holiday
February 21 Washington Day Holiday
April 13 Priority registration begins for summer/fall
2011 for continuing students
April 18-23 Spring Recess
April 28 Open registration be-
gins for and new students
May 13. Commencement
May 14. End of spring semester

*For courses other than semester length, the Office of Admissions and Records or the instructor should be consulted regarding drop, withdrawal and refund deadlines.

SCHEDULE

The schedule of classes is the official listing of courses. It is published each semester of the academic year on the web at www.portervillecollege.edu. The schedule contains information regarding registration dates and special instruction for registering in classes.

The college reserves the right to make additions or deletions to the schedule of classes. Any class in which the enrollment is too small to justify continuance may be canceled.

COURSE INFORMATION

Courses offered at Porterville College make possible the selection of curricula that meet the requirements for most regular college and university majors, technical-vocational curricula that prepare the student for productive life in the community, as well as general education.

SUMMER INTERSESSION

The college typically offers a summer intersession between the spring and fall semesters. The program enables recent high school graduates to begin their college work early. It also allows college and university undergraduates to continue their college education close to home. In addition, many adults in the community take advantage of the summer school offerings for enrichment purposes or to upgrade job skills. The program typically includes regular credit classes and a few non-credit classes and fee courses.

Further information may be obtained by calling the Office of Admissions and Records at (559)-791-2220.

FACULTY OFFICE HOURS

Porterville College is noted for the close academic relationship between faculty and students. The educational benefit of the student being able to know and talk personally with his or her instructor is an invaluable part of the instruction offered at Porterville College. During the fall and spring semester each member of the full-time faculty schedules office hours each week for this purpose. This schedule is posted outside the instructor's office. Students are encouraged to take advantage of this opportunity, the benefits of which include:

- Assistance in understanding and achieving specific course requirements,
- Development of concepts and understanding beyond the course expectancies,
- Insights into career opportunities within the instructor's area of expertise,
- Direction in meeting requirements in a transfer major, specifically if that major is within the instructor's area of expertise.

CATALOG RIGHTS

Students may graduate under the general degree requirements in effect:

- At the time for first enrollment as long as continuous enrollment is maintained,
or
- If continuous enrollment is broken from the first enrollment, under the requirements in effect from the time continuous enrollment is re-established and maintained,
or
- Under the requirements in effect at the time of graduation.

Continuous attendance means no more than a one semester absence within an academic year including summer sessions. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment.

Policies and Procedures

Policies and Procedures

MATRICULATION: STUDENT RIGHTS AND RESPONSIBILITIES

Matriculation is a process consisting of a set of policies and procedures which has been designed to bring Porterville College and its students into a partnership. The purpose of this “contract” is the realization of your educational goals.

Porterville College has as its basic role in the Matriculation Partnership the responsibility to develop an efficient process to encourage student participation in College services, programs, and learning experiences which will aid in achieving academic success.

You, the student, in turn, have the responsibility to let us know what your educational and career goals are. If you are undecided in either or both areas, our staff can assist you in clarifying your directions. Listed below are the basic components of your partnership with Porterville College:

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS Degrees, transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 credits of course work.
- Attend classes regularly and complete assigned coursework.
- Complete your courses and maintain progress toward an educational goal.

Porterville College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues. In addition to a preregistration orientation process, we also offer a course designed to help you adjust to college expectations and improve your study skills, time management skills, test taking skills, interpersonal skills and other life skills useful in successful goal achievement, both in school and beyond. Career option exploration is also initiated in “Becoming A Master Student,” an integral part of the Porterville College matriculation program.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide for assessment to determine math and English placement, including:
 - ◆ Assistance in identification of aptitudes, interests, and educational objectives.
 - ◆ Evaluation of study and learning skills.
 - ◆ Referral to specialized support services.
 - ◆ Advisement concerning course schedules.
- Provide post enrollment evaluation of your progress which is available through counseling and other support services.
- Provide a wide variety of course offerings, including precollegiate basic skills.
- Provide advisement of students enrolled in pre-collegiate basic skills who have not declared a specific major and students who have been placed on probation.

Additional Rights of Students:

- Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
- Right to challenge through the appropriate office any prerequisite they believe to be discriminatory.
- Right to challenge matriculation regulations/procedures.
- Right to provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

PREREQUISITES

Many courses offered by the College require the completion of prerequisite courses taken at Porterville College or their equivalent at another accredited institution. Students are advised to consult the course descriptions found in the current College Catalog or semester schedule for the identification of the prerequisites for a course.

Prerequisites are approved through the Porterville College Curriculum Committee. They may be revised or adjusted during the school year. For specific information, contact Dr. Ann Beheler, Vice President of Academic Affairs, Room AC-101.

Important Definitions

If you should see the words prerequisite, co-requisite or recommendation in the catalog, it is important for you to understand the definition of these terms.

Prerequisite means a condition of enrollment which a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Co-requisite means a condition of enrollment consisting of a course which a student is required to simultaneously take in order to enroll in another course.

Recommendation means a condition of enrollment which a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Procedures for Prerequisite Challenge

Students may petition to challenge prerequisites based upon the following criteria:

- The prerequisite has not been made reasonably available.
- The prerequisite was established in violation of regulation or in violation of the district-approved processes (student documentation required).
- The prerequisite was discriminatory or applied in a discriminatory manner (student documentation required).
- The prerequisite has been met based upon the student’s knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required).

Location of Prerequisite Challenge Petitions

Prerequisite Challenge Petitions are available in the Counseling Office, AC-126; or Learning Center. Students wishing to challenge the English or math placement prerequisites should contact the respective division chair.

RECOMMENDED SKILL LEVELS

For most courses listed in the catalog, recommended basic skill levels have been assigned in reading and writing and, where applicable, in mathematics. Students are advised that they should have at least these skill levels for academic success. Specific course skill levels are available in the Counseling Office, AC-126.

OPEN ENROLLMENT

It is the policy of this college that, unless specifically exempted by statute or regulation, every course, section or class reported for state aid, wherever offered and maintained by this college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of subchapter 1 of Chapter 6 of the California Code of Regulations. Porterville College complies with regulations of the law prohibiting discrimination on the basis of gender.

CONFIDENTIALITY OF STUDENT RECORDS

Student record means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college whether recorded by handwriting, print, tapes, film, microfilm, or any other means.

Student record does not include:

- Confidential letters and statements of recommendation.
- Information provided by a student's parents related to financial aid or scholarships.
- Information related to a student that remains in the sole possession of the maker (e.g. individual counselor or instructor notes).
- Information related to a student created or maintained by a physician, psychiatrist, psychologist in his or her professional capacity.
- Information maintained by a community college law enforcement unit, and the information is used solely for law enforcement purposes.

Directory information may include one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, e-mail address, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

The Office of Admissions and Records of the colleges are the designated keepers of student records. Those offices shall not release any information from the official student records (other than directory information) to any outside person or group unless the student provides a signed and dated release or a legally valid subpoena is received except that access may be permitted to:

- Officials and employees of the district and college if those persons have legitimate educational needs to inspect the records;
- Auditors, other federal, state and local officials pursuant to state law;
- Agencies in connection with financial aid;
- Organizations conducting approved educational studies;

- Appropriate persons in connection with an emergency situation, officials of other public or private schools or school systems, where the student seeks to attend.

The Directors of Admissions and Records of the colleges may authorize the release of directory information about students who have authorized the release of that information to legitimate educational institutions, governmental agencies, firms that perform contracted work on behalf of the college or district, and other agencies that have legitimate need for this information upon receipt of a formal request on official letterhead from the organization making the request.

RELEASE OF PUBLIC OR DIRECTORY INFORMATION

Porterville College may release student names, addresses, phone listing, dates and places of birth, major fields of study, participation in officially recognized activities and athletic teams, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. This information will be released to educational institutions, government agencies and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for release of directory information should be forwarded to the Office of Admissions and Records for action.

If a student does not want this information released,* the student must check the privacy requested boxes on the online admissions form or the update form.

*Exception: Court ordered subpoenas. It is the policy of Kern Community College District and Porterville College not to release information without appropriate signatures, subpoenas, or authorization.

CONDUCT OF STUDENTS

Students are expected to formulate and observe among themselves a proper standard of conduct, showing such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do so will be sufficient cause for disciplinary action. The student code of conduct is available in the office of Academic Affairs, AC-101.

CONTROLLED SUBSTANCES

The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is prohibited by law. Violation of this policy will result in disciplinary action as outlined in the Student Conduct and Discipline Handbook.

DISMISSAL FROM CLASSES

An instructor may, for good cause as defined by law, remove a student from class for the day of removal and the next class meeting. The Kern Community College District Student Discipline Policy provides for due process and stipulates the procedure for administration of discipline. The policy is available in the office of Academic Affairs, AC-101.

FORMAL STUDENT GRIEVANCES

Student grievances are processed according to Kern Community College District Board Policy. Specific procedures for filing grievances are available in the office of Student Services, AC-126.

GENERAL TRAFFIC AND PARKING REGULATIONS

General Regulations

Students must purchase a parking permit to park on the Porterville College campus. Parking permits may be purchased at the Office of Admissions and Records in the Academic Center. One-day parking permits can be purchased at the college bookstore for \$1.00.

Temporary Porterville College disabled parking permits may be obtained from the Disability Resource Center located in room AC-115.

Students possessing a valid State Disabled Person Placard and/or temporary campus disabled parking permit do not require a parking permit. Those students may park within any student or disabled parking stall on campus.

Parking permits are valid only when displayed in the proper manner in/on the vehicle. Proper posting of permits is as follows:

- Hanging from the rear view mirror, facing forward, in no way obscured from view.

Parking on the Porterville College campus is in marked parking slots. Vehicles must be parked face forward, within the two painted lines and not over the front painted limit line.

Limited time (30 minutes) visitor parking is provided at the front of the college. Porterville College staff and/or students are NOT visitors or guests. Guests/visitors using limited-time parking do not require parking permits.

In case of extended visits, guest/ visitor parking permits may be obtained at the Information Desk in the Academic Center. The completed guest/visitor parking permit shall be placed in plain view atop the left side of the dash.

All parking permits are the responsibility of the holder and/or purchaser and will not be replaced if lost or stolen. Report lost/stolen permits to campus security and complete an incident report, available from campus security or the Information Desk.

No person shall drive, park or leave standing any motor vehicle, motorcycle, moped or motor-driven cycle upon any area not designated for motor vehicle use including any lawn, athletic field, practice area, or sidewalk.

Read and obey all traffic and parking signs and markings.

Anyone receiving a citation is allowed to file an appeal contesting the action. Appeal forms are available at the Information Desk in the Academic Center or at the Maintenance and Operations Office.

Minimum fine for citations issued is \$25.00.

Parking Defined: To park or leave standing any type vehicle, whether occupied or not, other than for the purpose of, or while actually engaged in, loading or unloading passengers and/or equipment. Vehicles shall not be parked or left standing, even though occupied by driver and/or passenger in a loading zone, disabled zone, limited-time zone or any other limited or restricted parking zone, other

than that time specified by sign and/or curb markings, or areas not designed for use.

Parking Zones

- Orange Curbed Zone: District parking zone for “E” (exempt) district vehicles only.
- Yellow Curbed Zone: Reserved for the exclusive use of public carriers and/or school buses.
- Yellow Posted Zone: Reserved for the exclusive use of district vehicles; loading/unloading passengers (3 minutes); loading/unloading of materials only (30 minutes maximum). May be used by employees, students, visitors and/or vendors.
- Green Zone: For the exclusive use of guests and visitors only, limited to 30 minutes. Other special parking permits may be requested at the Office of Admissions and Records.
- Red Zone: No parking any time – tow away zone.
- Blue Zone: Reserved for the exclusive use of disabled parking.

Facilities/Security Department

Emergency	(559) 791-2200
and/or call	911
Campus security	(559) 791-2440
Traffic citations/appeals	(559) 791-2440

Parking Permit Fees

Fall	\$20.00
Spring	20.00
Summer	10.00

ACCOMMODATING STUDENTS WITH DISABILITIES IN THE ACADEMIC ENVIRONMENT

It is the intent of Porterville College that all of its graduates demonstrate mastery of the competencies required by Title V of the California Code of Regulations and successfully complete all of the specific courses required for graduation. Porterville College recognizes that a disability may prevent a student from demonstrating required competencies in math, reading and/or writing, or from successfully completing all of the specific course requirements necessary for graduation in the same manner as would a student without a disability. The college also recognizes the need to accommodate a student with a documented disability to the greatest extent possible without compromising either the student’s chosen course of study or the integrity of any student’s degree. The college further recognizes that most disabilities that might preclude a student from this “same manner” demonstration of competency or from successfully completing a course can be overcome by providing a combination of appropriate accommodations.

Therefore, for most students with documented disabilities, the primary method would be an attempt to complete the course utilizing recommended accommodations such as tutorial, auxiliary aids, and/or test accommodations. For some students, such accommodations will still be insufficient to enable him/her to successfully complete the course. For these students, a second method of accommodation would involve a course substitution. Only in the most extreme cases would a third alternative, a course

waiver, be considered. The Petitions Committee, only under the conditions described below, would individually consider the second and/or third approach.

A course substitution is permissible only if the course in question is peripheral to the student's course of study and the student has no reasonable chance of successfully completing the course even with all of the recommended accommodations. A waiver will be considered only when there is evidence that the student has met the above requirement for substitution, and there are no viable alternatives. ("Academic requirements that the district can demonstrate are essential to the program of instruction being pursued by the student, or directly related to licensing requirements, will be regarded as discriminatory." – 34 C.F.R. 104.44(a))

If a student with a disability has determined that the recommended accommodations are insufficient to enable him/her to successfully complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, that student may submit a petition to the chair of the Petitions Committee, who will arrange for a meeting with the Petitions Committee to determine whether a course substitution or, in the last resort, a course waiver is appropriate.

The Petitions Committee shall be comprised of the Porterville College Registrar, Director of DRC, and a faculty representative from the respective division. The committee shall recommend the proper course of action to the appropriate administrator for approval.

NOTE: Porterville College students will be made aware that a subsequent educational institution may not recognize a substitution or waiver granted by Porterville College.

NON-DISCRIMINATION POLICY

Gender

Porterville College does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities operated by Porterville College. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of Porterville College may be referred to the Title IX Coordinator, the campus person assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office for Civil Rights, U.S. Department of Health and Human Services, 50 United Nations Plaza, Room 322, San Francisco, CA 94102.

Handicap

Porterville College does not discriminate on the basis of handicap and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Porterville College does not discriminate in admission or access to, or treatment or employment in its programs and activities. The 504 Coordinator, Steve Schultz, has been designated to coordinate the efforts of Porterville College to comply with the Act and its implementing regulations. Porterville College is also in compliance with the Americans with Disabilities Act (ADA) of 1993 that mandates full access to buildings, programs, services and

activities. Inquiries concerning compliance may be addressed to this person at (559) 791-2218.

Language Skills

The lack of English language skills will not be a barrier to admission, and participation in, vocational education programs and services.

EQUAL EMPLOYMENT AND EDUCATION OPPORTUNITIES

It is the policy of Porterville College to provide all persons with equal employment and education opportunities without regard to race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status, or sexual orientation. For further information contact: Human Resources Manager. Phone: (559) 791-2457.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Policy 11D2A

The Board of Trustees of the Kern Community College District and Porterville College will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the Kern Community College District and Porterville College that members of the college community, including visitors, guests and contractors, may not sexually harass another person employed or contracted to do business by or on District property.

Sexual harassment is defined as:

Unwelcome sexual advances; requests for sexual favors; and/or physical conduct or oral/written communication of an intimidating, hostile, or offensive sexual nature where:

Submission to such conduct is made either explicitly or implicitly; a term or condition of employment or a student's status in a course, program or activity;

Submission to or rejection of such conduct is used as a basis for employment decisions or as a basis for academic or other decisions affecting a student; or

Such conduct has the purpose or effect of substantially interfering with an employee's work performance or a student's educational experience, or creates an intimidating, hostile or offensive working or academic environment.

The Kern Community College District and Porterville College is committed to maintaining a working and educational environment free of sexual harassment.

An employee or student may be subject to disciplinary action for violation of this policy.

Procedures

An allegation of sexual harassment may be reported by the individual who is the subject of the alleged harassment or by a witness.

An investigation into any charge of sexual harassment shall be investigated according to Procedure 11D4A of the Kern Community College District Board Policy.

Any student who feels that he or she is being harassed is urged to notify any of the following responsible officers: Instructor, Counselor, Department/Division Chair, Dean, Vice President, or Title IX Coordinator.

PC STUDENT RIGHT TO KNOW 2006 COHORT

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, 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.

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 2006 to Spring 2009. Students who have completed 60 transferable credits 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 2007 to Spring 2009, are transfer students.

The table below compares PC's Completion and Transfer Rates to the statewide community college average.

2005 SRTK Cohort	Completion Rate	Transfer Rate
Statewide	24.78%	16.69%
Porterville College	19.79%	11.05%

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. For further information on SRTK methodology, interpretation and rates at other community colleges, you can visit the California Community Colleges Chancellor's Office web site at <http://srk.cccco.edu/index.asp>.

POLIZA DE NO DISCRIMINACION

Género

El Colegio de Porterville no discrimina por base del género (sexo de las personas) en sus programas educativos y en sus actividades. La enmienda Educativa de Título IX de 1972, y las regulaciones administrativas bajo esa legislación prohíben la discriminación por base del género en programas educativos y en actividades manejadas por el Colegio de Porterville. Tales programas y actividades incluyen admisión de estudiantes y empleo. Preguntas relacionadas con la aplicación del Título IX a programas y actividades del Colegio de Porterville pueden ser referidos coordinador del Título IX, la persona del colegio designada a la responsabilidad administrativa de revisar tales asuntos, o al Director Regional de la Oficina para los Derechos Civiles, Departamento de Salud y Derechos Humanos de los Estados Unidos, 50 United Nations Plaza, Room 322, San Francisco, CA 94102.

Incapacidad

El Colegio de Porterville no discrimina por base de incapacidad y está en concordancia con la Sección 504 del Acto de Rehabilitación

de 1973, como enmendada, y las regulaciones adoptadas bajo esa enmienda. Más específicamente, el Colegio de Porterville no discrimina en admisión o acceso a, o tratamiento, o empleo en, sus programas y actividades. El 504 Coordinador de Incapacidad 504, el señor Steve Schultz ha sido designado para coordinar los esfuerzos del Colegio de Porterville para estar en cumplimiento del Acto y sus regulaciones. Además, el Colegio también funciona según las regulaciones de la ley titulada Americans with Disabilities Act (ADA) de 1993, la cual requiere acceso completo a edificios, programas, servicios y actividades del colegio. Para preguntas relacionadas a esta ley pueden ser referidas al (559) 791-2218.

Habilidades en el lenguaje

La falta de habilidades en el idioma del inglés no será una barrera para ser admitidos y para participar en los programas vocacionales educativos.

Empleo Equitativo y Oportunidades Educativas

Es la política del Colegio de Porterville la de proveer a todas las personas un empleo equitativo y oportunidades educativas sin importar la raza, el color, la religión, el sexo (o condiciones relacionadas al embarazo), el origen, la edad, la discapacidad (o condición médica), el estado civil, o la orientación sexual de éstas personas. Para más informes por favor diríjase al Teléfono: (559) 791-2457.

ACOSO SEXUAL

Poliza 11D2A

El distrito de Kern de Colegios de la Comunidad y el Colegio de Porterville no tolerarán ningún comportamiento que constituya presión o molestia sexual contra sus empleados o contra los estudiantes.

Es el plan del distrito y del colegio que los miembros de la comunidad colegial, incluyendo visitantes, clientes y contratistas, no puedan molestar o presionar a ninguna otra persona.

La presión o molestia sexual se define así:

Los avances sexuales molestos; el pedir favores sexuales; y/o la conducta verbal, física o comunicación escrita de una naturaleza sexual que sea intimatoria, hostil u ofensiva tal y como:

El someterse a o el rechazar tal conducta que se use como la base de empleo o como la base académica o para otras decisiones que afecten a un estudiante; o

Si tal conducta tiene el propósito o el efecto de intervenir sustancialmente con la manera de hacer un trabajo o de un estudiante en su experiencia académica, o que crea un ambiente en el trabajo o en lo académico, o que crea un ambiente en el trabajo o en lo académico que sea intimatorio, hostil u ofensivo.

El distrito de Kern de Colegios de la Comunidad y el Colegio de Porterville se comprometen a mantener un ambiente de trabajo y un ambiente académico libre de esta presión o molestia sexual.

Empleados o estudiantes serán disciplinados a causa de la violación de esta declaración.

Procedimientos

Una alegación de presión o molestia sexual se puede reportar por el/ la individuo/a quien fue sometido/a a tal presión o molestia sexual; o se puede ser reportada por algún testigo.

Una investigación de la alegación de presión o molestia sexual será investigada según el Procedimiento 11D4A de la Mesa Directiva (Board) del Distrito Kern de Colegios de Comunidad.

Cualquier estudiante que cree que él o ella ha sido presionado o molestado sexualmente debe notificar a cualquier de los siguientes oficiales: Instructor; Consejero; Encargado de Departamento, o División; Decano, Visé Presidente o Coordinador del Título IX.

Admission and Registration Procedures

Admission and Registration Procedures

ACADEMIC ELIGIBILITIES

Any high school graduate, any graduate of an equivalent secondary school, or persons with equivalent high school proficiency test scores may be admitted to Porterville College and other persons over 18 years of age who can benefit from instruction. Recommended high school juniors and seniors may enroll in part-time college programs in advanced education. (Ed. Code Sections 760000-760002 and 760006)

DUAL ENROLLMENT ADMISSION

In accordance with California Education Code regulations, K-12 students may enroll as special part-time students. Enrollment must be recommended by the high school principal, with parental consent and approval by the college Director of Admissions. Units earned may be used for high school or college credit or for both. Students enrolled under this program are exempted from paying enrollment fees.

High school students are restricted to a maximum of six (6) credits per semester. Students wishing to enroll in more than six (6) credits must appeal to the Director of Admissions. The college reserves the right to restrict the enrollment of students who have attained less than the 11 grade level. The community college education environment is geared toward adult students. Lecture/discussion courses are not always appropriate in their nature and/or language for younger students. The college allows enrollment of such students through the appeal process as allowed in Title V.

Dual Enrollment forms are available on the web at www.portervillecollege.edu.

ADMISSION FORMS AND TRANSCRIPTS

Admission forms may be obtained by accessing the website at www.portervillecollege.edu.

Since the admission form should include the prospective student's social security number, students should take steps to be sure they have numbers several weeks in advance of the deadlines.

An official high school transcript and an official transcript from each college previously attended should be on file in the Office of Admissions and Records before registration is completed. Credits earned at other accredited collegiate institutions will be evaluated for credit toward completion of work at Porterville College.

Students have the right to notify the college not to include their date of birth (DOB) on their transcripts. DOB is a very useful identifier, and students are encouraged to have it display on their transcripts. However, under the law students have a right to choose that this particular item not be displayed on the college transcripts.

NON-RESIDENT TUITION

The non-resident tuition fee for the academic year 2010-2011 is \$184 per credit up to and including 15 credits. Tuition fees must be paid no later than ten days from the date initially requested. Rates

are re-evaluated annually by the Board of Governors for California Community Colleges.

A mandatory capital outlay fee of \$33 per credit, up to and including 15 credits, will be assessed to all non-resident students.

Non-resident students, out-of-state and international, are required to pay tuition on all credits for which they enroll. The tuition fee is re-evaluated each year by the Board of Trustees who then set the per credit charge.

EXEMPTION FROM PAYMENT OF NON-RESIDENT TUITION (AB 540)

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

Requirements:

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new requires (and documentation if required) to each college under consideration/
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
- AB540 does not provide student financial aid eligibility for students. These students remain ineligible for state and federal financial aid.

SEVIS

The purpose of SEVIS is to facilitate timely reporting and monitoring of international students and exchange visitors in the United States. SEVIS is an Internet-based application for electronically tracking

and reporting on international students and exchange visitors in the United States. SEVIS enables schools and program sponsors to transmit data electronically to the U.S. Department of Homeland Security and Department of State (DoS) throughout a student's or exchange visitor's program in the United States.

SEVIS' scope includes the range of activities associated with the capture of data surrounding student and exchange visitor pre-arrival activities, arrival, status while in the U.S., and program completion.

INTERNATIONAL STUDENTS

It is the belief that students from foreign countries make significant contributions to the college community while preparing for leadership roles in their home countries. Many international students have successfully completed work at the college in the past and have gained much from the community. Foreign students are required to have the Test of English as a Foreign Language (TOEFL) except in countries where English is the native language. An International TOEFL score of 450 paper based on 133 CBT is required to meet minimum admission requirements. Proof of financial independence in the form of a bank statement is required as part of the screening procedure for admission. Non-resident tuition, California enrollment, health, capital outlay, and Student Body Operating and Building (student center) fees are charged.

This school is authorized under federal law to enroll nonimmigrant students.

CALIFORNIA ENROLLMENT FEE

The State of California has imposed an enrollment fee of \$26.00 per credit to all students enrolling in credit courses at California Community Colleges. (Education Code, Section 72252, Title 5, Sections 58500-58508). Porterville College reserves the right to adjust fees to meet state mandates.

Other Fees

Student Body Operating and Building (Student Center) Fee: \$1.00 per credit (\$5.00 maximum).

Parking Permit Fee: \$20.00 per semester, per student enrolled in on-campus classes. Summer Parking fee: \$10.00.

Mandatory Health Fee: \$12.00 per semester, per student enrolled in on-campus classes. Summer Health fee: \$9.00.

Associated Study Body Card: \$15.00 per academic year. Fall only: \$7.50. Spring only: \$7.50.

MATERIALS FEES

Some classes have special materials fees attached for supplies a student uses, provided such supplies are of value to the student outside the classroom setting. These fees vary according to the class and are due at the time of registration.

These fees reflect the most recent fee changes as of the publication date of this catalog; however, Porterville College reserves the right to adjust fees to meet state mandates.

PROCEDURES FOR PAYMENT OF FEES

Porterville College fees may be paid by cash, check, or credit card. Checks should have the student's current address and telephone number listed. Fees are payable in the Office of Admissions and Records or on the web. All fees connected to enrollment are due at the time of registration. There is a \$25 charge for any check returned to Porterville College.

Holds that Prevent Registration

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to receive transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. They may not be allowed to register. When the student has cleared the obligation with the college, the hold will be removed.

Non-credit Courses

No enrollment fees are charged for non-credit courses. However, students will be charged the mandatory parking and health fees on enrollment in on-campus non-credit class(es).

Community Service Courses

Students are required to pay the established community service fee at the time of registration into community service courses. Fees for these courses vary according to the type of class being offered.

AUDITING A COURSE

Students who have been admitted to the college may enroll in courses as auditors subject to the following provisions:

- Priority shall be given to students who wish to take the course for credit.
- A student in a course shall not be permitted to change from audit to credit status nor from credit to audit.
- The cost to audit a class is \$15.00 per credit. (Students enrolled in 10 or more other credits will not be charged this fee during that semester.)

Course Audit Forms are available in the Office of Admissions and Records beginning on the first day of class.

THE FEE EXEMPTION

The following students are exempt from paying the required health fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending community college under an approved apprenticeship training program.

ENROLLMENT, HEALTH, PARKING, SPECIAL MATERIALS FEE AND NON-RESIDENT TUITION REFUND PROCEDURES

The student shall be credited any excess enrollment fee or nonresident tuition computed based on credits of current enrollment, if a student drops a course within:

- two (2) weeks of the term starting date of a semester length course, or
- a date calculated to be ten percent (10%) from the starting date of a course other than semester length. If a course is ten (10) days or less in length, the course must be dropped before the second meeting to be credited a refund, computed based on credits of current enrollment.
- Students enrolling in an open-entry/open-exit class after the ten percent date will not be entitled to any refund should they withdraw from the class.

If a class is canceled or rescheduled, students shall be credited any excess enrollment fee computed based on credits of current enrollment.

Academic Information

Academic Information

ACADEMIC ADVISING

Students should see a counselor each term to help plan their academic programs and to make sure they are taking the appropriate classes for their educational goals. In planning a program, students should consider (1) the general requirements prescribed by the college; (2) the special requirements in the major field of study; (3) the general requirements of any future college or university the student may expect to attend; and (4) the most desirable electives.

The normal program includes 14 to 16 credits of work per semester, including physical education. Many students can complete the requirements for graduation in four semesters providing there are only slight variations from the normal program. It is not unusual for students to require five semesters or more to meet the graduation requirements.

Nineteen credits constitute a maximum study program. Only students with proven scholastic ability should enroll for a maximum program.

ATTENDANCE

Students are expected to attend all sessions of each class enrolled. Failure to do so may result in removal from the class. Students may be dropped from class when the instructor determines the absences to be excessive.

Absence due to a serious illness, death in the family, or equally unavoidable reasons may be excused if the instructor in charge of the course is completely satisfied as to the cause. Errands for parents, personal transportation delays, business excuses, and non-school related absences from the city are not considered as valid excuses. Students are expected to give their education top priority.

CLASSIFICATION OF STUDENTS

A freshman student is one who has earned less than 30 credits. A sophomore student is one who has earned 30 or more credits of college work. A full-time student is one enrolled in 12 or more credits. A part-time student is one enrolled in less than 12 credits and at least six credits. The general definition of a full-time student during the summer intersession is six units; however, this definition may not be applicable to all programs to which you may be applying, except the veteran's program, which is four units.

STUDENT LOAD

"The general definition of a full-time student is 12 units during the fall and spring terms and six units during the summer. However, this definition may not be applicable to all programs to which you may be applying. Please check with your program regarding other unit requirements."

A student who desires to carry more than 19 credits must secure approval from a counselor.

Eighteen hours of lecture or 54 hours of laboratory represent one credit. The number of credits a course yields follows the listing of the course title in the description of courses in this catalog.

In preparing a program, the student should estimate that at least two hours of preparation outside of class for each class hour are necessary to satisfactorily meet the standards of the academic courses.

SCHOLASTIC RECOGNITION

Special recognition is accorded students whose academic achievement in any one semester meets the requirements for placement on either the President's List, the Dean's List or the Limited (Part-Time) Dean's List.

To qualify for one of the honors lists, the student must have earned the following grade point average and grade points in classes where a letter grade is assigned:

President's Honor List Criteria: Semester GPA of 3.5 with a minimum of 42 grade points and enrolled full-time (12 credits).

Dean's Honor List Criteria: Semester GPA of 3.0 with a minimum of 36 grade points.

Limited (Part-Time) Dean's Honor List Criteria: Semester GPA of 3.0 with a minimum of 18 grade points.

SCHOLARSHIP

A student's work is considered as satisfactory when the student maintains an average of "C" (grade point average of 2.0) or higher. The achievement of the student in each course, as determined by class work and examinations, will be reported in terms of the following grades:

<u>Grade</u>	<u>Grade Points</u>
A – Excellent	4 per credit
B – Good	3 per credit
C – Satisfactory	2 per credit
D – Passing, Less than Satisfactory***	1 per credit
F – Failing	0 per credit
P – Credit (at least satisfactory - credits awarded not counted in GPA)	
NP – No Credit (less than satisfactory or failing - credits not counted in GPA)	
I – Incomplete *	
RD – Report Delayed **	
W – Withdrawal	
MW – Military Withdrawal	

* 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" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one (1) year following the end of the term in which it was assigned. Students may petition through the instructor for an extension of

time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President of Academic Affairs for an extension. The “I” symbol shall not be used in calculating credits attempted nor for grade points. (Board Policy 4C3A revised 1995)

** The “RD” symbol may be assigned by the registrar when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

*** Prerequisites or graduation requirements may require a grade of “C” or higher (see course descriptions).

ACCEPTANCE OF CREDIT FROM OTHER INSTITUTIONS

Porterville College grants credit for lower division work from accredited colleges or universities. Transferred courses may count toward completion of general education, majors, certificates, electives, and developmental or prerequisite requirements. Before an evaluation of courses from other colleges and universities can be completed, students must submit official copies of transcripts showing all attempted work from each college or university attended. Unofficial copies of transcripts cannot be used to officially evaluate courses for transfer.

When a degree evaluation application has been submitted, the campus evaluator will complete an official evaluation of the transferred courses. Students wishing to have transcripts evaluated prior to the formal degree evaluation process may do so by special request to the Office of Admissions and Records. For courses taken from out-of-state or private colleges where a catalog and course descriptions are not on file at the college, the student will be responsible for providing a copy of the course descriptions to the campus evaluator.

Failure to provide official transcripts will delay and possibly prevent graduation. Transcripts should be sent directly from the college or university to the Porterville College Office of Admissions and Records. All transcripts become the property of the college and will not be returned or released to other institutions.

NON-TRADITIONAL COLLEGE CREDIT

Three forms of non-traditional college credit which a student may request to be added to the Porterville College transcript are:

1. Credit By Examination

A student enrolled at Porterville College during a regular semester who has completed a minimum of 12 credits at Porterville College and who has maintained a 2.5 grade point average in all college-level work attempted may petition the Office of Admissions and Records for credit by examination.

Such credit to be granted only (1) for a course listed in the catalog of Porterville College, (2) in an amount not greater than the credit listed for the course, and (3) for a total of not more than 30 credits.

A student may not petition for credit by examination in the following types of courses:

- Physical education activity courses or sports.
- Performing courses in music, art and drama.
- Courses in science, agriculture, technology or industrial arts, in which considerable laboratory, shop, or field work is required

unless by specific permission of the instructional division concerned.

- Courses in speech (oral communication) unless by specific permission of the instructional division concerned.

A student must file an application for course credit by examination in the Office of Admissions and Records prior to enrollment in the course. The letter must contain information concerning the student’s qualifications to challenge a course. Such application and test must be administered during the first nine weeks of the semester in which the examination is requested. If the petition is approved, Office of Admissions and Records will enter the appropriate data into the student’s permanent record.

If the application is approved, the application must be turned in to the Office of Admissions and Records for final processing and collection of appropriate fees. The examination, as prepared and administered by the division, will be of such comprehensiveness and depth that its successful completion will demonstrate a thorough knowledge of course content as indicated in the course outline.

A student may not challenge courses in which he/she has received previous equivalent instruction for credit from other institutions. Such questions will be decided by the Vice President of Academic Affairs. A student may not challenge more than one course per academic semester.

If a student fails the examination, he/she will not be allowed to repeat the exam. If the student passes the examination, the course, with credits and grade, will be entered on the student’s permanent record in the same way as regularly scheduled courses.

Students should understand that some transfer institutions may reject or limit credit by examination.

2. Advanced Placement Examinations (General Examination)

Porterville College recognizes high achievement by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed courses in the Advanced Placement Program with a score of 3, 4 or 5 may be granted credit for purposes of general education certification, graduation, advanced placement in the college’s sequence courses, and for curriculum requirements. A petition may be obtained in the Office of Admissions and Records.

Students may receive credit for Advanced Placement Examinations if scores are sent to the college. The college will confirm the credit granted. If students choose not to receive credit for AP exams, they should inform the Office of Admissions and Records prior to registration or as soon as possible during the first semester of attendance. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your advanced placement scores and credits differently.

3. College Level Examination Program (C.L.E.P.)

Porterville College awards credits in four general and some of the subject examinations of the College Level Examination Program. Credits may be awarded for each examination that a student completes up to the credit value in the catalog. In order to receive credit, a student must be currently enrolled at Porterville College and have completed at least 12 credits of work at Porterville College and

must have the official C.L.E.P. test scores forwarded to Porterville College. It is recommended that a student see a counselor prior to registering for the exam.

If the student has completed or will complete in the future any courses equivalent to those covered by the examinations, no duplication of credit will be allowed.

Students should understand that some transfer institutions may reject or limit credit by examination.

Students wishing to receive credit for exams must petition the Office of Admissions and Records.

2+2 ARTICULATION PROGRAMS

The following high school courses have been articulated with Porterville College:

Porterville Adult School

Course	PC Course	Credits
Accounting Clerk	ACCT P010	3
Peach Tree/Quick Books 2005	ACCT P020	1
Business Math	BSAD P011	3
Microsoft Office/Word 2003	INFS P010	2
Microsoft Office/Excel 2003	INFS P020	2
Microsoft Office/Access 2003	INFS P030	2
Keyboarding/Computer	OFFT P101A/P101B	4

Porterville Unified School District

Course	PC Course	Credits
Child Development	CHDV P223	3
Computerized Accounting	ACCT P010	3
Physiology P	ANAT P052	2

El Diamante HS

Course	PC Course	Credits
Accounting	ACCT P010	3
Web Design	INFS P052	2

Farmersville High School

Course	PC Course	Credits
Keyboarding/Basic Comp Apps	OFFT P101A/P101B	4

Lindsay High School

Course	PC Course	Credits
Accounting 1	ACCT P010	3

Corcoran HS

Course	PC Course	Credits
Multimedia 11	INFS P052	3

PASS/NO-PASS COURSES

Pass/no-pass is a grading system which allows students to explore curricula outside their major area without jeopardizing their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student. Students who elect P/NP grading will be granted credit in a course if they earn the equivalent of a "C" or higher. If they earn less than a "C" grade, no credit will be awarded. In any case, courses taken on a pass/no-pass basis are not used in the computation of a student's grade point average. Students who receive an excessive number of no-passes in courses for which they have enrolled may be subject to probation or dismissal under the provisions of Title V of the California Administrative Code.

Regulations of such courses are as follows:

- Courses for which pass/no-pass grading may be used have been designated by the academic division involved. A department or division may require courses taken in majors to be taken for a letter grade.
- The time to elect pass/no-pass shall be no later than the end of the 30 percent date for semester length classes or the 30 percent date on classes less than semester length and is irrevocable after that time.
- A maximum of 12 pass/no-pass grades, earned at Porterville College, can be used toward satisfaction of graduation requirements.
- A maximum of one course per semester, plus a physical education activity course, may be taken on a pass/no-pass basis.
- Pass/no-pass grades are final and cannot be changed to letter grades at a later date.
- Students enrolling in an open-entry/open-exit class after the 30 percent date will not be given the option to choose pass/no-pass grades.

DEGREE EVALUATION

In order to graduate, students are required to file a Degree Evaluation form in the semester prior to the academic year they wish to receive the degree. Students who have completed a minimum of 41 credits (including work in progress) are eligible to file for their evaluation. Evaluation periods are in fall, spring and summer session.

WITHDRAWAL FROM COURSES

Withdrawal from a class or classes is authorized prior to the 60 percent of a term/course. The academic record of a student who remains in a class beyond the last day noted above must reflect a letter grade other than a "W". No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first 30 percent of the term/course.

Extenuating circumstances necessitating a "W" after the 60 percent date of instruction will be restricted to verification of the following: accident, serious illness, or injury preventing attendance or circumstances beyond the control of the student by petitioning the Office of Admissions and Records.

MILITARY WITHDRAWAL

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on the student's academic records or enrollment status. (Effective January 1, 1990)

REMEDIAL COURSE WORK LIMITATION

As of fall 1990, no student shall receive more than thirty (30) semester credits for remedial course work within the Kern Community College District. Remedial coursework refers to non-degree applicable basic skills courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses. The following students are exempted from the limitation on remedial coursework:

1. Students identified by the college Disability Resource Center (DRC) as having a learning disability.

2. Students currently enrolled in one (1) or more courses of English as a Second Language.

The college president or designee may waive the 30 credit limitation for any student who shows significant, measurable progress toward the development of the college-level skills. The waiver of limitation may be granted for a maximum of fifteen (15) semester credits, which must be completed within two (2) consecutive academic years.

REPETITION OF COURSES

Certain Porterville College courses are identified in the course description as repeatable. Other courses may be repeated only under the following conditions:

- Extenuating circumstances, such as verified cases of accident, illness or other circumstances beyond the control of the student.

AP (ADVANCED PLACEMENT) TEST SCORES

- Use of AP Test Scores for PC Credit and GE determined by PC policy. Use of AP Test Scores for IGETC determined by PC and IGETC Policy.
- Use of AP test Scores for CSU GE Certification determined by CSU Policy.

Subject	Scores	PC Course	Credits	PC GE Area	IGETC Area	CSU Area
Biology	3, 4, 5	BIOL P110	4	E	5 (Biological Science)	B-2, B-3
Calculus AB	3, 4, 5	MATH P103	4	D, I	2	B-4
Calculus BC	3	Math P103	4	D, I	2	B-4
Calculus BC	4, 5	Math P103 & Math P104	8	D, I	2	B-4
English Language & Literature	3, 4, 5	ENG P101A	4	B	1	A-2
English Language & Composition	3, 4, 5	ENGL P101A	4	B	1	A-2
European History	3, 4, 5	HIST P105	3	H	3, 4	C-2, D-6
Government & Politics: Comparative	3, 4, 5	POLS P102	3	G	4	D-8
Government & Politics: United States	3, 4, 5	POLS P101	3	G	4	D-8
Human Geography	3, 4, 5	GEOG P113	3	H	4	D-5
Macroeconomics	3, 4, 5	ECON P102	3	H	4	D-2
Microeconomics	3, 4, 5	ECON P101	3	H	4	D-2
Physics B	3, 4, 5	PHYS 102A & PHYS P102B	8	D, F	5 (Phys Science)	B-1, B-3
Physics C Mechanics	3, 4, 5	PHYS P104A	4	D, F	5 (Phys Science)	B-1, B-3
Psychology	3, 4, 5	PSYC P101A	3	H	4	D-9
Spanish Language	3, 4, 5	SPAN P102	5	L	6	C-2
Statistics	3, 4, 5	MATH P122	5	D, I	2	B-4
United States History	3, 4, 5	HIST P117 OR P118	3	H G	4	D-6

- One repetition only if a student earned a substandard grade of D, F or P/NP. Upon satisfactory repetition (“C” grade or higher), the student may petition the Admissions and Records Office to have an original substandard grade no longer counted in the grade point average.
- There had been a significant lapse of time between the last enrollment and current enrollment.
- A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.
- In compliance with Title 5 California Code of Regulations, Section 56029, certain course repeats may be authorized for students with disabilities following DRC policies and procedures.

If a student repeats a course for which substandard work was not recorded, the grade awarded under this condition shall not be counted in the calculation of the student’s grade point average. (Title 5, section 55763, paragraph C).

In each of these instances, the permanent record will indicate that the course was previously taken. The grades and the grade points earned will be recorded for each semester. The cumulative grade point average will be determined in cases of repeated courses for which a substandard grade was previously recorded by including credits attempted and grade points earned in both the original and repeated enrollment of the course. Students are required to pay enrollment fees on repeated courses.

REPETITION OF W’S AND SUBSTANDARD GRADES

A course may be repeated once for a substandard grade or “W” without petition. A course may be repeated more than once with an approved and signed petition available in the Office of Admissions and Records. The substandard policy take precedence over any “Ws” when received.

Academic Regulations

Academic Regulations

GRADE FORGIVENESS/ACADEMIC RENEWAL POLICY

Grade Forgiveness (Repeating Courses):

A student who has received a “D,” “F” or “NP” grade in a course at Porterville College may petition the Office of Admissions and Records to have the grade no longer counted in the student’s grade point average by repeating the equivalent course. The petition is approved if the student receives a grade of “C” or higher.

The petition is not approved if the student receives a grade that is the same or lower than the previous grade. In such cases, both grades are used in calculating the grade point average.

In all cases, all work remains legible on the record to ensure a true and complete academic history.

Academic Renewal:

Under certain circumstances, the college may disregard previous courses in which a “D,” “F” or “NP” grade was received. In order to qualify for renewal, the following condition must be met:

- Five years have elapsed and twelve (12) credits have been completed with a 2.0 grade point average or higher since the most recent work to be disregarded was completed.

A maximum of twenty (20) credits of substandard grades may be forgiven.

Evidence showing the above requirements have been met shall be included in the petition submitted to the Office of Admissions and Records. Once the petition is approved, the grade will no longer be counted in the calculation of the GPA even though it still will be listed on the transcript.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history, and the course work disregarded under this policy will remain on the permanent record.

ACADEMIC STANDING

A student who is not in good standing will have a hold placed on his/ her record until he/she meets with a counselor to make plans to improve his/her grades. These holds will prevent registration.

PROBATION

Academic Probation – A student who has attempted at least 12 cumulative semester units shall be placed on academic probation when he/she has earned a cumulative grade point average below 2.0.

Progress Probation – A student who has attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of “W,” “I” and “NP” reaches or exceeds 50 percent.

Students transferring from any of the Kern Community Colleges will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the student transcript which is updated at the conclusion of each academic term.

Removal from 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.

A student on progress shall be removed from probation when the percentage of “W,” “I,” and “NP” units falls below 50 percent.

DISQUALIFICATION

Any student who is placed on academic probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of ‘W,’ ‘I,’ and ‘NP’ was less than 50 percent, in which case the student shall be placed on continued probation.

Reinstatement

A student who is disqualified is ineligible to attend Porterville College. He/she may be conditionally readmitted the following semester upon petition to the Readmission Committee. A readmitted student may be restricted to specific courses or programs and a limitation may be placed on the number of units attempted. Reinstatement application forms may be obtained in the Counseling Center.

PLAGIARISM AND CHEATING

Kern Community College District Board Procedure 4F8:

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Definition of Cheating

Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another’s

test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included as plagiarism as defined are altering or interfering with the grading procedures.

Consequences of Violation

Failure to follow the accepted ways of crediting writers is likely to result in plagiarism, which is a serious violation of the Student Code of Conduct.

Disciplinary action may be imposed upon a student by the College for violation of its standards of student conduct.

Instructional Services

Instructional Services

WRITING MENTORS

The writing mentors are students (selected and trained by Language Arts faculty) who assist other students with their writing. Students talk to mentors about any writing assignment they are completing for any class at the college. Mentors work out of an office in the Learning Center where they have available a computer, writing manuals, and other resources. Students are free to “drop in” on a first come, first serve basis whenever a mentor is in the office.

LIBRARY MEDIA SERVICES

The library houses over 30,000 books and other printed materials for reference and circulation use. Over 50 print periodicals (magazines, journals, and newspapers) are available for in-library use. Library multi-media resources for in-house use include: DVDs, CDs, and VHS videos. PC students have online access to thousands of periodical articles in the library’s 14 databases and over 22,000 full textbooks in NetLibrary.

Students can use library computers for information research, classroom software, word processing, the Internet, etc. Copiers, printers, VHS/DVD viewing stations, scanner, cassette players, and earphones are available for library use. WI-FI is available.

The main library has a special collection called Valley Writers. The authors (200+) selected for this growing collection have lived in the Great Central Valley of California. The (500+) titles in this preservation and research collection are to be used in the library.

Call 791-2318 for further library information or visit the webpage.

ANTHROPOLOGY LIBRARY

This facility is intended to serve students and other researchers from the southern and central San Joaquin Valley and is available to all individuals with an interest in anthropology. Books and journals donated by the estates of Gay Weinberger (a long-time professor of anthropology at the college) and Jack and Betty Atwater (Tulare County avocational archaeologists) form the nucleus of the library. The dominant themes of the collection are archaeology and ethnography of the San Joaquin Valley and aboriginal rock art of western North America. The Library also houses a broad selection of books that focus on the natural and cultural elements of New Guinea donated by the estate of William Richardson.

The library is housed in the main library in room L447. Regular hours of operation are maintained. Materials may not be checked out; however, a spacious study area is located within the facility and copy machines are available. For further information, call 791-2298 or 791-2318.

TUTORIAL SERVICES

Free tutoring services are available to PC students who feel a need for assistance in a variety of subjects. Appointments with tutors may be made in the Learning Center. Further information can be obtained by calling 791-2227 or 791-2236.

LEARNING CENTER

The Learning Center offers individualized programs including English, math, reading, vocabulary, and spelling. Flexible scheduling allows students to use the center almost any time their schedules permit. For more information about the Learning Center, call 791-2227, 791-2236 or 791-2242.

Student Services

Student Services

ADVISING AND COUNSELING

The services of counselors and faculty advisors are available to all students at Porterville College. Counselors and advisors assist students in the preparation of their academic programs and provide guidance in the solution of personal problems.

CAREER SERVICES

Computerized career assistance and current information concerning occupations are available in AC-126. Students are urged to make use of these services and investigate career opportunities early in their academic program.

CHILD CARE SERVICES

Limited child care facilities are available for children of Porterville College students. To be eligible, the student must be carrying a minimum of 12 credits.

The child must be at least three months old and must meet state mandated medical standards. Enrollment priority is established by parents' income level, class load, and number of parents in family. For further information, call the Child Care Center at 791-2272 or 791-2420/

CHAP

The Porterville College Cultural and Historical Awareness Program (CHAP) was organized in 2002 to enhance students' awareness of certain important aspects of our society to which they may previously have had little or no exposure. A theme is chosen by CHAP members each school year, and faculty members across the campus are encouraged to integrate elements of that theme into their coursework. Additionally, a variety of field trips, guest speakers, panel discussions and videos are presented throughout the year and are all open to the public. By subtly saturating students with information about the chosen topic throughout the year, the awareness of the entire campus community is elevated.

Some past themes have included the internment of Japanese Americans during World War II (with a focus on the War Relocation Center at Manzanar), the early contributions of African Americans in the San Joaquin Valley (with an emphasis on the community of Allensworth) and the societal impacts of the Vietnam War era. In recent years the themes were expanded to include all events that took place within a specific decade such as the 1940s or 1950s.

CHAP is open to anyone who is interested in furthering the aforementioned goals.

COST OF ATTENDANCE

Enrollment Fee	\$26 per credit*
Nonresident/International (15 credits max.)	\$184 per credit
Student Body Operating and Building	
Student Center Fee (\$5 max.)	\$1 per credit

Health Fees (spring/fall).	\$12 per semester
Summer	\$9
Parking for on-campus classes (spring and fall) . .	\$20 per semester
Summer	\$10
Student ASB Card (optional).	\$15 per year**
Fall only	\$7.50
Spring only.	\$7.50

In addition to college fees, students could expect average additional costs (this budget is based on a student living away from home):

Room and Board (average).	\$5,400 per year**
Books and Supplies (average).	\$1,314 per year**
Personal Expenses (average)	\$1,656 per year**
Transportation (average)	\$1,000 per year**

*\$20 per credit cost is set by the state and may change.

**Per year is a nine month academic year.

DISABILITY RESOURCE CENTER

The Disability Resource Center provides services for students with physical, learning and other types of disabilities.

The Disability Resource Center is located in AC-115. Services will be based on the level of disability and the academic needs of each student. Students may be interested in improving job skills, getting a vocational certificate, pursuing personal enrichment, or planning to transfer to a four-year college.

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) mandate that students with learning, physical or other types of disabilities receive services to allow an equal experience in education. The Disability Resource Center is the central area for these free services.

Students can make alternate media requests through the Disability Resource Center.

Students with a verifiable disability who are not participants in the Disability Resource Center program, but who still wish to utilize special accommodations should contact the Vice President of Student Services, Steve Schultz in AC-126.

Anyone interested may contact the Center office at 791-2215.

CALWORKS PROGRAM

The CalWORKs Program provides services to students who receive TANF (Temporary Aid for Needy Families, formally known as AFDC) and who have been referred by their Tulare Works worker at the welfare office. Available services include CalWorks work study (on- and off-campus), job placement, job search skills, resume writing, interviewing techniques, academic advising, books, school supplies, child care, mileage reimbursement, and job readiness workshops.

For further information call 791-2303 or stop by the office in AC-126.

WELLNESS CENTER

The Wellness Center, located in back of the Gymnasium provides health services to currently enrolled full- and part-time students. The purpose of the Wellness Center is to further the equality of educational opportunity and success for all Porterville College students by providing access to health services which promote the physical, emotional and social well being of students. The Wellness Center maintains high quality health care services by establishing procedures treatments, activities and referral systems designed to meet student needs.

The student health fee gives the students full access to a full-time Registered Public Health Nurse available Monday through Friday and during evening hours as well.

Services included, but are not limited to, campus emergency care, first aid, nursing assessment and treatment of common acute illnesses and infections, TB tests, vision and hearing screening, blood pressure screening, selected immunizations and pregnancy tests. If further off-campus medical evaluation or treatment is needed for injuries or ailments, students will be referred. Referral for individual counseling is available for students expressing the need for personal counseling. A rest area and some over-the-counter medications are available. First aid supplies are also located in strategic areas throughout the campus. Appointments are available but not necessary.

Students with chronic health problems of a serious nature (diabetes, seizure disorder, cardiac problems) are advised to inform the Wellness Center so that the best possible help can be rendered in case of an emergency.

Throughout the year the Wellness Center coordinates campaigns for better health, such as, Red Ribbon Week, Great American Smoke Out, HIV/AIDS Awareness, Cancer Awareness and an Annual Health and Career Faire. Health education information and materials are also available on many topics.

When you visit the Wellness Center, you have the right to privacy, confidentiality, and to be treated with dignity. All records are confidential and cannot be released to anyone without written authorization. The only exception is when subpoenaed by court or when information is required by public health law.

Information on the Wellness Center may be obtained by calling 791-2212 or the information desk.

FEDERAL AND STATE FINANCIAL AID

Federal and state financial aid are available to assist students enrolled in eligible programs (a four-year or two-year public or private educational institution, a career school or trade school) to cover the cost of their educational expenses, including tuition and fees, room and board, books and supplies, and transportation. Most aid is need-based and requires enrollment in six or more credits.

What type of financial aid is available?

- Grants: Financial aid that does not have to be repaid.
- Loans: PC does not participate in the loan programs.
- Workstudy: Lets students earn money.
- Scholarships: Awarded to students for academic achievement

In order to qualify for federal student aid, you must:

- be a U.S. citizen or eligible non-citizen with a valid Social Security Number;

- have a high school diploma or a General Education Development (GED) certificate or pass an approved ability-to-benefit (ATB) test;
- enroll in an eligible program as a regular student seeking a degree or certificate; and
- register (or have registered) with the Selective Service System if you are a male between the ages of 18 and 25.

In order to be eligible, you must:

- have financial need,
- have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education. (See the financial aid administrator for more information).
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- be a U.S. citizen or eligible non-citizen.
- have a valid Social Security Number.
- meet satisfactory academic progress standards set by the postsecondary school you are or will be attending.
- certify that you will use federal student aid only for educational purposes.
- certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- register with the Selective Service System, if required.

In addition:

- Students who have received an Associate's or Bachelor's Degree must appeal for financial aid funds.
- Students CANNOT receive financial aid at two institutions in the same academic period.
- The law suspends aid eligibility to students convicted under federal or state law for sale or possession of illegal drugs.

How do you apply for federal student aid?

- Complete the Free Application for Federal Student Aid (FAFSA) available in the Financial Aid Office.
- Apply online at www.fafsa.ed.gov.
- Call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

STATE AND COLLEGE STUDENT FINANCIAL AID

Scholarships

Porterville College has many scholarships ranging from \$100 to \$2000. These scholarships are awarded in part to students presently enrolled and attending Porterville College, as well as graduating sophomores continuing their education at a four-year institution.

Applicants are considered for all awards for which they qualify. Unless otherwise stipulated, awards are made in the spring semester. Applications may be picked up from the Financial Aid Office in January. For additional information on scholarships, contact the Financial Aid Office.

Cal Grant

With the expansion of the Cal Grant Program, there are now several types of Cal Grant awards: Cal Grant A and B Entitlement,

Cal Grant A and B Competitive, California Community College Transfer Entitlement, and Cal Grant T.

Starting with the 2000-2001 graduating class, every high school senior who meets the academic requirements (3.0 GPA for Cal Grant A; 2.0 GPA for Cal Grant B), falls within established income and asset ceilings, and applies on time will receive a Cal Grant A or B Entitlement award. Every community college student who meets the admissions requirements for California State University, is under 24 years old, meets other program requirements, and applies on time will receive a California Community College Transfer Entitlement Award. In addition, eligible students have an opportunity to compete for 22,500 Cal Grant A and B competitive awards. Of the awards set aside for competitive Cal Grants A and B, half are for community college students who apply by a second deadline of September 2.

All Cal Grants A, B and C are for students who are pursuing an undergraduate degree or occupational and career training and do not have to be paid back.

Students may accept only one Cal Grant at a time and should apply during their senior year in high school. To receive Cal Grant benefits, they must be attending school at least half time.

Cal Grants A and B can be extended for an additional year for those in teacher credential and other mandatory five-year programs.

To be eligible for a Cal Grant, you must:

- be a U.S. citizen or eligible noncitizen
- be a high school graduate
- be a California resident attending an eligible school or college in the state
- have financial need at your college
- maintain satisfactory academic progress
- be in a program leading to an undergraduate degree or certificate
- not have a bachelor's or higher degree before receiving a Cal Grant
- be attending school at least half time
- have registered with U.S. Selective Service if required to do so
- not owe a refund on any state or federal educational grant
- not have a delinquent or defaulted federal student loan
- not have family income and assets above the ceilings

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS provides services to students who are educationally and economically disadvantaged. The program is funded through the State of California and the local community college district.

To be eligible for the program, a student must:

- be a resident of California
- be a full time student (12 credits) at Porterville College
- qualify for the Board of Governors Waiver A or B
- be educationally disadvantaged as determined by state regulations
- not have completed more than 70 credits of college level course work
- be working toward a certificate or degree
- be making satisfactory academic progress with an Educational Study Plan on file

Services students may be eligible for:

- Grants

- Book awards
- School supplies
- Academic advising
- Transfer assistance
- Peer advising
- Meal cards

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE participants must meet EOPS eligibility, have a child under the age of fourteen at the time of admission, receive CalWorks (formerly AFDC), and be a single head of household who is at least 18 years of age.

CARE eligible students may receive assistance through childcare grants, book awards, meal cards, supplies and special interest workshops.

For additional information on the EOPS or CARE Programs, contact the staff in AC-126 or call 791-2224.

BOARD OF GOVERNORS WAIVER (BOGW)

The BOGW is a FEE WAIVER for California residents only. If eligible, the BOGW will cover the cost of the California enrollment fees for the academic year. Applications are available in the Financial Aid Office, AC-103.

FOOD SERVICES

Breakfast is available Monday through Friday from 7:30 to 10:30 a.m. Lunch and evening meals are available Monday through Thursday from 10:30 a.m. to 6:00 p.m. Meal tickets can be purchased at the bookstore for \$25 each.

STUDENT ACTIVITIES

Student activity programs are supported largely by the sale of Associated Student Body Cards, and students are encouraged to support the program. PC offers opportunities for students to participate in student government, campus activities, recreation, and cultural and social events. Student activities are monitored by the Student Senate, which meets twice weekly.

CLUBS

Formation of clubs under faculty sponsorship is encouraged at Porterville College to provide outlets of expression for specialized interests. All clubs are coordinated through ASPC.

The PC student clubs and organizations are:

- ACES (formerly LISTO)
- Anthropology Club
- Art Club
- Chicanos/Latinos for Community Medicine
- Entrepreneurs of the Future
- Native American Club
- One in Christ Club
- Phi Theta Kappa
- Photography Club
- Pirate Athletic Council

- Recycling Club
- Rotaract
- Student Senate (Associated Students of Porterville College)
- Support on Wheels

SWAT TEAM

The SWAT Team (Students with Anthropology Training) is a subgroup of the PC Anthropology Club and was organized in 2003. SWAT Team members visit local elementary schools and provide programs to fourth graders featuring the culture and practices of the Yokuts Indians who occupied the San Joaquin Valley and foothill area from prehistoric times up to the present day. The Team brings an array of traditional artifacts into the classroom and each team member gets the opportunity to present a brief presentation on some aspect of Yokuts culture.

This program allows PC students who are pursuing a teaching career to actually stand in front of a “live audience” and gain some valuable experience. Aside from benefiting our students, the program has been embraced by the elementary school students and teachers.

In today’s world, with tight budgets and other restrictions, it is difficult for teachers to arrange field trips. The SWAT Team, essentially, brings the field trip to the classroom. Since its inception, the program has proven to be one that costs nothing and benefits many.

The SWAT Team Program is open to any PC student with an interest in teaching and/or Native American culture.

ATHLETICS

Porterville College provides intercollegiate athletic programs for both men and women students. Currently, PC offers five sports – baseball, softball, volleyball, and men’s and women’s basketball – that compete in the highly-regarded Central Valley Conference. The athletic teams are members of the California Community College Athletic Association and governed by the California Community College Commission on Athletics.

MUSIC

Students may enjoy the many offerings at Porterville College. A rich tradition of choral music (including numerous successful tours by PC choirs) provides vocal students with many opportunities for group performance. piano and guitar instruction are available to the beginning, intermediate, or advanced student. Academic classes in music (such as Music Appreciation and World Music) prepare students for transfer-level coursework.

ART GALLERY

Porterville College is fortunate to have one of the finer galleries to be found on a community college campus. Located near the college’s center, this unique structure provides students and members of the community with a dedicated space in which to experience the visual arts. Gallery exhibits will include professional, semi-professional, local and student work. Contextually, this college art gallery is an extension of the classroom – a community interactive, instructional tool.

TEXTBOOKS, SUPPLIES

Porterville College makes education available at the lowest possible cost for all students who attend. Supplies and new or used textbooks may be purchased at minimum cost in the college bookstore in the student center. The college bookstore stocks textbooks, school supplies and sundry items. It is open daily, some evening hours and at selected times during the summer session.

TRANSFER SERVICES

The Transfer Center is available to assist students in making their transition to a four-year college or university a successful one. Here you will discover resources and services that will assist you in researching public and private universities. Among the many services available to students are:

- Current catalogs from UC, CSU, private, and out-of-state colleges and universities
- Transfer related reference materials
- Computers for use in Internet access to college and university information, major exploration, and completing online college applications
- Visits by university representatives
- CSU and UC application workshops
- Workshops for prospective transfer students including: transfer requirements, Internet resources, and financial aid
- Transfer Admission Guarantee (TAG)
- Individual counseling appointments

The Transfer Center is located in AC-126. Visit us to explore the resources available to you or call 791-2329 to make an appointment with the Transfer Coordinator.

VETERAN’S EDUCATION

Porterville College is approved for the education of veterans eligible for educational benefits. As such, it will qualify veterans in attendance to draw education subsidy and subsistence benefits under either federal or state laws. The College maintains contact with both the Veteran’s Administration and the California Veteran’s Affairs Office and will make arrangements for the service of veterans’ guidance centers and for interviews between the veterans and representatives of veterans’ agencies.

Porterville College will evaluate incoming transcripts to determine the amount of credit granted at this institution. Porterville College will grant credit to veterans for specific service experience up to a maximum of two (2) credits. Additional credits may be evaluated and awarded for other military education completed. Veterans are required to have official transcripts sent to Porterville College from all other institutions attended, as well as AARTS or CCAF transcripts. Evaluations of such experience will be made by the Admissions Office. Once the amount of military credit granted is determined, the veteran’s length of time to meet the educational goal will be shortened. The Veterans Administration will be notified. Evaluations made and credit allowed by Porterville College are subject to review and re-evaluation by any college or university to which the veteran may later transfer.

Educational Study Plan for Students Receiving Veterans Benefits

An educational plan is a form that is prepared by veterans and their academic advisors which outlines the veterans' program by semester. All veterans receiving benefits are required to have a completed educational plan on file before credits can be certified with the Veterans Administration. All educational plans must be complete and accurate as they are used to determine whether or not veterans receive educational benefits while attending Porterville College. Educational plans must be done in a timely manner; otherwise delays in payments will occur.

Declaring Major on Education Study Plan

The declared major must be clearly stated in the "comments" area. Additionally, the educational plan should note if the student is transferring from another institution.

Change In Major

The VA will not pay for the following courses:

- Physical education classes
- Art classes, unless they are a part of the major
- Classes previously taken for credit.
- Once a checklist area has been met, VA will no longer pay for any other course in that area unless it is part of stated major.

VA will pay for prerequisite classes, if required.

Veterans who enroll in short-term classes will only be paid VA educational benefits during the period of the short-term class.

Electives

Due to military evaluations, elective credits must be included on the educational plan in the final semester.

Graduation, Transfer and Certificate Requirements

Graduation, Transfer and Certificate Requirements

PHILOSOPHY OF GENERAL EDUCATION FOR THE ASSOCIATE DEGREE

The faculty and administration at Porterville College recognize that the associate degree is a valuable and unique college degree which includes courses and requirements that may be different from or are not available at upper division institutions. Therefore, the general education component of the associate degree requirements emphasizes the special needs of the students of this community who may be terminating formal education for a time with the associate degree.

In keeping with the general philosophy of Porterville College, general education for the associate degree stresses the educational process to enhance intellectual potential and personal worth of all students. Each student is assisted in developing the skills necessary to achieve personal goals and acquire the knowledge and attitudes essential for a self-fulfilling, satisfying life. It reflects the conviction that those individuals who qualify for an associate degree must have an awareness of certain basic principles and concepts shared by various disciplines.

A core program of essential skills is required of all students completing the general education requirements for the associate degree. These skills, required of a productive and educated member of society, include: being able to read, write and speak clearly and correctly; to use mathematics effectively.

In addition to the core skills, certain other knowledge is essential to an informed member of society. This knowledge includes: the methods of scientific inquiry and evaluation of the physical and biological environment; an understanding of the political structure of government required of a citizen; methods of inquiry and critical thinking; an ability to fully appreciate and constructively use artistic expression, cultural activities and aesthetic values; to be computer literate; and to be a wise consumer; to acknowledge the value of diversity in other cultures and societies; to achieve good physical and mental health; and to be aware of ethical and moral constraints placed on society and the individual.

Finally, there is the need for the student to integrate this core of knowledge to improve self-understand, to think logically, weigh evidence, evaluate facts and ideas critically, and to comprehend the difficulty of finding simple answers to complex problems.

GRADUATION REQUIREMENTS

- An Associate in Arts or Associate in Science degree is awarded to those who complete a minimum of sixty (60) credits of graded courses with at least a 2.0 grade point average.
- All courses that count toward the associate degree major or area of emphasis must be “satisfactorily completed” with grades of A, B, C or P (pass). All degree requirements, including general education, must be completed with an overall grade point average of 2.0 or better.
- A minimum of twelve (12) credits must be earned in residence at this institution.
- Porterville College graduation requirements are not to be confused with General Education Breadth Requirements and/or

Intersegmental General Education Transfer Curriculum (IGETC), which students may meet and have certified before transferring to a member of the California State College and University of California Systems. See catalog section on General Education Breadth Requirements for further details.

- Students may graduate under the general degree requirements in effect:
 - ♦ At the time for first enrollment as long as continuous enrollment is maintained,
- OR
- ♦ If continuous enrollment is broken from the first enrollment, under the requirements in effect from the time continuous enrollment is re-established and maintained,
- OR
- ♦ Under the requirements in effect at the time of graduation.

Continuous attendance means no more than a one semester absence within an academic year including summer sessions. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS (AA) DEGREE

Degree requirements include the following: courses in your major, one of the three general education patterns, and the additional campus graduation requirements as follows.

Combining these areas and, if necessary, elective courses must equal 60 total credits with a minimum total grade point average of 2.0 in order to graduate. Credits earned in courses numbered P070-P089 do not count toward graduation.

Major Requirements

The courses required for your major are listed in the college catalog. You are encouraged to download from the Porterville College web site a catalog the first term you enroll and keep this throughout your education at Porterville College.

General Education Patterns

There are three general education patterns you may select from to complete your requirements. Your specific academic goal will determine which one of these checklists to follow. The table below will help you decide which checklist is more appropriate for you:

If you are...	You should follow...
Not planning to transfer after degree completion	The PC General Education Checklist
Planning to transfer to a California State University (CSU) after degree completion	Either the CSU General Education Breadth or the IGETC checklists
Planning to transfer to a University of California (UC), California State College (CSU) or independent college after completing your degree	The IGETC checklist.

Additional Campus Graduation Requirements

In addition to the major and general education requirements indicated above, you must also complete the following campus graduation requirements: Education (see listing of Education courses

on the PC General Education Checklist); Multicultural Studies (see listing of Multicultural Studies courses on the PC general education checklist); and three credits of Health Education/P.E. activity course.

Requirements for the Associate in Science (AS) Degree

The Associate in Science (AS) degree may be awarded to students who satisfy the general education and additional campus graduation requirements listed above, and complete 18 credits in the biological and physical sciences. Students must select these 18 required credits from the following courses: ASTR P101; BIOL P105, P106; CHEM P101A, P101B, P106, P108, P202A, P202B; MICR P106; PHYL P101, PHYS P102A, P102B, P104A, P104B, P204A.

Dual Degrees/Majors:

Credits used to satisfy the major requirements in one degree/major cannot be used to satisfy a major requirement in the other degree/major.

GENERAL EDUCATION CHECKLIST

Select ONE COURSE from each of the following areas:

A. Education (1 credit)

- Education P101 (suggested to be taken during the first year of enrollment)
- Education P102
- Education P107
- Interdisciplinary Studies P055A
- Interdisciplinary Studies P100A
- Nursing P100

All courses in Areas B, C, and D must be completed with a grade of “C” or higher.

B. Writing (4 credits)

- English P101A
- AP – English Composition
- AP – English Language and Composition

C. Communications (3 credits)

- Agriculture P103
- Administration of Justice P109
- Business Administration P124
- Marketing P124
- Speech P101
- Speech P102

D. Mathematics (5 credits)

- Any college-level mathematics course numbered P051 and P101-P299
- Physics P102A, P102B, P104A, P104B, Chemistry P101A, P101B or P106
- AP-Calculus BC

E. Biological Science (3 credits)

- Agriculture P131
- Anatomy P110
- Anthropology P101
- Biology P105
- Biology P106
- Biology P110/P101/10
- Microbiology P106
- Physiology P101
- Completion of the Psychiatric Technology or Vocational Nursing Program

F. Physical Science (3 credits)

- Agriculture P106
- Astronomy P101
- Chemistry P101A
- Chemistry P101B
- Chemistry P106
- Earth Science P110
- Geography P114
- Geology P110
- Physical Science P112
- Physics P102A
- Physics P102B
- Physics P104A
- Physics P104B
- AP-Chemistry
- AP-Physics B
- AP-Physics C

G. History/Political Science (3 credits)

- History P117/17A
- History P118/17B
- Political Science P101
- Political Science P102
- Political Science P103
- AP – American Government
- AP – American History

H. Social/Behavioral Science (3 credits)

- Administration of Justice P111
- Administration of Justice P123
- Agriculture P102
- Anthropology P102
- Anthropology P105
- Anthropology P107
- Child Development P223
- Economics P101
- Economics P102
- Geography P113
- History P104
- History P105
- History P218
- History P219
- Human Services P120
- Psychology P101A
- Psychology P110

- Psychology P133
- Psychology P223
- Sociology P101
- Sociology P102
- Sociology P120
- Sociology P121
- Sociology P127
- AP-European History
- AP-Macroeconomics
- AP-Microeconomics

I. Analytical Thinking (3 credits)

- Agriculture P104
- Business Administration P160
- Information Systems P001
- Information Systems P100
- Philosophy P107
- Philosophy P110
- Any mathematics course numbered P101 through P299
- AP – Calculus BC

J. Multicultural Studies (3 credits)

- Administration of Justice P107
- Anthropology P105
- Anthropology P107
- Child Development P117
- Education P105
- English P112
- English P113
- English P117
- English P120
- Ethnic Studies P120
- Health Careers P110
- History P108
- History P109
- History P119
- History P120
- History P121
- History P123
- Human Services P105
- Philosophy P113
- Sociology P120
- Sociology P121
- Sociology P127

K. Health/Physical Education (3 credits)

- Health Education P112
- Any PE activity course

L. Humanities (1 credit)

- Art P101
- Art P102
- Art P110
- Art P111
- Art P112
- Drama P101
- Drama P102

- English P101B
- English P102
- English P103
- English P104
- English P113
- English P115
- English P116
- English P118
- English P119
- English P130
- English P140
- English P141
- Humanities P114
- Music P110
- Music P111
- Music P112
- Music P117
- Music P127
- Philosophy P106
- Philosophy P108
- Philosophy P109
- Philosophy P110
- Philosophy P112
- Philosophy P113
- One semester transfer level foreign language
- AP – Spanish Language

TESTING PROGRAMS

Some four-year transfer institutions require either the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) program.

Students should contact the transfer institution for information regarding the administration of the SAT and ACT.

COLLEGE TRANSCRIPTS

Upon written application by the student, a transcript of all work completed at Porterville College will be prepared and forwarded to any college or university to which the student is seeking admission. There is no charge for the first two official transcripts requested. Thereafter, a \$4.00 fee is assessed. The unofficial transcript fee is \$4.00. There is a \$12.00 fee for emergency or FAX transcripts, and these are only processed as time and personnel allow. Transcripts and other college documents may be delayed if there are outstanding financial obligations due the college.

PASS ALONG CERTIFICATION

Students who transfer credits from another California community college often want to “pass along” the general education certifications that they have earned. Any California community college may certify such coursework from another California community college, from an independent institution that participates in certifying general education coursework to the California State Universities, and from a CSU campus. This can be done only if the courses are on the approved certification list at the college where they were completed. Such courses will be certified in the General Education Breadth areas that are shown on the official certification list for the institution at which the courses were taken. All official transcripts from those

colleges attended need to be submitted to Porterville College before certification. In addition, pass along certifications require the completion of 24 credits at Porterville College. No certification will be completed for out-of-state or foreign institutions.

TRANSFER

Colleges and universities prescribe their own standards of eligibility for transfer. Admission practices of four-year institutions are in flux and students expecting to transfer after one or more semesters at Porterville College should be careful to check entrance requirements. Students who maintain a 2.0 grade point average and who complete the required pattern of courses may expect to make a satisfactory transfer to California State University campuses. The University of California requires a minimum 2.4 for transfer eligibility. Students may transfer up to a maximum of 70 community college credits to California State Universities and to the University of California.

TRANSFER INFORMATION

Students who plan to graduate from Porterville College and who wish to transfer to another college or university have three requirements to complete:

- Clear up any high school level entrance deficiencies in grades or subject matter if the four-year college to which the student expects to transfer requires it.
- Fulfill the general education requirements of the four-year college which are prescribed for all students.
- Fulfill the individual pre-major requirements, i.e., the lower division requirements for the upper-division major.

If the student plans to transfer prior to graduation, the first requirement listed above must be completed, and progress must be made on the other two. All these things must be done with a satisfactory scholarship average of at least 2.0 on a four-point scale for transfer to California State Universities and 2.4 to University of California.

Students wishing to transfer their credits to a particular college or university should obtain the catalog of the institution and, with the aid of their advisor, plan a program which will permit the student to transfer a maximum number of credits. Catalogs for most institutions may be found at the Transfer Center located in AC-126.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITIES

California State Universities depend upon community college transfers for a large portion of their upper-division enrollment. By proper program planning, students may complete lower-division preparation at Porterville College and transfer to the campus of their choice without loss of credits or grades. Information on the major fields for which students may prepare at Porterville College is available from a counselor, advisor or the Transfer Center. Liberal arts and sciences compose the core curriculum at all of the state university campuses while individual campuses offer a variety of specialized programs. Linked in a statewide system, each campus retains its own personality and academic emphasis.

CSU ADMISSION REQUIREMENTS FOR CALIFORNIA RESIDENTS

If space is available, students who were eligible to enter a California State University upon graduation from high school are eligible to transfer from a community college at the close of any semester.

Students who were not eligible to enter a California State University upon graduation from high school are eligible to transfer from a community college after completion of 56 credits in courses certified for baccalaureate credit with a grade point average of 2.0 (C) or higher. In general, Porterville College courses numbered P100-P299 (formerly 1-49) are designed for transfer.

CSU GENERAL EDUCATION BREADTH REQUIREMENTS

As explained in the information regarding IGETC, it may be advantageous to the individual student to complete CSU General Education Breadth rather than IGETC.

TRANSFER TO UNIVERSITY OF CALIFORNIA

The University of California has established campuses at Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

A student who was not eligible for direct admission to the university from high school may become eligible after making up subject and/or grade deficiencies at Porterville College. Upon completion of 60 credits in courses certified for baccalaureate credit with a GPA of 2.4, students attain eligibility for transfer.

Requirements for students who have attended a community college and who wish to be admitted to the university in advanced standing differ according to high school record and year of high school graduation.

The university will not grant credit toward graduation for work completed in excess of 70 lower division semester credits.

Graduation requirements may vary between the different campuses of the university. Prospective transfer students should obtain a catalog from the campus to which they plan to transfer, and in consultation with their advisor and the Transfer Center, determine courses needed to fulfill requirements. The Transfer Center maintains university catalogs for student reference.

Program Planning

In most cases, all the lower-division requirements can be fulfilled at Porterville College. Students planning to transfer to one of the state universities must keep the following requirements in mind when selecting courses:

- General Education: Students are advised to confer with their advisor or the Transfer Center staff regarding this part of their program.
- Division: Some lower-division courses in the student's area of specialization should be taken prior to transfer. The student should consult his/her advisor to determine divisional course requirements.
- Transferability of courses: Only courses certified as appropriate for baccalaureate credit are transferable. At Porterville College, generally courses numbered P100- P299 (1 to 49) are designed

for transfer; P001-P069 (50 to 69) are not certified as transferable; P070-P089 (70 to 89) are developmental in nature and are not designated for transfer or associate degree; P090 – P099 (90 to 99) are non-credit.

In planning a lower-division program at Porterville College, the student should bear in mind that a minimum of 124 semester credits of college work for a bachelor degree is required. By state law, the state university may accept for transfer from a community college a maximum of 70 semester credits.

TRANSFER TO PRIVATE COLLEGE or UNIVERSITY

Students planning to transfer to private colleges or universities should consult the catalog of the college to which they plan to transfer for specific lower division requirements which may be completed at Porterville College. For assistance in planning a transfer program to private institutions, students should see an advisor.

CSU GENERAL EDUCATION BREADTH REQUIREMENTS

A. Written and Oral Communication and Critical Thinking

(Minimum of nine semester credits)–Select one course from each of the following subdivisions. (A course may meet only one area/subdivision requirement.)

A-1. Oral Communication

- Speech P101 (3)
- Speech P102 (3)

A-2. Written Communication

- English P101A (4)

A-3. Critical Thinking

- English P101B (3)
- Philosophy P107 (3)

All courses in Area A must be completed with grades of “C” or higher.

B. Natural Science and Mathematics

(Minimum of nine semester credits) – Select one course in the Physical Sciences, one course in Biological Sciences and one course in Mathematics. At least one course in B-1 or B-2 must be a laboratory course. These are indicated by asterisks [*]. (A course may meet only one area/subdivision requirement.)

B-1. Physical Science

- Agriculture P106 (3)*
- Astronomy P101 (4)*
- Chemistry P101A (5)*
- Chemistry P106 (4)*
- Earth Science P110 (4)*
- Geology P110 (4)*
- Physical Science P112 (4)*
- Physics P102A (4)*
- Physics P104A (4)*

B-2. Biological Sciences

- Agriculture P131 (3)

- Anatomy P110 (4)*
- Anthropology P101 (3)
- Biology P105 (5)*
- Biology P106 (5)*
- Biology P110/101(4)*
- Microbiology P106 (5)*
- Physiology P101 (5)*

B-3. Mathematical Concepts, Quantitative Reasoning and Applications.

- Business Administration P150 (3)
- Mathematics P101(5)
- Mathematics P102 (5)
- Mathematics P103 (4)
- Mathematics P104 (4)
- Mathematics P122 (5)
- Mathematics P205 (4)
- Mathematics P206(4)

All courses in Area B-4 must be completed with grades of “C” or higher.

C. Arts and Humanities

(Three courses/nine semester credits, at least one course in the Arts and one course in the Humanities) – (A course may meet only one area/subdivision requirement)

C-1. Arts (Art, Drama, Music, Theater)

- Art P101(3)
- Art P110 (3)
- Art P111 (3)
- Art P112 (3)
- Drama P101 (3)
- Drama P102 (3)
- Music P101 (4)
- Music P110 (3)
- Music P111 (3)
- Music P112 (3)
- Music P117(maximum two credits)

C-2. Humanities (Literature, Philosophy, Foreign Languages)

- American Sign Language P101 (4)
- American Sign Language P102 (4)
- Anthropology P102 (3)
- English P101B (3)
- English P102 (3)
- English P103 (3)
- English P104 (3)
- English P112 (3)**
- English P113 (3)**
- English P115
- English P116 (3)
- English P117(3)**
- English P118 (3)**
- English P119 (3)
- English P130(3)

- English P140 (3)
- History P104 (3)
- History P105(3)
- History P108 (3)**
- History P120 (3)**
- History P121 (3)**
- Philosophy P106 (3)
- Philosophy P108(3)
- Philosophy P109 (3)
- Philosophy P110 (3)
- Philosophy P112 (3)
- Philosophy P113 (3)**
- Spanish P101 (5)
- Spanish P102 (5)
- Spanish P103 (5)
- Spanish P104(5)

**Course meets Multicultural Studies requirement

D. Social, Political, Economic Institutions and Behavior, Historical Background

(Minimum of nine semester credits)–Select three courses in at least two subdivisions. (A course may meet only one area/subdivision requirement.) Graduation from a CSU requires completion of History P117/17A or P118/17B and Political Science P101.

D-1. Anthropology and Archaeology

- Anthropology P101 (3)
- Anthropology P102(3)
- Anthropology P103(3)
- Anthropology P105 (3)**
- Anthropology P107 (3)**

D-2. Economics

- Agriculture P102
- Economics P101 (3)
- Economics P102 (3)

D-3. Multicultural Studies

- History P108 (3)**
- History P109 (3)**
- History P119 (3)**
- History P120 (3)**
- History P121 (3)**
- History P123 (3)**

D-4. Gender Studies

- Sociology P127(3)**

D-5. Geography

- Geography P113 (3)
- Geography P114 (3)

D-6. History

- Anthropology P103 (3)
- History P104 (3)
- History P105 (3)
- History P107 (3)
- History P108 (3)**

- History P117 (3)
- History P118 (3)
- History P119 (3)**
- History P120 (3)**
- History P121 (3)**
- History P123 (3)**

D-7. Interdisciplinary Social or Behavioral Science

- Human Services P120 (3)

D-8. Political Science, Government, and Legal Institutions

- Political Science P101 (3)
- Political Science P102 (3)
- Political Science P103 (3)

D-9. Psychology

- Child Development P223 (3)
- Psychology P101A (3)
- Psychology P126 (3)
- Psychology P133 (3)
- Psychology P223 (3)

D-10. Sociology and Criminology

- Administration of Justice P107**(3)
- Administration of Justice P121 (3)
- Administration of Justice P123 (3)
- Sociology P101 (3)
- Sociology P102 (3)
- Sociology P120 (3)**
- Sociology P121 (3)**

**Course meets Multicultural Studies requirement

E. Understanding and Self-Development

(Minimum of three semester credits) – Select one course from the following subdivision. (A course may meet only one area/subdivision requirement.)

E-1. Integrated Organism

- Anthropology P101 (3)
- Anthropology P102 (3)
- Health Education P112 (3)
- Philosophy P112 (3)
- Physiology P101 (5)
- Psychology P101A (3)
- Psychology P126 (3)
- Speech P102 (3)

F. Additional Porterville College Graduation Requirements (not part of CSU Breadth Requirement)

- Education P101/P102/P107, or Health Careers P110, or Nurs P100
- Interdisciplinary Studies P055A, P100A
- Multicultural Studies
- Health Education P112/PE activity course (3 credits)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

IGETC is a general education program which community college transfer students may use to fulfill lower-division general education requirements in either the UC or CSU system.

Students pursuing majors that require extensive lower-division preparation may not find completing the IGETC option advantageous. Biology, Engineering and Liberal Studies are examples of these majors. Please consult with an academic advisor.

All courses must be completed with a grade of “C” or higher. A course may meet only one area of IGETC.

Area 1 – English Communication (three courses/nine semester credits or two courses/six credits for UC)

- English P101A
- English P101B
- Speech P101 (Speech not required for UC)

Area 2 – Mathematical Concepts and Quantitative Reasoning

One course/three semester credits:

- Business Administration P150
- Mathematics P102
- Mathematics P103
- Mathematics P104
- Mathematics P122
- Mathematics P205
- Mathematics P206

Area 3 – Arts and Humanities

Three courses/nine semester credits. Select at least one course in the Arts and one course in the Humanities.

Arts:

- Art P101
- Art P110
- Art P111
- Art P112
- Drama P101
- Drama P102
- Music P111
- Music P112

Humanities:

- Anthropology P102
- English P102
- English P103
- English P104
- English P112**
- English P115
- English P116
- English P118
- English P119

- English P130
- History P104
- History P105
- History P120**
- History P121**
- Philosophy P106
- Philosophy P108
- Philosophy P109
- Philosophy P110
- Philosophy P113**
- Spanish P103
- Spanish P104

**Course meets Multicultural Studies requirement.

Area 4 – Social and Behavioral Sciences

Three courses/nine semester credits. Select courses from at least two disciplines.

- Administration of Justice P107
- Agriculture P102
- Anthropology P103
- Anthropology P105*
- Anthropology P107**
- Economics P101
- Economics P102
- Geography P113
- Geography P114
- History P104
- History P105
- History P108**
- History P117
- History P118
- History P119**
- History P120**
- History P121 **
- History P123**
- Political Science P101
- Political Science P102
- Political Science P103
- Psychology P101A
- Psychology P133
- Sociology P101
- Sociology P102
- Sociology P120**
- Sociology P121**
- Sociology P127**

**Course meets Ethnic Studies requirement.

Area 5 – Physical and Biological Sciences

Two courses/seven-nine semester credits. Select one Physical Science course, one Biological Science course; one course must include a laboratory.

Physical Sciences:

- Astronomy P101
- Chemistry P101A
- Chemistry P101B
- Chemistry P106
- Earth Science P110
- Geology P110
- Physical Science P112
- Physics P102A
- Physics P102B
- Physics P104A
- Physics P104B

Biological Sciences:

- Anatomy P110
- Anthropology P101
- Biology P105
- Biology P106
- Biology P110
- Microbiology P106
- Physiology P101

Area 6 – Language Other than English (UC requirement only)

Proficiency equivalent to two years of high school or one semester of college study in the same language.

- ASL P101
- ASL P102
- Spanish P101
- Spanish P102
- Spanish P103
- Spanish P104

CSU Graduation Requirement in U.S. History, Constitution and American Ideals

(Not part of IGETC; may be completed prior to transfer) – Six credits, one course from Group 1 and one course from Group 2.

- Group 1: Political Science P101
- Group 2: History P117/17A, History P118/17B

Additional Porterville College Graduation Requirements (not part of IGETC)

- Education P101/P102/P107; Interdisciplinary Studies P055A, P100A; Nursing P100
- Multicultural Studies
- Health Education P112/PE activity course (3 credits)

ASSIST

ASSIST is a web-based articulation and transfer planning system that can be accessed at www.assist.org. It describes how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and, therefore, provides the most accurate and up-to-date information available about student transfer in California. For further information, see a counselor.

Associate Degree Majors

Administration of Justice

At least twenty-four (24) credits must be completed from the following courses:

Core Classes – 15 credits required

ADMJ P101 – Public Safety Report Writing	3 credits
ADMJ P102 – Intro. to Administration of Justice	3 credits
ADMJ P103 – Introduction to Law	3 credits
ADMJ P104 – Criminal Law	3 credits
ADMJ P107 – Expl. Contemp. Multicultural Issues	3 credits
ADMJ P109 – Criminal Justice Communications	3 credits
ADMJ P111 – Introduction to Behavioral and Correctional Science	3 credits
ADMJ P121 – Juvenile Delinquency	3 credits
ADMJ P122 – Probation/Parole	3 credits

Electives – 9 credits required

ADMJ P050 – Correctional Officer Core Training Academy	10 credits
ADMJ P051A – PC832 Arrest and Control	2 credits
ADMJ P051B – PC832 Firearms	1 credit
ADMJ P066A – Police Reserve Training, Level III	7 credits
ADMJ P066B – Police Reserve Training, Level II	10 credits
ADMJ P105 – Principles/Procedures of the Justice System	3 credits
ADMJ P106 – Legal Aspects of Evidence	3 credits
ADMJ P108 – Principles of Investigation	3 credits
ADMJ P113 – Interviewing/Counseling in Corrections	3 credits
ADMJ P114 – Control and Supervision in Corrections	3 credits
ADMJ P115 – Legal Aspects of Corrections	3 credits
ADMJ P117 – Police Operations	3 credits
ADMJ P118 – Introduction to Criminology	3 credits
ADMJ P123 – Constitutional Rights of the Accused	3 credits
ADMJ P140 – Field Work/Administration of Justice Police Cadet	3 credits

Agriculture: Production

Twenty-four (24) credits are required from the following courses:

Core Courses – 12 credits required

AGRI P101 – Introduction to Agribusiness	3 credits
AGRI P102 – Agricultural Economics	3 credits
AGRI P103 – Agricultural Sales	3 credits
AGRI P104 – Computer Applications in Agriculture	3 credits

Optional Courses – 12 credits

AGRI P105 – Farm Accounting	3 credits
AGRI P106 – Introduction to Soil Science	3 credits
AGRI P107 – Agricultural Marketing	3 credits
AGRI P110 – Principles of Pesticide Use	3 credits
AGRI P117 – Plant Propagation/Production	3 credits
AGRI P131 – Introduction to Plant Science	3 credits
AGRI P132 – Agricultural Math	3 credits
AGRI P133 – Orchard Production and Management	3 credits
AGRI P134 – Vineyard Production and Management	3 credits
AGRI P135 – Irrigation Fundamentals	3 credits

Applied Design

Required courses - 21 credits

APDS P102 – Ceramics	2 credits
APDS P104 – Jewelry	2 credits
ART P101 – Art Studio Fundamentals	3 credits
ART P103 – Basic Drawing	3 credits
ART P105 – Mixed Media Sculpture	2 credits
ART P106 – Color and Design	3 credits
CGRP P110 – Computer Graphics	3 credits
CGRP P112 – Digital Imaging	3 credits

Art: Studio

Twenty-four (24) credits required from the following courses:

Core Courses – 21 credits required

ART P101 – Art Studio Fundamentals	3 credits
ART P103 – Basic Drawing	3 credits
ART P104 – Basic Painting	2 credits
ART P105 – Mixed Media Sculpture	2 credits
ART P106 – Color and Design	3 credits
ART P112 – Modern Art History	3 credits
ART P118 – Figure Drawing	2 credits
CGRP P110 – Computer Graphics	3 credits

Electives – 3 credits required

APDS P102 – Ceramics	2 credits
APDS P104 – Jewelry	2 credits
ART P110 – Ancient Art History	3 credits
ART P111 – Renaissance/Baroque Art History	3 credits
PHOT P101 – Basic Photography	3 credits

Biological and Physical Science

Associate in Arts

The Associate of Arts degree in Biological and Physical Science is suggested for students planning entry into an allied health program or a career in the sciences. The Associate of Arts degree in Biological and Physical Science may be awarded to students who complete the Porterville College graduation requirements for an Associate of Arts degree through any of the three general educational patterns (the Porterville College General Education checklist, CSU General Education Breadth Requirements, or Intersegmental General Education Transfer Curriculum), including major requirements of at least eighteen (18) credits in the biological and physical sciences from the following list (at least one course must be taken from each group):

Group I – Biological Sciences (4 or more credits are required from this group)

ANAT P110 – Human Anatomy	4 credits
BIOL P105 – Introductory Biology	5 credits
BIOL P106 – Introductory Biology	5 credits
BIOL P110 – Principles of Biology	4 credits
BIOL P118 – Nutrition	3 credits
MICR P106 – Microbiology	5 credits
PHYL P101 – Introductory Physiology	5 credits

Group II – Physical Sciences (4 or more credits are required from this group)

ASTR P101 – Elementary Astronomy	4 credits
----------------------------------	-----------

CHEM P101A – General Inorganic Chemistry	5 credits	SPCH P101 – Introduction to Public Speaking	3 credits
CHEM P101B – General Inorganic Chemistry	5 credits	WEXP – Work Experience	3 credits
CHEM P106 – Introduction to Chemical Principles	4 credits		
ERSC P110 – Earth Science	4 credits	*May be substituted with ACCT P110 (only 3 credits).	
GEOL P110 – Introduction to Geology	4 credits	**May be substituted with BSAD P120.	
PHSC P112 – Physical Science	4 credits		
PHYS P102A – General College Physics	4 credits		
PHYS P102B – General College Physics	4 credits		
PHYS P104A – Physics for Scientists and Engineers	4 credits		
PHYS P104B – Physics for Scientists and Engineers	4 credits		
Total to a minimum of 18 combined credits			

Associate in Science

The Associate in Science degree in Biological and Physical Science is suggested for students who plan to continue their studies in the sciences at a four-year university with a goal of obtaining a bachelor's or higher degree in the sciences or a medical related field. The Associate in Science degree in Biological and Physical Science may be awarded to students who complete the Porterville College Graduation Requirements for an Associate in Arts degree through any of the three general education patterns (the Porterville College General Education checklist, CSU General Education Breadth Requirements, or Intersegmental General Education Transfer Curriculum), including major requirements of at least eighteen (18) credits in the biological and physical sciences from the following list (at least one course must be taken from each group):

Group I – Biological Sciences (5 or more credits are required from this group)

BIOL P105 – Introductory Biology	5 credits
BIOL P106 – Introductory Biology	5 credits
MICR P106 – Microbiology	5 credits
PHYL P101 – Introductory Physiology	5 credits

Group II – Physical Sciences (4 or more credits are required from this group)

CHEM P101A – General Chemistry	5 credits
CHEM P101B – General Chemistry II	5 credits
CHEM P106 – Introduction to Chemical Principles	4 credits
PHYS P102A – General College Physics	4 credits
PHYS P102B – General College Physics	4 credits
PHYS P104A – Physics for Scientists and Engineers	4 credits
PHYS P104B – Physics for Scientists and Engineers	4 credits

Business

Twenty-seven (27) credits are required from three groups as specified below:

Group I – Minimum of 15 credits are required from this group

ACCT P010*- Practical Accounting	3 credits
BSAD P011 – Business Mathematics	3 credits
BSAD P101** – Intro. to Business	3 credits
BSAD P132 – Business Communication	4 credits
INFS P001 – Intro. to Computers	3 credits

Group II – Minimum of 6 credits are required from this group

ACCT P130 – Income Tax for Individuals and Business	3 credits
INFS P010 – Introduction to Word Processing-Word	2 credits
INFS P020 – Intro. to Spreadsheet-Excel	2 credits
OFFT P030 – Human Relations in Business	2 credits

Group III: Minimum of 6 credits are required from this group

ECON P101 or P102 – Principles of Economics	3 credits
PSYC P101A – General Psychology	3 credits

Business Administration

This major is primarily for students transferring to four-year schools with a declared business administration major. The required classes represent the normal undergraduate core for transfer to the CSU and UC system. Twenty-nine (29) credits are required.

ACCT P110 – Financial Accounting	4 credits
ACCT P120 – Managerial Accounting	4 credits
BSAD P140 – Business Law	4 credits
BSAD P160 – Introduction to Entrepreneurship	3 credits
ECON P101 – Principles of Economics	3 credits
ECON P102 – Principles of Economics	3 credits
INFS P100 – Intro. to Information Systems	4 credits
MATH P122 – Intro. to Probability and Statistics	5 credits

Child Development

Required Courses: 18 credits

CHDV P117 – Teaching in a Diverse Society	3 credits
CHDV P119 – Health, Safety and Nutrition	3 credits
CHDV P122 – Child, Family and Community	3 credits
CHDV P143 – Practicum/Field Experience	3 credits
CHDV P144 – Introduction to Curriculum	3 credits
CHDV P223 – Child Growth and Development	3 credits

Art: Commercial

Twenty-one (21) credits required from the following courses:

Core Classes – 18 credits required

ART P103 – Basic Drawing	3 credits
ART P106 – Color and Design	3 credits
ART P112 – Modern Art History	3 credits
CGRP P110 – Computer Graphics	3 credits
CMRT P102 – Commercial Layout and Design	2 credits
CMRT P103 – Illustration	2 credits
CMRT P105 – Air Brush	2 credits

Electives – 3 credits required

ART P104 – Basic Painting	2 credits
ART P118 – Figure Drawing	2 credits
CGRA P111 – Digital Graphic Design	3 credits
PHOT P101 – Basic Photography	3 credits

English

To major in English, students must satisfactorily complete eighteen (18) credits of transfer literature and advanced writing classes:

Required:

ENGL P101B – Composition and Literature	3 credits
ENGL P102 – English Literature: Beowulf to Pope and the Age of Reason	
OR	
ENGL P104 – English Literature: Romantics to the Present	3 credits
ENGL P130 – Survey of American Literature	3 credits

An additional nine (9) credits must be selected from the following:

ENGL P103 – Shakespeare Survey	3 credits
ENGL P112 – Forms of Literature: Chicano Literature	3 credits
ENGL P113– Forms of Literature: Chicano Drama	3 credits
ENGL P114 – Greek and Roman Mythology	3 credits
ENGL P115 – Forms of Literature: Women Writers	3 credits
ENGL P116 – Forms of Literature: The Short Story	3 credits
ENGL P117 – Forms of Literature: American Indian Literature	3 credits
ENGL P118 – Introduction to the Bible as Literature	3 credits
ENGL P119 – Forms of Literature: Poetry	3 credits
ENGL P140 – Creative Writing	3 credits
ENGL P141 – Magazine Article Writing	3 credits

Information Systems

Twenty (20) credits required from the following two groups:

Required (13 credits)

INFS P100 – Introduction to Information Systems	4 credits
INFS P113 – Structured Programming	3 credits
INFS P210 – Systems Analysis and Design	3 credits
INFS P220 – Data Communications and Networking	3 credits

Electives (7 credits)

BSAD P101 – Introduction to Business	3 credits
INFS P005 – Introduction to Windows	1 credit
INFS P010 – Introduction to Word Processing-Word	2 credits
INFS P020 – Introduction to Spreadsheet-Excel	2 credits
INFS P030 – Introduction to Database-Access	2 credits
INFS P050 – Introduction to the Internet	1 credit
INFS P052 – Introduction to Web Design	3 credits
INFS P055 – Internet Research	2 credits
INFS P056 – Web Page Design Practicum	2 credits

Liberal Arts

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “area of emphasis.” This area of emphasis would be an ideal choice for students who plan to transfer to the California State University (CSU) or University of California (UC). Students can satisfy general education requirements plus focus on transferable course work that relate to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

- Choose either Option A: Porterville College Local General Education Pattern, Option B: CSU General Education Breadth or Option C: IGETC (Intersegmental General Education Transfer Curriculum) for the general education pattern which relates to your educational goal. Completion of the Porterville College Local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. Please consult with a counselor or educational advisor if you have any question about which option is right for you.
- Complete 18 credits in one “Area of Emphasis” from those outlined below. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply toward general education areas on the general education pattern.)
- All classes listed below transfer to the CSU system and courses in BOLD also transfer to the UC system. Please refer to www.

assist.org for articulation agreements and transfer details for each course.

Requirements

General Education: Porterville College General Education, CSU General Education Breadth or IGETC – 31-40 credits

Areas of Emphasis: A minimum of 18 credits are required in one Area of Emphasis listed below. Courses selected may also be used to fulfill GE areas. Refer to each transfer institution policy 18 credits

Electives: Elective credits may be necessary to total 60 overall credits required for the associate degree. These credits must be transferable to the CSU and/or UC for appropriate credit – 2-11 credits

Total Credits 60

AREAS OF EMPHASIS

Arts and Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

ASL P101 – Beginning American Sign Language	4 credits
ASL P102 – Beginning American Sign Language	4 credits
ART P101 – Art Studio Fundamentals	3 credits
ART P103 – Basic Drawing	3 credits
ART P104 – Basic Painting	2 credits
ART P105 – Mixed Media Sculpture	2 credits
ART P106 – Color and Design	2 credits
ART P110 – Ancient Art History	3 credits
ART P111 – Renaissance and Baroque Art History	3 credits
ART P112 – Modern Art History	3 credits
ART P117 – Advanced Drawing	2 credits
ART P118 – Figure Drawing	2 credits
ART P119 – Advanced Painting	2 credits
ART P120 – Head Sculpture	2 credits
ART P122 – Advanced Figure Drawing	2 credits
ART P134 – Portrait Painting	2 credits
DRMA P101 – Introduction to Theatre	3 credits
DRMA P102 – Introduction to Contemporary Drama	3 credits
ENGL P101B – Composition and Literature	3 credits
ENGL P102 – English Literature: Beowulf to Pope	3 credits
ENGL P103 – Shakespeare Survey	3 credits
ENGL P104 – English Lit.: Romantics to the Present	3 credits
ENGL P112 – Forms of Lit.: Chicano Literature	3 credits
ENGL P113 – Forms of Lit.: Chicano Drama	3 credits
ENGL P114 – Greek and Roman Mythology	3 credits
ENGL P115 – Forms of Lit.: Women Writers	3 credits
ENGL P116 – Forms of Lit.: The Short Story	3 credits
ENGL P117 – Forms of Lit.: American Indian Lit.	3 credits
ENGL P118 – The Bible as Literature	3 credits
ENGL P119 – Forms of Literature: Poetry	3 credits
ENGL P130 – Survey of American Literature	3 credits
ENGL P140 – Creative Writing	3 credits
ENGL P141 – Magazine Article Writing	3 credits
HIST P104 – History of Western Civilization I	3 credits

HIST P105 – History of Western Civilization II	3 credits	HIST P123 – History of Mexico	3 credits
MUSC P110 – Exploring the World Through Music	3 credits	HMSV P102 – Intro. to Alcoholism/Substance Abuse	3 credits
MUSC P111 – Music Appreciation I	3 credits	HMSV P105 – Intro./Counseling with Multicultural Populations	3 credits
MUSC P112 – Music Appreciation II	3 credits	HMSV P120 – Introduction to Social Welfare	3 credits
MUSC P113 – Introduction to Music Literature	2 credits	POLS P101 – American Government	3 credits
MUSC P117 – College Chorale	2 credits	POLS P102 – Intro. to Comparative Politics	3 credits
MUSC P118 – Chamber Singers	1 credit	POLS P103 – Intro. to International Politics	3 credits
MUSC P119 – Women’s Chorus	1 credit	PSYC P101A – General Psychology	3 credits
MUSC P121 – Chamber Music Ensemble	1 credit	PSYC P110 – Abnormal Psychology	3 credits
MUSC P130 – Studio Band	2 credits	PSYC P121 – Adolescent Psychology	3 credits
MUSC P143A – Beginning Class Piano	2 credits	PSYC P126 – Lifespan Human Development	3 credits
MUSC P143B – Intermediate Class Piano	2 credits	PSYC P133 – Psychology of Personal and Social Adjustment	3 credits
MUSC P143C – Intermediate Class Piano	2 credits	PSYC P223 – Child Psychology	3 credits
MUSC P143D – Advanced Class Piano	2 credits	SOCI P101 – The Social World	3 credits
PHIL P106 – Introduction to Philosophy	3 credits	SOCI P102 – Critical Sociology and Social Problems	3 credits
PHIL P107 – Introduction to Logic	3 credits	SOCI P120 – African American Experience	3 credits
PHIL P108 – Introduction to Philosophy of Religion	3 credits	SOCI P121 – Mexican-American Experience	3 credits
PHIL P109 – Existence and Reality	3 credits	SOCI P127 – Women and Society	3 credits
PHIL P110 – Introduction to Ethics	3 credits		
PHIL P111 – Critical Thinking and Composition	3 credits		
PHIL P112 – The Ethics of Living and Dying	3 credits		
SPAN P101 – Elementary Spanish	5 credits		
SPAN P102 – Elementary Spanish	5 credits		
SPAN P103 – Intermediate Spanish	5 credits		
SPAN P104 – Intermediate Spanish	5 credits		
SPCH P101 – Introduction to Public Speaking	3 credits		
SPCH P102 – Interpersonal Communication	3 credits		

Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

ADMJ P102 – Intro. to Administration of Justice	3 credits
ADMJ P123 – Constitutional Rights of the Accused	3 credits
ANTH P101 – Intro. to Physical Anthropology	3 credits
ANTH P102 – Cultural Anthropology	3 credits
ANTH P103 – Introduction to Archaeology	3 credits
ANTH P105 – North American Indians	3 credits
ANTH P107 – Magic, Witchcraft, and Religion	3 credits
CHDV P142 – Prin./Pract. of Teaching Young Children	3 credits
CHDV P143 – Practicum/Field Experience	3 credits
CHDV P223 – Child Growth and Development	3 credits
ECON P101 – Principles of Economics (Micro)	3 credits
ECON P102 – Principles of Economics (Macro)	3 credits
GEOG P113 – Cultural Geography	3 credits
HIST P104 – History of Western Civilization I	3 credits
HIST P105 – History of Western Civilization II	3 credits
HIST P108 – Early Latin America History	3 credits
HIST P117 – History of the US from Colonial Period to 1877	3 credits
HIST P118 – History of the US from 1877 to Present	3 credits
HIST P119 – Mexican American History	3 credits
HIST P120 – History of the Middle East	3 credits
HIST P121 – History of East Asia	3 credits

Mathematics and Science

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations. Students must take at least one course in each of the following areas: physical science, biological science, and mathematics.

AGRI P106 – Introduction to Soil Science	3 credits
AGRI P131 – Introduction to Plant Science	3 credits
ANTH P101 – Intro. to Physical Anthropology	3 credits
ASTR P101 – Elementary Astronomy	4 credits
BIOL P105 – Introductory Biology	5 credits
BIOL P106 – Introductory Biology	5 credits
BIOL P110 – Principles of Biology	4 credits
BIOL P118 – Nutrition	3 credits
CHEM P101A – General Chemistry	5 credits
CHEM P101B – General Chemistry II	5 credits
CHEM P106 – Introduction to Chemical Principles	4 credits
CHEM P108 – Basic Principles/Organic Chemistry	4 credits
ERSC P110 – Introduction to Earth Science	4 credits
GEOG P114 – Physical Geography	3 credits
GEOG P110 – Introduction to Geology	4 credits
MATH P101 – Trigonometry	5 credits
MATH P102 – Precalculus Functions/Graphs	5 credits
MATH P103 – Calculus 1/Analytic Geometry	4 credits
MATH P104 – Calculus 2/Analytic Geometry	4 credits
MATH P122 – Introduction/Probability/Statistics	5 credits
MATH P205 – Calculus 3/Analytic Geometry	4 credits
MATH P206 – Differential Equations	4 credits
PHSC P112 – Physical Science	4 credits
PHYL P101 – Introductory Physiology	5 credits
PHYS P102A – General College Physics	4 credits
PHYS P102B – General College Physics	4 credits
PHYS P104A – Physics for Scientists and Engineers	4 credits
PHYS P104B – Physics for Scientists and Engineers	4 credits

Mathematics

Twenty (20) credits required.

Required Courses

MATH P103 – Calculus 1 with Analytic Geometry	4 credits
MATH P104 – Calculus 2 with Analytic Geometry	4 credits
MATH P205 – Calculus 3 with Analytic Geometry	4 credits
MATH P206 – Differential Equations	4 credits

One course from the following:

MATH P122 – Introduction to Probability and Statistics	5 credits
PHYS P102A – General College Physics	4 credits
PHYS P102B – General College Physics	4 credits
PHYS P104A-Physics for Scientists and Engineers	4 credits
PHYS P104B-Physics for Scientists and Engineers	4 credits

Nursing**

Registered nursing education prepares the graduate to provide services to those who need healthcare. As needs are varied so are educational programs, which may proceed from the simpler to the more complex in accordance with the career ladder concept. The progression is as follows: nurse assistant (CNA), licensed vocational nurse, registered nurse, and other nurses with Bachelor of Science, Master of Science or Doctorate in Nursing and special certifications. The successful R.N. may begin employment in a wide variety of entry level positions. The role of a new graduate is usually that of a staff nurse. With additional education, a nurse may advance to a position of supervision, administrator, clinical specialist, educator, or researcher. Associate Degree Nursing (ADN) is a four-semester program after the prerequisite courses have been completed. In addition, students must complete all the Porterville College general education requirements for graduation. Upon successful completion of the ADN Program, graduates are eligible to take the National Council Licensure Examination for licensure as a Registered Nurse in the State of California.

Program Prerequisites:

- ♦ English P101A – (Expository Composition) 4 credits
- ♦ Anatomy P110 – (Human Anatomy) 4 credits
- ♦ Physiology P101 – (Introductory Physiology) 5 credits
- ♦ Microbiology P106 – (Microbiology) 5 credits

General Education Courses (additional nursing/general education required for the Associate Degree):

- ♦ Math P051 – (Intermediate Algebra) 5 credits
- ♦ Speech P101 – (Introduction to Public Speaking) or Speech P102 (Interpersonal Communication) 3 credits
- ♦ Psychology P101A – (General Psychology) 3 credits
- ♦ Sociology P101 – (Introduction to Sociology) or Anthropology P102 (Cultural Anthropology) 3 credits
- ♦ Social Science – History P117 or P118 or Political Science P101 3 credits
- ♦ Physical Science–Chemistry P106 recommended (Chemistry is a prerequisite of Microbiology) 3 credits
- ♦ Humanities–Philosophy P112 (The Philosophy of Living and Dying) or other humanities course listed on the general education list 3 credits
- ♦ Education P101 (College Planning and Success Strategies) or Education P102, P107 or Nursing P100 1-2 credits

Remediation Program: Students who do not meet the eligibility requirements (Prerequisite Validation Cut-Score of 75% and Composite Score of 67% on the Assessment Test) may successfully

complete all of the following remediation requirement to be considered eligible for enrollment in the ADN Program*:

- ♦ Completion of EDUC P076-Effective Learning Skills with a “B” grade or higher
- ♦ Completion of NURS P110-Patho-physiology for Nursing with a “B” grade or higher
- ♦ Completion of a Certified Nursing Assistant course (CNA) with a “C” grade or higher or Current CNA certification with proof of recent work experience
- ♦ Completion of NURS P100-Strategies for Nursing Success with a “CR” grade
- ♦ Repeat Assessment Testing with a score of 67% or higher

***Successful completion of the Remediation Program must be completed within 12-months of initial application to the ADN Program to be considered eligible. Students wishing to be re-considered must provide proof of successful completion of all remediation steps.**

First Semester

NURS P120– Fundamentals of Nursing	4.5 credits
NURS P121 –Medical-Surgical Nursing I	4.5 credits
NURS P122– Pharmacology	3 credits

Second Semester

NURS P123 – Medical Surgical Nursing 2	4.5 credits
NURS P124 – Obstetrics-Maternity Nursing	3 credits
NURS P127– Pediatric Nursing	3.5 credits

Third Semester

NURS P126 – Medical-Surgical Nursing 3	5.5 credits
NURS P125 – Mental Health-Psychiatric Nursing	3.5 credit

Fourth Semester

NURS P128 – Medical-Surgical Nursing 4	7 credits
NURS P129– Gerontology-Community Nursing	2 credits

**The Associate Degree in Nursing is pending approval by the State Chancellor’s office.

Office Technology

Designed for students who wish to pursue a career in the field of office/administrative support, including emphasis on computer applications, in the business environment. Twenty-four (24) credits in the major are required. Eighteen credits in residency are required for the awarding of the degree.

Group I – Eighteen credits are required from this group

ACCT P010 – Practical Accounting***	3 credits
BSAD P011 – Business Mathematics	3 credits
BSAD P132 – Business Communications*	4 credits
INFS P001 – Introduction to Computers	3 credits
INFS P010 – Introduction to Word Processing-Word	2 credits
OFFT P105 – Administrative Office Procedures	3 credits
OFFT P109 – Electronic Office Machines	1 credit

Group II – Six credits are required from this group

BSAD P101 – Introduction to Business	3 credits
BSAD P140 – Business Law	4 credits
INFS P020 – Introduction to Spreadsheet-Excel	2 credits
OFFT P030 – Human Relations in Business	2 credits
OFFT P101A and P101B – Beginning/Intermediate Keyboarding and Ten-Key**	4 credits

* New class replacing BSAD P135, OFFT P020, and BUS P012.

** Demonstrated proficiency by high school or equivalent

institution grade of “B” or higher will be accepted in lieu of completing these classes.

*** May be substituted with ACCT P110 (only 3 credits)

Photography

Twenty-four (24) credits required.

Core courses – 21 credits required

ART P112 – Modern Art History	3 credits
CGRP P110 – Computer Graphics	3 credits
PHOT P101 – Basic Photography	3 credits
PHOT P102 – Intermediate Photography	3 credits
PHOT P103 – Advanced Photography	3 credits
PHOT P104 – Color Photography	3 credits
PHOT P125 – Studio Photography	3 credits

Electives – 3 credits required

ART P101 – Art Studio Fundamentals	3 credits
CGRP P112 – Digital Imaging	3 credits
PHOT P105 – Adv. Color Photography	3 credits

Social Science

Required Courses (18 credits total)

List A (one course)

HIST P117 – History of U.S. from the Colonial Period to 1877	3 credits
HIST P118 – History of the U.S. from 1877 to the Present	3 credits
POLS P101 – American Government	3 credits

List B (one course)

ANTH P102 – Cultural Anthropology	3 credits
ECON P101 – Principles of Economics (Micro)	3 credits
ECON P102 – Principles of Economics (Macro)	3 credits
GEOG P113 – Cultural Geography	3 credits
PHIL P106 – Introduction to Philosophy	3 credits
PSYC P101A – General Psychology	3 credits
SOCI P101 – The Social World	3 credits

List C

(Four courses to be selected from at least two of the following areas/disciplines or course; courses selected from List A or B may not be used to satisfy List C.)

- Anthropology
- Child Growth and Development P223
- Economics
- Geography
- History
- Human Services
- Philosophy
- Political Science
- Psychology
- Sociology

Certificate Programs

Divisions offering career education courses are developing certificate programs whereby students who complete a required pattern of courses in the development of an occupational skill may have their competency certified to prospective employers. The certificate programs are designed so that the student may later take college level work to qualify for an Associate in Arts degree.

The Certificate of Achievement is awarded the student for completion of a formal instructional program with a minimum of 18-24 credits, in a specified discipline, designed to give the learner the skills, knowledge and attitudes required for his chosen field of endeavor. Specific requirements in a subject matter area will be developed by the division faculty and approved by the Curriculum Committee.

To qualify for a Certificate of Achievement, the student must complete all required credits with a grade of "C" or higher in each course. Courses taken at other accredited institutions of higher education are accepted towards the certificate or degree program provided that at least one-half of the credits are taken in residence at Porterville College.

Accounting-Paraprofessional

A certificate may be earned in Accounting upon the satisfactory completion of the following 24 or 26 credits.

Required Courses:

ACCT P020 – Computerized Accounting	1 credit
ACCT P110 – Financial Accounting	4 credits
ACCT P120 – Managerial Accounting	4 credits
ACCT P122 – Cost Accounting	3 credits
ACCT P130 – Income Tax for Individuals and Business	3 credits
BSAD P101 – Introduction to Business	3 credits
BSAD P140 – Business Law	

OR

INFS P001 – Introduction to Computers	
	OR
INFS P100 – Introduction to Information Systems	3-4 credits

The following courses are recommended:

BSAD P011 – Business Mathematics	3 credits
BSAD P132 – Business Communications	4 credits
ECON P101 – Prin. of Economics (Microeconomics)	3 credits
ECON P102 – Prin. of Economics (Macroeconomics)	3 credits
INFS P020 – Introduction to Spreadsheet-Excel	2 credits
OFFT P030 – Human Relations in Business	2 credits

Administration of Justice

A certificate may be earned in Administration of Justice upon satisfactory completion of 24 credits. Courses must be selected from the following groups as indicated:

Group I – 15 credits required

ADMJ P101 – Public Safety Report Writing	3 credits
ADMJ P102 – Intro. to Administration of Justice	3 credits
ADMJ P103 – Introduction to Law	3 credits
ADMJ P104 – Criminal Law	3 credits
ADMJ P107 – Expl. Contemp. Multicultural Issues	3 credits

ADMJ P109 – Criminal Justice Communications	3 credits
ADMJ P111 – Intro. to Behavioral/Correctional Science	3 credits
ADMJ P121 – Juvenile Delinquency	3 credits
ADMJ P122 – Probation and Parole	3 credits

Group II – 9 credits required

ADMJ P050 – Correctional Officer Core Training Academy	10 credits
ADMJ P051A – PC832-Arrest and Control	2 credits
ADMJ P051B – PC832-Firearms	1 credit
ADMJ P066A – Police Reserve Training, Level III	7 credits
ADMJ P066B – Police Reserve Training, Level II	10 credits
ADMJ P105 – Principles/Procedures/Justice System	3 credits
ADMJ P106 – Legal Aspects of Evidence	3 credits
ADMJ P108 – Principles of Investigations	3 credits
ADMJ P113 – Interviewing and Counseling in Corrections	3 credits
ADMJ P114 – Control and Supervision in Corrections	3 credits
ADMJ P115 – Legal Aspects of Corrections	3 credits
ADMJ P117 – Police Operations	3 credits
ADMJ P118 – Introduction to Criminology	3 credits
ADMJ P123 – Constitutional Rights of the Accused	3 credits
ADMJ P140 – Field Work/Administration of Justice Police Cadet	3 credits

Applied Design

A certificate may be earned in Applied Design by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses. Twenty (20) credits required.

Group I (9 credits required)

ART P101 – Art Studio Fundamentals	3 credits
ART P106 – Color and Design	3 credits
CGRA P110 – Computer Graphics	3 credits

Group II (7 credits required)

APDS P102 – Ceramics	2 credits
APDS P104 – Jewelry	2 credits
CGRA P111 – Digital Graphic Design	3 credits
CGRA P112 – Digital Imaging	3 credits

Group III (4 credits required)

APDS P106 – Advanced Ceramics	2 credits
APDS P108 – Advanced Jewelry	2 credits
CMRT P102 – Commercial Layout and Design	2 credits

Art: Commercial

A certificate may be earned in Commercial Art by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses. Nineteen (19) credits required.

Group I (10 credits required)

ART P103 – Basic Drawing	3 credits
ART P106 – Color and Design	3 credits
CMRT P102 – Commercial Layout and Design	2 credits
CMRT P103 – Illustration	2 credits

Group II (5 credits required)

ART P112 – Modern Art History	3 credits
CGRA P110 – Computer Graphics	3 credits

CMRT P105 – Airbrush 2 credits

Group III (4 credits required)

ART P104 – Basic Painting 2 credits
ART P118 – Figure Drawing 2 credits
PHOT P101 – Basic Photography 3 credits

Art: Studio

A certificate may be earned in Studio Art by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses. Twenty (20) credits required.

Group I (11 credits required)

ART P101 – Art Studio Fundamentals 3 credits
ART P103 – Basic Drawing 3 credits
ART P104 – Basic Painting 2 credits
ART P112 – Modern Art History 3 credits

Group II (7 credits required)

ART P055 – Gallery Tours .5 + .5 = 1 credit
ART P105 – Mixed Media Sculpture 2 credits
ART P106 – Color and Design 3 credits
ART P118 – Figure Drawing 2 credits

Group III (3 credits required)

APDS P104 – Jewelry 2 credits
APDS P102 – Ceramics 2 credits
ART P110 – Ancient Art History 3 credits
ART P111 – Renaissance and Baroque Art History 3 credits

Child Development Associate Teacher Certificate

Twelve (12) credits required in core courses. Six additional credits required in child development support courses. Eighteen (18) total credits required.

Experience:

Associate Teacher on Child Development Permit or Preschool Teacher as required for employment in private centers by the State Department of Social Services **DSS Title 22.

DSS1 Child, Growth and Development (three credits)

CHDV P223 – Child Growth and Development 3 credits
PSYC P223 – Child Psychology 3 credits

DSS2 Child, Family and Community (three credits)

CHDV P122* – Child, Family and Community 3 credits

DSS3 Program and Curriculum (six credits)

CHDV P144 – Introduction to Curriculum (DSS5) 3 credits
CHDV P143* – Practicum/Field Experience 3 credits

Support Courses (select six additional credits)

CHDV P117 – Teaching in a Diverse Society 3 credits
CHDV P119 – Health, Safety and Nutrition (DSS7) 3 credits

Experience: 3 credits. Three hours per day for a minimum 50 days within a two-year period.

State Department of Social Services (DSS) requires coursework to be identified by DSS numbers.

DSS1 – Three credits in Child, Growth and Development

DSS2 – Three credits in Child, Family and Community

DSS3 – Six credits in Program and Curriculum

For the Child Development Associate Teacher Permit, the student must apply through the State of California Commission on Teacher Credentialing. You can receive evaluation assistance on your permit application to make sure application is complete at Tulare County Office of Education in Visalia, and they will also submit application to the State Commission on Teacher credentialing. For information on California's requirements, call the Commission on Teacher Credentialing at (888) 921-2682 or visit their website.

Child Development Teacher Permit

Twenty-four (24) credits in child development courses required.

Twelve (12) credits must be from the core courses.

Twelve (12) additional credits required in child development support courses.

Sixteen (16) credits in general education.

Experience:

Child Development Permit: Teacher as required for employment in funded child care programs. State Department of Education, Title V, DSS (Department of Social Services).

Core Courses (twelve credits required)

DSS1 Child, Growth and Development (three credits)

CHDV P223 – Child Growth and Development 3 credits
PSYC P223 – Child Psychology 3 credits

DSS2 Child, Family and Community (three credits)

CHDV P122 – Child, Family and Community 3 credits

DSS3 Program and Curriculum (six credits)

CHDV P144 – Introduction to Curriculum 3 credits
CHDV P143* – Practicum/Field Experience 3 credits

*Includes laboratory

Support Courses (select 12 additional credits)

CHDV P117 – Teaching in a Diverse Society 3 credits
CHDV P119 – Health, Safety and Nutrition (DSS7) 3 credits

CHDV P142* – Principles and Practices of Teaching Young Children 3 credits

CHDV P239 – Observation and Assessment 3 credits

*Includes laboratory

Experience:

At least three hours per day for a minimum 175 days in a four-year period.

Plus:

A total of 16 general education credits that must apply toward the associate arts degree. One course is required from each of the four general education categories:

(English, social science, humanities/fine arts, math or science).

For the Child Development Teacher Permit the student must apply through the State of California Commission on Teacher Credentialing. You can receive evaluation assistance on your permit application to make sure application is complete at Tulare County

Office of Education in Visalia, and they will also submit application to the State Commission on Teacher Credentialing. For information on California's requirements, call the Commission on Teacher Credentialing at (888) 921-2682 or visit their website.

Human Services

Core Classes (19 credits required)

HMSV P101 – Introduction to Human Services	3 credits
HMSV P103 – Ethics and Human Services Workers	3 credits
HMSV P104 – Basic Interviewing and Counseling Skills	3 credits
HMSV P105 – Introduction to Counseling with Multicultural Populations	3 credits
HMSV P109 – Group Counseling Strategies	1 1/2 credits
HMSV P110 – Group Counseling Process	1 1/2 credits
PSYC P101A – General Psychology	3 credits
Choose one of the following:	
PSYC P110 – Abnormal Psychology	3 credits
PSYC P126 – Lifespan Human Development	3 credits
PSYC P133 – Psychology of Personal and Social Adjustment	3 credits
SOCI P101 – The Social World	3 credits

Option A – Mental Health/Substance Abuse

(16-19 credits required)

HMSV P102 – Introduction to Alcohol and Substance Abuse	3 credits
HMSV P106 – Psychopharmacology of Alcohol and Drug Abuse and Psychotherapeutic Medications	3 credits
HMSV P107 – Understanding Psychopathology and Treating Co-occurring Disorders	3 credits
HMSV P108 – Counseling Approaches and Techniques	3 credits
HMSV P111 – Case Management	3 credits
HMSV P112, P134-P135 – Internship [5 credits for CAADAC]	2 - 5 credits

Option B – Geriatrics (3 1/2 credits required)

HMSV P134-P135 – Internship	1/2 credits
HMSV P114 – Issues and Intervention in Geriatric Mental Health	3 credits

Option C – Developmental Disabilities (7 credits required)

HMSV P134-P135 – Internship	1 credit
PSYT P020A – Developmental Disabilities	2 1/2 credits
PSYT P020B – Understanding and Promoting Development and Adjustment of the Developmentally Disabled	2 credits
PSYT P020C – Principles and Practices of Behavior Support for the Developmentally Disabled	2 credits

Information Systems

Twenty (20) credits required from the following two groups.

Required (13 credits)

INFS P100 – Introduction to Information Systems	4 credits
INFS P113 – Structured Programming-Visual Basics	3 credits
INFS P210 – Systems Analysis and Design	3 credits
INFS P220 – Data Communications and Networking	3 credits

Electives (7 credits)

BSAD P101 – Introduction to Business	3 credits
INFS P005 – Introduction to Windows	1 credit
INFS P010 – Introduction to Word Processing-Word	2 credits
INFS P020 – Introduction to Spreadsheet-Excel	2 credits
INFS P030 – Introduction to Database-Access	2 credits
INFS P050 – Introduction to the Internet	1 credit
INFS P051 – Web Page Design - HTML	2 credits
INFS P052 – Introduction to Web Design	3 credits
INFS P053 – Advanced Web Page Design Using HTML	2 credits
INFS P055 – Internet Research	2 credits
INFS P056 – Web Page Design Practicum	2 credits

Instructional Aide

Federal policies require individuals working as Instructional Aides in the K-12 system to hold an associate degree or an Instructional Aide Certificate. To earn the certificate, students need a total of 48 semester credits, which must include at least one offering from each of the categories "I" through "XI" listed below (this will total approximately 35-37 credits). The balance of courses may be selected from the fields of child development or social science. Please see Porterville College Catalog and consult with an academic advisor in the Counseling Center for appropriate course selections in those fields. All courses must be completed with a grade of "C" or higher.

Group I – Education (choose one course)

EDUC P101 – College Planning and Success Strategies	1 credit
EDUC P102 – Personal and Career Exploration	2 credits
EDUC P103 – Introduction to Teaching	3 credits
EDUC P107 – Strategies for Academic Success	2 credits
INST P055A – Introduction to College and Career Planning	1 1/2 credits
INST P100A – Preparation for Professional Health Careers	1 credit

Group II – Writing (choose one course)

BSAD P132 – Business Communications	4 credits
ENGL P050 – College Writing	3 credits
ENGL P101A – Advanced Composition and Literature	3 credits
PHIL P111 – Critical Thinking and Composition	3 credits

Group III – Communications (choose one course)

AGRI P103 – Agricultural Sales	3 credits
MRKT P124 – Principles of Marketing	3 credits
SPCH P101 – Introduction to Public Speaking	3 credits
SPCH P102 – Interpersonal Communication	3 credits

Group IV – Mathematics (choose one course)

Any college-level mathematics course numbered from P051-P055 and P101-P299	4 credits
--	-----------

Group V – Biological and Physical Sciences (choose one course)

AGRI P106 – Introduction to Soil Science	3 credits
AGRI P131 – Introduction to Plant Science	3 credits
ANAT P110 – Human Anatomy	4 credits
ANTH P101 – Intro. to Physical Anthropology	3 credits
ASTR P101 – Elementary Astronomy	4 credits
BIOL P105 – Introductory Biology	5 credits
BIOL P106 – Introductory Biology	5 credits
BIOL P110 – Principles of Biology	4 credits
CHEM P101A – General Chemistry	5 credits
CHEM P101B – General Chemistry II	5 credits
CHEM P106 – Introduction to Chemical Principles	4 credits

CHEM P108 – Basic Principles of Organic Chemistry	4 credits	EDUC P105 – Understanding Cultural Diversity in U.S. Schools	2 credits
CHEM P202A – Organic Chemistry	5 credits	ENGL P112 – Forms of Literature: Chicano Literature	3 credits
CHEM P202B – Organic Chemistry	5 credits	ENGL P113 – Forms of Literature: Chicano Drama	3 credits
ERSC P110 – Introduction to Earth Science	4 credits	ENGL P117 – Forms of Literature: American Indian Literature	3 credits
GEOG P114 – Physical Geography	3 credits	HIST P108 – Early Latin America History	3 credits
GEOL P110 – Introduction to Geology	4 credits	HIST P119 – Mexican American History	3 credits
MICR P106 – Microbiology	5 credits	HIST P120 – History of the Middle East	3 credits
PHYS P102A – General College Physics	4 credits	HIST P121 – History of East Asia	3 credits
PHYS P102B – General College Physics	4 credits	HIST P123 – History of Mexico	3 credits
PHYS P104A – Physics for Scientists and Engineers	4 credits	HMSV P105 – Introduction to Counseling with Multicultural Populations	3 credits
PHYS P104B – Physics for Scientists and Engineers	4 credits	PHIL P113 – Introduction to the World's Religions	3 credits
PHYS P204A – Physics for Scientists and Engineers	4 credits	SOCI P120 – African American Experience	3 credits
PHSC P112 – Physical Science	4 credits	SOCI P121 – Mexican-American Experience	3 credits
PHYL P101 – Introductory Physiology	5 credits		
Group VI – History/Political Science (choose one course)			
HIST P117 – History of U.S. from the Colonial Period to 1877	3 credits	Group X – Health Education	
HIST P118 – History of U.S. from 1877 to the Present	3 credits	HLED P112 – Health Education	3 credits
POLS P101 – American Government	3 credits	Group XI – Humanities (choose one course)	
POLS P102 – Introduction to Comparative Politics	3 credits	ART P101 – Art Studio Fundamentals	3 credits
POLS P103 – Introduction to International Politics	3 credits	ART P110 – Ancient Art History	3 credits
POLS P106 – State and Local Government	3 credits	ART P111 – Renaissance and Baroque Art History	3 credits
Group VII – Social/Behavioral Science (choose one course)			
ADMJ P111 – Introduction to Behavioral and Correctional Science	3 credits	ART P112 – Modern Art History	3 credits
ADMJ P123 – Constitutional Rights of the Accused	3 credits	DRMA P101 – Introduction to Theatre	3 credits
AGRI P102 – Agricultural Economics	3 credits	DRMA P102 – Introduction to Contemporary Drama	3 credits
ANTH P102 – Cultural Anthropology	3 credits	ENGL P101B – Composition and Literature	3 credits
ANTH P105 – North American Indians	3 credits	ENGL P102 – English Literature: Beowulf to Pope and the Age of Reason	3 credits
ANTH P107 – Magic, Witchcraft, and Religion	3 credits	ENGL P103 – Shakespeare Survey	3 credits
CHDV P223 – Child Growth and Development	3 credits	ENGL P104 – English Literature: Romantics to the present	3 credits
ECON P101 – Principles of Economics (Micro)	3 credits	ENGL P113 – Forms of Literature: Chicano Drama	3 credits
ECON P102 – Principles of Economics (Macro)	3 credits	ENGL P114 – Greek and Roman Mythology	3 credits
GEOG P113 – Cultural Geography	3 credits	ENGL P115 – Forms of Literature: Women Writers	3 credits
GEOG P114 – Physical Geography	3 credits	ENGL P116 – Forms of Literature: The Short Story	3 credits
HIST P104 – History of Western Civilization I	3 credits	ENGL P118 – Introduction to the Bible as Literature	3 credits
HIST P105 – History of Western Civilization II	3 credits	ENGL P119 – Forms of Literature: Poetry	3 credits
HMSV P120 – Introduction to Social Welfare	3 credits	ENGL P130 – Survey of American Literature	3 credits
POLS P110 – Modern Political Ideology	3 credits	ENGL P140 – Creative Writing	3 credits
PSYC P101A – General Psychology	3 credits	ENGL P141 – Magazine Article Writing	3 credits
PSYC P110 – Abnormal Psychology	3 credits	HUM P114 – Topics in Humanities	1 credit
PSYC P223 – Child Psychology	3 credits	MUSC P110 – Exploring the World through Music	3 credits
SOCI P101 – The Social World	3 credits	MUSC P111 – Music Appreciation I	3 credits
SOCI P102 – Critical Sociology/Social Problems	3 credits	MUSC P112 – Music Appreciation II	3 credits
SOCI P120 – African American Experience	3 credits	PHIL P106 – Introduction to Philosophy	3 credits
SOCI P121 – Mexican-American Experience	3 credits	PHIL P108 – Introduction to Philosophy of Religion	3 credits
SOCI P127 – Women and Society	3 credits	PHIL P109 – Existence and Reality	3 credits
Group VIII – Analytical Thinking (choose one course)			
AGRI P104 – Computer Applications in Agriculture	3 credits	PHIL P110 – Introduction to Ethics	3 credits
INFS P001 – Introduction to Computers	3 credits	PHIL P112 – The Ethics of Living and Dying	3 credits
INFS P100 – Introduction to Information Systems	4 credits	PHIL P113 – Introduction to the World's Religions	3 credits
A mathematics course numbered P101 through P299	4 credits	SPAN P101 – Elementary Spanish	5 credits
PHIL P107 – Introduction to Logic	3 credits	SPAN P102 – Elementary Spanish	5 credits
PHIL P110 – Introduction to Ethics	3 credits	SPAN P103 – Intermediate Spanish	5 credits
PHIL P111 – Critical Thinking and Composition	3 credits	SPAN P104 – Intermediate Spanish	5 credits
Group IX – Multicultural Studies (choose one course)			
ANTH P105 – North American Indians	3 credits	SPAN P105 – Spanish for Bilingual Students	4 credits
ANTH P107 – Magic, Witchcraft, and Religion	3 credits	SPAN P106 – Spanish for Bilingual Students	4 credits
CHDV P117 – Teaching in a Diverse Society	3 credits	Total	35–37 credits

Additional Credits

Select as additional credits any transfer-level child development or social science course. Courses selected from any of the above groups may not be used to satisfy this requirement. 11-13 credits

Total 48 credits

Office Technology

Designed for students who wish to pursue a career in the field of office/administrative support, including emphasis on computer applications, in the business environment. Twenty-four (24) credits in the certificate are required. Eighteen credits in residency are required for the awarding of the degree.

Group I: Eighteen credits are required from this group

ACCT P010 – Practical Accounting***	3 credits
BSAD P011 – Business Mathematics	3 credits
BSAD P132 – Business Communications*	4 credits
INFS P001 – Introduction to Computers	3 credits
INFS P010 – Introduction to Word Processing-Word	2 credits
OFFT P105 – Administrative Office Procedures	3 credits
OFFT P109 – Electronic Office Machines	1 credit

Group II (six credits are required from this group)

BSAD P101 – Introduction to Business	3 credits
BSAD P140 – Business Law	4 credits
INFS P020 – Introduction to Spreadsheet-Excel	2 credits
OFFT P030 – Human Relations in Business	2 credits
OFFT P101A and P101B – Beginning Keyboarding**	2 credits

* New class replacing BSAD P135, OFFT P020, and BUS P012.

** Demonstrated proficiency by high school or equivalent institution grade of “B” or higher will be accepted in lieu of completing these classes.

*** May be substituted with Accounting P110 (only 3 credits)

Psychiatric Technology

Psychiatric Technology includes the study of the developmentally disabled, the mentally ill and basic nursing skills. Courses included are: Fundamentals of Nursing, Medical/Surgical Nursing, Growth and Development, Communications, Developmental Disabilities and Psychiatric Nursing.

This is a three semester certificate program with classes beginning each semester. The program includes classes on the college campus plus clinical training at Porterville Developmental Center, local mental health clinics, and other approved facilities. Individuals who successfully complete this program are eligible to take the examination to become a Licensed Psychiatric Technician.

Only students who have the prerequisites and have met all admission requirements will be considered for the program.

To be considered for the Psychiatric Technician program you must:

- return completed application to Health Careers (including):
 - ♦ one copy of high school transcript or
 - ♦ if you have not completed the 12th grade in high school but have a high school proficiency or GED, submit a copy of that instead
 - ♦ one copy of transcripts from any college attended
 - ♦ one copy of transcripts from any other college attended must also be submitted to the Registrar

- ♦ if you have any paid or volunteer experience in the health fields, include a letter of verification of length of time.
- complete Porterville College assessment tests (recommended)
- complete English P050, Math P061 with a grade of “C” or higher or have equivalent scores on the assessment tests (recommended)
- complete program prerequisites with a grade of “C” or higher

It is the applicant’s responsibility to see that all of the above are on file in the Health Careers Office.

Once accepted, students must complete these classes within five years of starting the PT program:

- PTVN P009, Nursing Fundamental Concepts
- Anatomy P052

First Semester

PTVN P010A – Fundamentals of Nursing	4 credits
PTVN P010B – Introduction to Medical/Surgical Nursing	5 credits
PTVN P010C – Life Span Development	2 credits
PTVN P010D – Clinical Practice	6 credits

Second Semester

PSYT P020A – Developmental Disabilities	2 ½ credits
PSYT P020B – Understanding/Promoting Personal Development and Adjustment of the Developmentally Disabled	2 credits
PSYT P020C – Principles/Practices of Behavioral Support for the Developmentally Disabled	2 credits
PSYT P020D – Pharmacology: Concepts and Practices	1 ½ credit
PSYT P020E – Therapeutics of Communication and Relationships	2 credits
PSYT P020F – Clinical Practice	6 credits

Third Semester

PSYT P030A – Psychiatric Nursing Practice: Responsibilities and Approaches	1 ½ credits
PSYT P030B – Psychopathology I – Major Mental Illness	2 credits
PSYT P030C – Crisis Assessment and Intervention	1 ½ credits
PSYT P030D – Psychopathology II: Disorders of Children, Elderly, Personality and Addiction	2 ½ credits
PSYT P030E – Therapeutic Methods	2 credits
PSYT P030F – Clinical Practice	6 credits

All courses in each semester must be completed satisfactorily with a grade of “C” or higher before student may be enrolled in the next semester.

Technical Illustration: Art Graphics

Students may earn a certificate in Art – Graphics after completing the requirements from the courses listed below with a 3.0 grade point average. Twenty-five (25) credits required.

ART P103 – Basic Drawing	3 credits
ART P104 – Basic Painting	2 credits
ART P118 – Figure Drawing	2 credits
CGRA P110 – Computer Graphics	3 credits
CGRA P111 – Digital Graphic Design	3 credits
CGRA P112 – Digital Imaging	3 credits
CMRT P102 – Commercial Layout and Design	2 credits
CMRT P103 – Illustration	2 credits
CMRT P105 – Air Brush	2 credits
PHOT P101 – Basic Photo	3 credits

Technical Illustration: Photography

Students may earn this certificate by completing the requirements listed below with a 3.0 grade point average. Twenty-two (22) credits required.

Group I (12 credits required)

CGRA P110 – Computer Graphics	3 credits
PHOT P101 – Basic Photography	3 credits
PHOT P102 – Intermediate Photography	3 credits
PHOT P104 – Color Photography	3 credits

Group II (6 credits required)

ART P112 – Modern Art History	3 credits
ART P101 – Art Studio Fundamentals	3 credits
PHOT P125 – Studio Photography	3 credits

Group III (4 credits required)

CGRA P112 – Digital Imaging	3 credits
PHOT P103 – Advanced Photography	3 credits
PHOT P124 – Landscape Photography	1 credit

Vocational Nurse

Vocational nursing includes an introduction to the basic principles and theories of nursing, personal and community health; normal growth and development; normal aging processes and geriatric nursing; ethics and interpersonal relationships. Integration of these principles, including anatomy and physiology, provides a foundation in nursing upon which the student can build skills, knowledge and understanding in identifying nursing needs of patients with common disorders and disturbances of the body systems.

This is a three-semester certificate program. The program includes classes on the college campus with clinical training at approved hospitals within the area. Upon successful completion of the program, the student is eligible to take the examination for licensure as a Vocational Nurse.

Only students who have met all admission requirements will be considered for the program.

To be considered for the Vocational Nursing Program you must:

- return completed application to Health Careers (including):
 - ♦ one copy of high school transcript or
 - ♦ if you have not completed the 12th grade in high school but have a high school proficiency or GED, submit that instead
 - ♦ one copy of transcripts from any college attended
 - ♦ one copy of transcripts from any other college attended must also be submitted to the Registrar
 - ♦ if you have any paid or volunteer experience in the health field, include a letter of verification of length of time.
- complete Porterville College assessment tests (recommended)
- complete English P050, Math P061 with a grade of “C” or higher or have equivalent scores on the assessment tests (recommended)
- complete program prerequisites with a grade of “C” or higher
- hold a CPR card which is good through the first year of the Vocational Nursing Program (you may provide the Health Careers Office a copy after acceptance into the program)

It is the applicants’ responsibility to see that all the above are on file in the Health Careers Office.

These classes must be taken within five years of starting the VN Program:

- ♦ PTVN P009, Nursing Fundamental Concepts
- ♦ Anatomy P052
- ♦ Psychology P101A
- ♦ plus four to six general education courses are required

First Semester

PTVN P010A – Fundamentals of Nursing	4 credits
PTVN P010B – Introduction to Medical/Surgical Nursing	5 credits
PTVN P010C – Life Span Development	2 credits
PTVN P010D – Clinical Practice	6 credits

Second Semester

VNRS P025A – Endocrine System	2 credits
VNRS P025B – Gastro Intestinal System	1 1/2 credits
VNRS P025C – Musculoskeletal System	1 credit
VNRS P025D – Genito-Urinary System	1 credit
VNRS P025E – Diseases and Disorders of the Eye and Ear	1 credit
VNRS P025F – Integumentary System	1 credit
VNRS P025G – Pediatrics	1 1/2 credits
VNRS P025H – Clinical Practice	6 credits

Third Semester

VNRS P035A – Leadership	2 credits
VNRS P035B – Maternity Nursing	2 credits
VNRS P035C – Cardiovascular System	2 credits
VNRS P035D – Respiratory System	2 credits
VNRS P035E – Neurological System	2 credits
VNRS P035F – Clinical Practice	6 credits

All courses in each semester must be completed satisfactorily with a grade of “C” or higher before student may be enrolled in the next semester.

Job Skills Certificates

Job Skills Certificates are not included on transcripts.

EMT-1

The certificate is required by the State of California EMS Agency through the County of Tulare (or other certifying county) for certification of Emergency Medical Technician I. The certification is required for employment as an EMT I. The student must be 18 years of age by the end of the course to be certified as specified by the California Department of Health. Completion of six and half (6.5) credits required to receive this skills award.

Students may earn this certificate by completing the required courses with a minimum grade of “C”.

Required Courses

EMTC P050 – Emergency Medical Technician I 6.5 credits

Industrial Technology

Industrial Maintenance Skills Award prepares individuals for a job as a building or a production line maintenance technician. Completion of nine and half (9.5) credits required to receive this skills award.

Students may earn this certificate by completing the required courses with a minimum grade of “B”.

Required Courses

INDT P050 – Industrial Maintenance I 5 credits

INDT P051 – Industrial Maintenance II 4.5 credits

Wildland Firefighter

Wildland Firefighter Skills Award successful completion will result in the student meeting the “Basic 32” training requirements of the Federal fire agencies and issuance of the appropriate related certificates. Graduates of this Academy will meet the minimum wildland fire training requirements typically necessary to apply for seasonal wildland fire control positions with most State and Federal fire agencies in California. Completion of three (3) credits required to receive the skills award.

Students may earn this certificate by completing the required course with a minimum grade of “B”.

Required Courses

FIRE P051 3 credits

Staff

Faculty/Administrators

Barker, Lorie (Professor) Librarian
B.A., Willamete University; M.S., Montana State University; M.L.S.,
University of Arizona.

Beheler, Ann Vice President, Academic Affairs
B.S., Oklahoma State University, M.S., Florida Institute of
Technology, Ph.D., Walden University

Behrens, Kim (Professor) Nursing
B.S.N., Humboldt State University, M.S.N., Graceland University

Benander, Kathryn (Professor)English
B.A., California State University, Bakersfield; M.A., California State
University, Bakersfield.

Bezayiff, David (Professor) History
M.A., University of Washington; Ph.D., Oregon State University.

Bishop, Karen (Professor) Sociology
B.A., University of West Florida, Pensacola, FL; M.A., University of
Connecticut, Storrs, CT.

Black, Melissa (Associate Professor) English
B.A., University of Redlands; M.A., San Francisco State University.

Boriack, Karen (Professor) Health Careers
A.S., Porterville College, M.P.H.A., and M.S.N., California State
University, Bakersfield; M. Ed., University of Phoenix.

Britton, Craig (Professor) Agriculture
B.S., California State University, Fresno.

Burgess, Sherie (Assistant Professor) Mathematics
A.S., Porterville College; B.S., Cal Poly, San Luis Obispo; M.S.,
California State University, Long Beach.

Callison, Shaunna (Associate Professor) Biological Science
A.S., Porterville College; B.A., California State University, Fresno;
M.A., California State University, Fresno.

Carley, Michael (Professor) Institutional Researcher
B.A., California State University, Fresno, A.M., Stanford University.

Carlson, Rosa Flores President
B.A., California State University, Fresno; M.A., California State
University, Fresno; Ed.D., University of California, Davis/California
State University, Fresno.

Carson, James (Professor) Information Systems
B.S., California State University, Fresno, M.B.A., California State
University, Bakersfield.

Cearley, Jana K. (Associate Professor) Health Careers
P.T. Porterville College

Chan, Patrick (Professor) Information Systems
B.A., Soochow University; M.S., University of Missouri; M.B.A.,
University of North Texas.

Crewse, Terry (Associate Professor) Mathematics
B.S., University of California, Riverside; M.S., University of
California, Riverside.

Davis, Bret (Professor) Physical Education
B.S., San Jose State University; M.S., California State University,
Hayward.

Drake, Beverly (Associate Professor) Nursing
B.S., California State University, Fresno.

Dugan, Vickie (Professor) Women's Softball Coach
B.A., Fort Hays Kansas State University, Hays, KS; B.S., Fort Hays
Kansas State University, Hays, KS; M.Ed., Utah State University,
Logan, UT.

Ecung, Antonia B. Dean of Academic Affairs
B.A., California State University, San Bernardino; M.S., State
University of New York College at Cortland; PhD, Capella University

Entz, James (Associate Professor) Art
A.A. Cuesta College; B.A., University of California, Irvine; M.F.A.,
Otis College of Art and Design, Los Angeles, CA.

French-Unser, Sara (Professor) English
B.A., California State University, Bakersfield; M.A., California State
University, Bakersfield.

Gardea, Jacinto (Professor) English/EFL
A.A., Hartnell College; B.A., University of California, Santa Cruz;
M.A., California State University, Bakersfield; additional graduate
work at University of California, Irvine; California Sate University,
Fresno.

Gervasi, Jeffrey (Professor) Mathematics
B.A., Rutgers University, Camden, NJ; M.A., Villanova University,
Villanova, PA; Ed.D., University of Southern California, Los Angeles.

Glahn, Ron (Professor) Physical Education
A.A., Santa Ana Community College; B.A., California State
University, Long Beach; M.S., United States Sports Acaemy, Mobile,
Alabama; Ed.D., Pepperdine University; A.T.C. National Athletic
Trainer Association; Exercise Specialist; American College of Sports
Medicine.

Goode, Richard (Professor) Physical/Earth Sciences
B.S., Physics, California State University, Bakersfield; M.S.,
Geoscience, Mississippi State University.

Gurrola, Virginia (Professor) Director, A&R/Financial Aid
A.A., Porterville College; B.A., California State University,
Bakersfield.

Gutierrez, Marie "Connie" (Associate Professor) Spanish
A.A., College of the Sequoias, Visalia; B.A. and M.A., California
State University, Fresno.

Hargis, Jay (Professor) History
B.A., University of California, Los Angeles; M.A., History, California
State University, Chico.

Hathaway, Stewart (Professor) Mathematics
B.A. and M.A., Northern Arizona University; Ed.D., University of
Exeter, U.K.

Henry, William Dean of Career and Technical Education
A.A., Bakersfield College; B.S., Thomas A. Edison State College,
New Jersey; M.ED., American Intercontinental University.

Hensley, David (Professor) Music
B.A., Music, California State University, Fullerton; M.M.,
Conducting, Northern Arizona University.

Herrera, Mercedes (Professor) Counselor, Matriculation
B.A., Sociology, University of California, Santa Barbara; M.A.,
Education, San Jose State.

- Hodges, Catherine (Associate Professor) English
B.A., English, University of Redlands; M.A., English, Central Washington University; M.A., Intercultural Studies, Wheaton Graduate School.
- Imbert, Ruby (Professor) Health Careers
B.S.N., M.S., California State University, Bakersfield.
- Johnson, Robert (Associate Professor) Human Services
A.A., Porterville College; B.S., California State University, Fullerton; M.A., CSPP, California State University, Fresno.
- Jordan, Mary Jo (Associate Professor) Child Development
M.A., Pacific Oaks College.
- Josten, Muriel (Professor) Speech and Drama.
B.A., California State University, Fresno; M.A., Chapman University.
- Kavern, David (Professor) Women's Basketball Coach
A.A., Porterville College; B.A., California State University, Sacramento; M.S., Ohio University
- Keele, Jeffrey (Professor) Political Science/Economics
B.A., Brigham Young University, M.A. and Ph.D.,University of California, Berkeley.
- Lombardi, Valerie Health Careers
B.S.N. and M.S.N., California State University, Fresno. Graduate study: California State Polytechnic College at San Luis Obispo.
- Lozano, Vira (Professor) Psychology
A.A., College of teh Sequoias, Visalia; B.A. and M.A., California State University, Fresno.
- Martin, Carmen (Professor) Transfer Center Coordinator/
Counselor
B.A., University of California, Irvine; M.A., Truman State University; M.A., California State University, Bakersfield.
- Messchaert, Andrew (Professor) Philosophy
A.A., Modesto Junior College; B.A., California State University Sacramento; M.A., San Jose State University; M.A., California State University, Dominguez Hills.
- Minter-Procter, Teresa (Professor) Biological Science
A.S., Porterville College; B.S., Pepperdine University; M.S., University of California, Riverside. Graduate study, California State University, Fresno; University of California, Davis.
- Morris, Jeffrey (Professor) Health Careers
A.A., College of the Sequoias; B.S.N., California State University, Bakersfield; M.S., Nursing, California State University, Dominguez Hills; additional work at University of California, Berkeley and California State University, Fresno.
- Mouanoutoua, Kongming (Professor) Counselor/EOPS
A.A., Oakland City University; B.A., National University, Fresno; M.A., Fresno Pacific University.
- Nelson, Darryl (Professor) Art
B.A., Fine Arts, California State University, Fresno; M.F.A., California State University, San Jose.
- Oldershaw, Katheryn (Associate Professor) Health Careers
A.A., College of the Sequoias; B.S.N., California State University, Bakersfield; M.S.N., California State University, Fresno.
- Osborne, Richard (Professor) Sociology/Anthropology
A.A., Fullerton College, Fine Arts; B.A., California State University, Fullerton, Sociology; M.A., California State University, Bakersfield, Anthropology.
- Piersol, Christopher (Professor) Chemistry
B.S., Purdue University, West Lafayette, IN; M.S., University of California, Los Angeles.
- Pummill, Cindy (Professor) Mathematics/Physical Education
B.A., Concordia College; M.S., California State University, Fullerton.
- Regier, Susan (Professor) English
B.A., University of Kansas; M.A., California State University, Bakersfield, CA.
- Roche, Christopher (Associate Professor) Health Careers
A.A., Porterville College; B.A., Fresno Pacific University
- Roman, Maria (Professor) Director-EOPS/CARE & CalWORKS
A.A., Porterville College; B.A., California State University, Bakersfield; M.A., California State University, Bakersfield
- Ruelas, Miguel (Professor) Mathematics
B.S., U.C.L.A.; M.A., University of California, Santa Cruz
- Satko, Jon (Professor) Physics/Astronomy
B.S., College of William and Mary, Virginia; M.S., Colorado University, Colorado Springs, Colorado.
- Schultz, Steven Vice President, Student Services
A.A., Porterville College; B.S., California State University, Fresno; M.A., California State University, Fresno.
- Sciacqua, Danny (Professor) Health Careers
B.S., Chapman University; M.A., Fresno Pacific.
- Syrdahl, Rickelle (Associate Professor) Biology
B.A., University of California, Santa Barbara; M.S., California State University, Chico.
- Trueblood, Vicky (Associate Professor) English
A.S., Mt. San Antonio College, Walnut, California; B.A., California State University, Bakersfield; M.A., California State University, Bakersfield.
- Vega, Miles (Professor) Counselor/Articulation
B.A., The Masters College; M.S., California State University, Dominguez Hills. Secondary teaching credential, Loyola Marymount University.
- Wagstaff, Ann Marie (Professor) Language Arts
B.A., University of North Carolina, Chapel Hill; M.A., University of California, Davis; Ph.D., University of California, Davis.
- Ward, Beverly (Professor) Nursing
A.S., Porterville College; B.S., California State University, Bakersfield.
- Wiens, Joel (Professor) Biology
B.A., Tabor College, Chemistry; M.A., California State University, Fresno, Biology. Ed.D., Pepperdine.
- Wright, Kristine (Associate Professor) Health Careers
A.D.N., Barton Community College

CONFIDENTIAL/CLASSIFIED MANAGEMENT PERSONNEL

- Ball, Karen – Child Development Center Program Manager
A.A., Porterville College; B.A. Fresno Pacific University.
- Berry, Donna – Director, Business Services
- Brown, Carol – Administrative Assistant, President
- Craig, Chris – Manager, Information Technology
- Huckabay, Sonia – Accounting Manager
- Mendoza, Eric – Director, Student Programs & Athletics
A.A., Fresno City College; B.A. California State University, Fresno; M.A., Fresno Pacific University.

CLASSIFIED PERSONNEL

Anastasoff, Mary –PDC Department Assistant I
Anaya, Andrea – Admissions & Records Technician I
Aparicio, Angela – Child Dev. Center Associate Teacher
Bodine, Carol – Administrative Secretary
Brisson, Jennie – Human Resources Assistant
Brownfield, Marlis – College Nurse
Burcham, Victoria - Child Dev. Center-Teacher
Butler, Levern “Vern” – Network Technician
Cabello-Coleman, Mary Ellen – Food Service Manager
Cabrera, Diana – Department Assistant III
Childress, Pam – Administrative Secretary
Cruz, Erin – Financial Aid Technician/Educational Advisor
Duke-Haynes, Tiffany – Department Assistant III
Dickey, Rhonda – Accounting Technician II
Eckhoff, Phillip – Custodian II
Fairless, Jeannie – Accounting Technician II
Fallert, Judy – Instruction Office Specialist
Garcia, Baldomero – Program Coordinator
Gifford, Kathie – Administrative Secretary
Gil, Terri – Assessment Assistant
Gobea, Clementina – Child Dev. Center Assistant
Gobel, Anja – Athletic Trainer Certified
Guerrero, Irene – Library Technician II
Halopoff, Janice – Admissions & Records Technician II
Hart, Michelle – Department Assistant III/Program Coordinator
Harter, James “Terry” – Network Administrator
Knutson, Kailani – Teaching Assistant
Lanning, Jana – Child Dev. Center - Teacher
Lindsey, Paul – Public Security Officer II
Logan, Jodie – Department Assistant III/Information Desk
Lopez, Daniel - Financial Aid Assistant
Luna, Tony – Program Assistant
Martinez, Elvira – Department Assistant III/Receiving Clerk
Martinez, Grace – Library Technician II
McGill, Marlene – Cook/Baker
Minchew, Todd – Groundsworker II/Custodian II
Moorhead, Carol – Bookstore Mgr.
Morgan, Randy – Web Site Coordinator/Graphic Designer
Narvaiz, Alex – Custodian I/Groundskeeper II
Natera, Carlos – Ground Maintenance Supervisor
Nix, Annette – Administrative Secretary
Noel, Tim – Skilled Craftsworker/Plumber
Olmedo, Perla – Assistant Director Financial Aid
Orellana, Connie – Child Dev. Center Associate Teacher
Ortega, John – Financial Aid Technician
Phelps, Leanna – Child Dev. Center Associate Teacher
Phillips, Tammy – Child Dev. Center Assistant
Phinney, Sarah – Educational Media Design Specialist
Prahovic, Viktorija – Cook/Baker
Rameriz, Juan – Grounds Worker I
Roderick, Lee – M & O Technician/Electronics Technician
Rogers, Lorraine – Instructional Assistant – Health Careers
Rouslsten, Donita – Accompanist
Silva, Rosario – Child Dev. Center - Office Supervisor
Shadrick, Jessica – Program Technician
Sorenson, Pam – Food Service Assistant II
Speer, Irene – Bookstore Assistant II
Stinson, Carrie – Alternative Media Specialist
Styer, Charlene – Learning Center Technician/Computer Lab
Assistant
Tanguma, Joe – Custodian II
Thompson, Diane – Administrative Secretary/Community Service
Coordinator

Trujillo, Beatrice – Child Dev. Center Associate Teacher
Vanni, Christopher – Laboratory Technician I
Viotto, Rosemary – Media Technician/Library Technician II
Waddle, Jill – Child Dev. Center - Teacher
Wiggins, Gina – Information Center Assistant/Department
Assistant III
Wright, John – Custodian I

EMERITI

Sam Baker – 1966-2002 – Mathematics
Tom Baker – 1955-1981 – Metals
Robert Benton – 1965-1996 – Auto-Diesel
Portia Boudreaux – 2001-2009 – Health Careers
George Brannan – 1993-2009 – Health Careers
Frank Chester – 1984-1999 – Building Trades/CalWORKs
Burl Cuffman – 1957-1993 – Natural Science/Mathematics
Dan Dale – 1991-2010 – Administration of Justice
Cliff Davids – 1975-2001 – DSPS/Enabler Program Director
Marie Ellis – 1948-1991 – Physical Education, Athletics
Dan Engel – 1973-2006 – Chemistry
Amada Flaherty – 1971-1993 – College Nurse, Health Careers
Mary Franco – 1978-1996 – Child Development Center
Severo Garcia – 1968-1995 – Music, Spanish, Physical Education
Peggy Gould – 1971-1992 – Director, Health Careers
Charles N. Guerrero – 1973-1996 – Vice President, Instruction/
Student Services
Jackson B. Hargis – 1973-1989 – Dean of Instruction, Vocational
and Continuing Education
Thomas Howell – 1973-2003 – Fine Arts
Paul R. Kercher – 1960-1985 – Vice President, Dean of Students
Tim Larson – 1964-2002 – Mathematics
John McGuire – 1984-1999 – Natural Science/Mathematics
Ellen Medley – 1970-2006 – Business
Edward Muraski – 1989-1999 – Vocational Technical
Paul Nay – 1972-1997 – Psychology
Allen E. Nelson – 1961-1993 – Director of Athletics, Physical
Education
Jean Palmer – 1972-1983 – Health Careers
Gail R. “Pat” Patterson – 1969-2000 – Social Science
Richard Patterson – 1968-1999 – Metals
Othel Pearson – 1967-1998 – English
Don Perez – 1976-1995 – Counseling, Social Science
Beverly Richardson – 1987-2002 – English
Robert Ross – 1969-1992 – Associate Dean, Vocational Education
Michael Rost – 1971-2003 – Coordinator, Learning Center
Alex Samarin – 1970-1991 – English
Marvin Sharp – 1969-2000 – Mathematics
Phil Simons – 1968-2007 – Oral Communications
Walt Snyder – 1974-2001 – History
Isabel Sunderland – 1969-1983 – Librarian
Prudy Tanner – 1974-2006 – Child Development
Barbara Teague – 1977-1996 – Health Careers
Hans von Buelow – 1967-1985 – German, English
Howard Waters – 1972-1996 – English, Psychology
Bonnie Y. White – 1985-1998 – Physical Education
Carol Wilkins – 2010 – Counselor/Directory of Disability Resource
Center
Darryl Williams – 1969-2010 – Physical Education
Ted Wise – 1983-2010 – English
LaWanda Wollenman – 1973-1984 – Health Careers
Norman Worthington – 1967-1985 – Business
David Wright – 1967-1998 – Life Science

General Course Information

General Course Information

COURSE NUMBERING SYSTEM

The course numbering system at Porterville College has been established to indicate the intent of the course and its relationship to the offerings of four-year colleges and universities. The meaning of the number system is as follows:

P100-P299 (previously 1-49)

- Certificate and associate-degree-level courses that are generally transferable to four-year colleges and universities. Students should understand that even though a course so designated will transfer, the courses may not meet the specific major requirements of the transferring institution. However, regardless of major applicability, these courses may be used for elective credit.

P001-P069 (previously 50-69)

- Certificate and associate-degree-level courses only. Baccalaureate transferability is subject to review by individual institutions to which the student may transfer.

P070-P089 (previously 70-89)

- Developmental classes. These classes are not intended for certificate, associate or baccalaureate degree programs. However, credit may be awarded.

P090-P099 (previously 90-99)

- Non-credit courses. These courses do not appear on college transcripts.

COURSE PREFIX LISTING

Accounting	ACCT
Administration of Justice	ADMJ
Agriculture	AGRI
American Sign Language	ASL
Anatomy	ANAT
Anthropology	ANTH
Applied Design	APDS
Art	ART
Astronomy	ASTR
Biology	BIOL
Business	BUS
Business Administration	BSAD
Chemistry	CHEM
Child Development	CHDV
Commercial Art	CMRT
Computer Graphics	CGRP
Drama	DRMA
Earth Science	ERSC
Economics	ECON

Education	EDUC
Emergency Medical Technician	EMTC
English	ENGL
English for Second Language Learners	EL2
English as a Second Language	ENSL
Ethnic Studies	ETHN
Fire Technology	FIRE
General Studies	GNST
Geography	GEOG
Geology	GEOL
Graphic Arts	GRPH
Health	HLTH
Health Careers	HCRS
Health Education	HLED
History	HIST
Human Services	HMSV
Humanities	HUM
Industrial Maintenance	INDT
Information Systems	INFS
Interdisciplinary Studies	INST
Life Science	LISC
Marketing	MRKT
Math	MATH
Microbiology	MICR
Music	MUSC
Nursing	NURS
Office Technology	OFFT
Philosophy	PHIL
Photography	PHOT
Physical Education	PHED
Physical Science	PHSC
Physics	PHYS
Physiology	PHYL
Political Science	POLS
Psychiatric Technology	PSYT
Psychology	PSYC
Sociology	SOCI
Social Science	SOSC
Spanish	SPAN
Speech	SPCH
Vocational Nursing	VNRS
Work Experience	WEXP

COURSE LEVEL

The relative level and applicability of each course are designated by the following letter symbols:

A – Applicable to all Associate degree and Certificate Programs.

UC – Transferable to universities within the University of California System.

CSU – Transferable to universities within the California State University System.

Courses without one of the above designations do not carry certificate or degree-level credit, but may be used to prepare students for further study in an institution for higher education.

Every effort is made to offer all the courses in the catalog at least once every two years. However, the fact that a course is in the catalog does not necessarily mean that it will be offered in a particular semester. Students should check the schedule of classes for current offerings.

COURSE DESCRIPTION

Credit: Each course carries a specified credit value. This is indicated at the right of the title line. In California Community Colleges, generally, for each credit offered, one hour of lecture per week, three hours of laboratory per week, or an equivalent combination of both per week is required. In laboratory, some physical education and some selected other classes, additional hours of in-class work is required. Each hour a student spends in a lecture class presupposes two hours of outside preparation.

When a course may be taken for variable credit, depending on the amount of work assigned, the credit value designation will show two numbers, hyphenated, instead of the usual one number.

Consent of a counselor must be obtained to carry more than nineteen (19) credits.

Prerequisites: Course prerequisites are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for his/her success. An instructor has the prerogative to refuse admission to class or officially drop a student from class who has not satisfied the course prerequisites as published in the college catalog. Students are advised that credit will not be awarded for courses taken after a higher level course has been completed, e. g., English P050 taken after completion of English P101A, or Beginning Tennis taken after Intermediate Tennis.

Programs

Programs

ACCOUNTING

P010 – Practical Accounting 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course is designed to provide coverage of the bookkeeping process from analysis of business transactions through the preparation of periodic financial reports. These activities cover both the service business form and the merchandising operation. (A)

P020 – Computerized Accounting 1 credit

Prerequisite: Accounting P010 or P110 and Information Systems P001, P005 or P100.

Recommendation: Eligible for level 2 English placement.

Total lecture 18 hours. This course is designed to present a commercial general ledger software package that is user friendly for accounting students. Topics include operating general ledger software and the principles of processing accounting data that apply to most commercial integrated account software packages. (A)

P030 – Introduction to Federal Income Tax for Individuals 1 credit

Prerequisite: None.

Total lecture 18 hours. An introduction to the concepts of taxation as it applies to individuals and specifically to provide the ability to prepare individual income tax forms for returns involving adjustments to income, itemized deductions, and employee business expense. This course is offered only on a pass/no-pass grading system. This course may be repeated two times. (A)

P110 – Financial Accounting 4 credits

Prerequisite: None.

Total lecture 72 hours. This course is the first part of the introduction to basics of accounting and provides students with a working knowledge of the concepts, purposes, and basic principles of accounting within the business systems. Topics include preparing, analyzing and interpreting the complete accounting cycles of service and merchandising businesses; concepts of accruals, deferrals, and valuation; and computerized accounting systems using commercial general ledger software. (A/CSU/UC)

P120 – Managerial Accounting 4 credits

Prerequisite: None.

Total lecture 72 hours. This course is the second and final part of the introduction to basic principles of accounting and provides students with a working knowledge of the concepts, purposes, and basic principles of accounting within the business systems. Topics include cost concepts and cost allocation; costing systems, activity based systems, cost behavior analysis, the budgeting process, quality management, and financial performance measurement. (A/CSU/UC)

P122 – Cost Accounting 3 credits

Prerequisite: Accounting P120.

Total lecture 54 hours. This course provides students with the basic concepts and tools associated with cost management information systems. Topics include traditional and contemporary business decision making techniques that are used in planning and controlling the costs of running manufacturing, service or merchandising business, product costing systems, and Activity Based Accounting. (A/CSU)

P130 – Income Tax for Individuals and-Business 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course provides students with knowledge and training in income tax reporting procedures for individuals, partnerships, and corporations. Topics include types of tax structures, itemized deductions, accounting periods and methods, tax research, corporate formations, and corporate income tax. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

ADMINISTRATION OF JUSTICE

P051A – PC 832 Arrest and Control 2 credits

Prerequisite: None.

Total lecture 30 hours, total laboratory 18 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course which covers ethics and basic penal code laws. The student will also learn to apply basic self-defense and arrest restraint holds and handcuff a prisoner properly. The course is required by P.O.S.T. for all occupations that require the employee to make arrests. Examples of these occupations are: California Department of Corrections, County Probation Officers, Reserve Police Officers and other law enforcement related fields. Approved for pass/no pass grading option. (A)

P051B – PC832 Firearms 1 credit

Prerequisite: Administration of Justice P051A or a P.O.S.T. approved 40-hour Arrest and Control certified course. All students must be cleared through California Department of Justice for criminal history per Penal Code Section 13511.5 prior to enrolling in the class.

Total lecture 18 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course. It is the follow-on course for Administration of Justice P051A. This course covers firearms safety, care and cleaning of the firearm, firing positions, sight picture, and steady-hold factors. There are two eight-hour periods on the firing range in which the students apply the skills learned in class. The final eight-hour period is designated as a qualification day in which the students must attain a qualifying score. Approved for pass/no pass grading option. (A)

P066A – Police Reserve Training, Level III 7 credits

Prerequisite: None.

Total lecture 108 hours, total laboratory 62 hours. This course provides required training for Level III Police Reserve Officers in accordance with P.C. 832.6 and P.O.S.T. regulations. P.O.S.T. has mandated the curriculum. Approved for pass/no-pass grading option. (A)

P066B – Police Reserve Training, Level II 10 credits

Prerequisite: Administration of Justice P066A.

Total lecture 170 hours, total laboratory 90 hours. This is a P.O.S.T. (Peace Officer Standards and Training) certified course designed to prepare the student to be a Level II Police Reserve Officer. Areas covered are community relations, victimology/crisis intervention, physical training, property crimes, crimes against children, laws of arrest, search and seizure, presentation of evidence, firearms, chemical weapons, weaponless defense and scenario training. Upon successful completion, the student will be qualified to apply for a position as a reserve officer. Completion of this course and Administration of Justice P066A will give the student completion of 75 percent of the Basic P.O.S.T. Police Academy and allow the student to take the P.O.S.T. entrance exam to be admitted to level I at a community college offering the Basic P.O.S.T. Academy. Approved for pass/no-pass grading option. (A)

P073A-ZZ – Adv. Peace Officer Training ½ to 12 credits
Prerequisite: Administration of Justice P051A-B and P066A, equivalent, or a P.O.S.T. Basic Certificate.

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.). The subject content is designed to meet current training needs in the area and will change with each course. A course outline for each course will be placed on file as the course is presented. A minimum of nine hours lecture or 27 hours lab will be required for each 1/2 credit. This course is offered only on a pass/no-pass grading system. Credits do not count toward the associate degree. This is an open-entry/open-exit course.

P093A-ZZ – Advanced Peace Officer Training 0 credits
Prerequisite: Administration of Justice P051A-B and P066A, equivalent, or a P.O.S.T. Basic Certificate.

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.). The subject content is designed to meet current training needs in the area and will change with each course. A course outline for each course will be placed on file as the course is presented.

P101 – Public Safety Report Writing 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is designed to introduce students, who are interested in careers in the public safety area, to the report writing skills necessary to be successful once they are employed in the fields of law enforcement, corrections or fire technology. The course will review the basics of English grammar, syntax, composition and style. With this refresher, the student will begin to analyze case studies for the proper crime committed and then write a series of crime, incident, hazard and confinement reports. (A/ CSU)

P102 – Introduction to Administration of Justice 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. (A/CSU/UC)

P103 – Introduction to Law 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course provides an introduction to the historical development and philosophy of law and constitutional research, legal methodology and concepts of law as a social force. A brief analysis of criminal intent, parties to a crime, elements of crime, corpus delicti, defenses to crimes and an introduction to laws of arrest will also be addressed. In addition, law as it affects the correctional component of the justice system will be clearly identified. (A/CSU)

P104 – Criminal Law 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course will cover historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their application to the system of criminology; legal research, study of case law, methodology, and concepts of law as a social force. Law as it affects the correctional component of the justice system will be clearly identified. (A/CSU/UC)

P105 – Principles & Procedures of the Justice System 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. An in-depth study of the role and responsibilities of each segment within the Criminology System; law enforcement, judicial, corrections. A past, present and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. (A/CSU)

P106 – Legal Aspects of Evidence 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. 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; admissibility of evidence in the courtroom; procedures for formally admitting evidence during trial; judicial decisions interpreting individual rights and case studies. (A/CSU)

P107 – Exploring Contemporary Multicultural Issues 3 credits
Prerequisite: None.

Total lecture 54 hours. An in-depth exploration of the roles of the administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Approved for pass/no-pass grading option. (A/CSU/UC)

P108 – Principles of Investigation 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. The study of basic principles of all types of investigations utilized in the Justice System. Coverage will include human aspects in dealing with the public; specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparations. (A/CSU)

P109 – Criminal Justice Communications 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A course within the Administration of Justice Department designed for both the criminal justice student and the individual who wishes to examine the process by which people, acting collectively, make and remake their social and cultural worlds. Topics include a study of effective oral and written communications, including varied aspects of criminal justice agency interrogation, observation recording, field note taking and current trends in criminal justice reporting. (A/CSU)

P111 – Introduction to Behavioral and Correctional Science 3 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. It will also explore the theoretical and philosophical explanations of behavior, the correctional system, and it's relationship to the criminal offender, as well as modern techniques of controlling crime. It will specifically focus on the legal issues, specific laws, and general operation of correctional institutions. It will survey the occupational field with emphasis on treatment and

rehabilitation methods and facilities and opportunities for psychological and sociological services. Finally, the course will explore the relationship between corrections and other components of the judicial system. Course is also offered online. (A/CSU)

P113 – Interviewing and Counseling in Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Introduction to approaches to behavior modification through interviewing and counseling. An overview of the techniques available to entry-level practitioners in corrections, counseling and interviewing. Create an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. (A/CSU)

P114 – Control and Supervision in Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course offers an overview of supervision of inmates in the local, state, and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence, and effects of crowding on inmates and staff, coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. (A/CSU)

P115 – Legal Aspects of Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the correction's environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials. (A/CSU)

P117 – Police Operations 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon patrol, traffic, public service responsibilities and their relationship to the administration of justice system. (A/CSU)

P118 – Introduction to Criminology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study and discussion of current theories of crime causation, types of criminal behavior, sociological and psychological factors contributing to crime, and the methods of dealing with criminals. (A/CSU)

P121 – Juvenile Delinquency 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. An in depth study of juvenile delinquency in America. Coverage will include theories of delinquency, social class and delinquency, sub-cultures of delinquency, delinquencies and gangs among boys, delinquencies of girls, the effects of home and school, community prevention programs, police contact, juvenile courts, probation, and institutional treatment. (A/CSU)

P122 – Probation and Parole 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. An in-depth exploration of theories, philosophies, and procedures related to the role of the probation and parole officer. Emphasis is placed upon client contact, motivation, decision making, methods of evaluation, management, treatment, and client supervision. (A/CSU)

P123 – Constitutional Rights of the Accused 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Landmark U.S. Supreme Court decisions involving constitutional issues relating to: due process, right to counsel, search and seizure, self-incrimination, fair trial, cruel and unusual punishment, double jeopardy, first amendment rights, equal protection, and the critical thinking process of analysis, criticism, advocacy of ideas and reasoning. (A/CSU)

P140 – Field Work/Administration of Justice Police Cadet 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and instructor's permission.

Total lecture 18 hours, total laboratory 108 hours. Students may earn a maximum of 12 credits. Maximum of six credits creditable toward a major in this field. Under direct supervision, students will perform duties as assigned on campus or with local law enforcement agencies. Duties on campus will consist of parking enforcement, traffic control, building and parking lot security, escort service when needed, and security at school events. Students assigned to a law enforcement agency will receive training in records, communications, jail maintenance, prisoner processing, gathering of information, report writing, and other areas assigned. Lecture will cover professionalism as well as the philosophical, sociological, psychological, political and legal aspects of law enforcement. This course may be repeated three times. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

AGRICULTURE

P101 – Introduction to Agribusiness 3 credits

Prerequisite: None.

Total lecture 54 hours. A survey and basic understanding of the business and economics of the agriculture industry. Introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system. The management principles encountered in the day to day operation of an agricultural enterprise are stressed as they relate to the decision-making process. This course contains the same content as CCAG 105 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P102 – Agricultural Economics 3 credits

Prerequisite: None.

Total lecture 54 hours. Economic principles of resource allocation, production, cost analysis, and market price equilibrium with primary application to the agriculture sector; supply and demand in commodity pricing under perfect and imperfect competition; survey of agriculture credit, marketing and policy issues. This course contains the same content as CCAG 605 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)

<p>P103 – Agricultural Sales 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness section will be explored. Students will gain experiences through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Communication, leadership, and management skills are basic tools necessary for future career development within the agribusiness sector, as well as other aspects of life. This course contains the same content as CCAG 130 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>	<p>P131 – Introduction to Plant Science 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. This course is designed to provide the students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Techniques of research, exploration of plant growth, and identification of economical crops will be included. This course contains the same content as CCAG 605 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>
<p>P104 – Computer Applications in Agriculture 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness. This course contains the same content as CCAG 110 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>	<p>P132 – Agricultural Math 3 credits <i>Prerequisite: None</i> Total lecture 54 hours. Basic algebraic problem solving skills applied to agricultural production. Calculation of discounts, interest, percentages, linear measurements, area, volume, ratios and proportions. Use of the metric system. (A/CSU)</p>
<p>P106 – Introduction to Soil Science 3 credits <i>Prerequisite: None.</i> Total lecture 36 hours, total laboratory 54 hours. This course provides a basic knowledge of the physical, chemical, and biological properties of soils and their characteristics. The course includes factors of fundamental soil properties, soil and plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and non-agricultural uses. This course contains the same content as CCAG 635 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)</p>	<p>P135 – Irrigation Fundamentals 3 credits <i>Prerequisite: None.</i> Total lecture 36 hours, total laboratory 54 hours. The principles and practices of California water delivery will be covered. Basic topics of plant-soil-moisture relationships and water movement in the soil, water quality, water law, measurement of water, evaluation of irrigation methods, systems, wells and pumps will be included. This course contains the same content as CCAG 650 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>
<p>P107 – Agricultural Marketing 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. Survey of marketing aspects of the agricultural industry. An overview of the structure and institutional aspects of the marketing system including global agricultural markets. Industry studies of the marketing of selected locally grown commodities will be made. This course contains the same content as AG-AB 120L of the California Community College Statewide Agriculture Curriculum and Course Identification Numbering System. (A/CSU)</p>	<p>P139 – Floriculture Crop Production 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. Analysis, description, and operation of greenhouses and other structures and facilities as they relate to floriculture. Included are the following: (A) Relationships of light, temperature, moisture, aeration, humidity, and fertility of floricultural crops; (B) Identification and investigation of major greenhouse grown crops including foliage plants, flowering potted plants, bedding plants, cut flowers, color and specialty crops; (C) Planning and implementing several cropping plans for floriculture plants and products. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>
<p>P117 – Plant Propagation/Production 3 credits <i>Prerequisite: None</i> Total lecture 36 hours, total laboratory 54 hours. 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. This course contains the same content as C-ID AG-EH 116L of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>	<p>P140 – Landscape Design 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. This is a general course in the study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p> <p>P141 – Landscape Business Management 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. Introduction to professional landscape management practices, including bidding, estimating, contracts and various business management practices. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)</p>

Special Studies, see page 112.
 Work Experience, see page 109.

AMERICAN SIGN LANGUAGE

P101 – Beginning American Sign Language 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 hours. Fundamentals of American Sign Language (ASL). Introduces the history of ASL, deaf culture, basic vocabulary and grammatical structure, techniques of signing, and nonverbal aspects of American Sign Language. (A/ CSU/UC)

P102 – Beginning American Sign Language 4 credits

Prerequisite: ASL P101 with a “C” or higher or demonstrated skill level.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 hours. Fundamentals of American Sign Language (ASL). Introduces the history, (Deaf) culture, basic vocabulary and grammatical structure, techniques of signing, and nonverbal aspects of American Sign Language. Outside assignments require practice with videotaped programs. (A/ CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

ANATOMY

P052 – Introduction and Survey of Anatomy
and Physiology 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 27 hours, total laboratory 27 hours. The course will cover basic anatomy and physiology of the human body. It is designed to fulfill the requirements of students preparing to enroll in the Vocational Nurse and Psychiatric Technician programs. Does not meet the Associate in Arts degree requirement in science. (A)

Special Studies, see page 112.
Work Experience, see page 109.

P110 – Human Anatomy 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 108 hours. The essential features of human anatomy including the gross and microscopic anatomy of all the body systems. Laboratory consists of animal and human preserved specimens, models, and dissection of the cat. Designed for students majoring in nursing, physical education, and the medical and paramedical professions. Approved for pass/no-pass grading option. (A/ CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

ANTHROPOLOGY

P101 – Introduction to Physical Anthropology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. The course will cover the biological evolution of humans and their relation to non-humans; an examination of the human fossil record; discussion of the meaning of race and population genetics. Approved for pass/no-pass grading option. (A/CSU/UC)

P102 – Cultural Anthropology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course will cover an introduction to the methods and theories involved in the study of western and non-western

societies. Areas of investigation include subsistence patterns, religion, language, folklore and kinship. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P103 – Introduction to Archaeology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. The course will emphasize basic archaeological theory and method, practical field techniques, dating methods and an introduction to Old World and New World archaeological sites. (A/ CSU/UC)

P105 – North American Indians 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Descriptive study of Indian culture and societies in North America. Discussion of prehistoric, proto-historic, historic and modern culture. Designed to provide an understanding and appreciation of the Indians of North America. Course is also offered online. (A/CSU/UC)

P107 – Magic, Witchcraft, and Religion 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course will focus on how both western and non-western societies view the supernatural. A cross cultural examination of religious belief systems, rituals and symbolism as practiced in selected regions of the world. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

APPLIED DESIGN

P101 – Crafts 2 credits

Prerequisite: None.

Total lecture/studio 72 hours. This introductory course explores the basics of creating well-crafted two and three dimensional objects using a variety of media such as paper, wood, foam, clay, and plaster. This course would benefit teachers and anyone else interested in crafts. (A/ CSU)

P102 – Ceramics 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 hours. A study of ceramics with stoneware clay as the medium: pinched forms, clay slab, coil, drape, press, and wheel-thrown forms. Includes decorating, glazing, and firing. Required course for majors in Applied Design and a Certificate in Applied Design. Recommended for majors in Fine Arts Studio. (A/ CSU/UC)

P104 – Jewelry 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 hours. This beginning jewelry class will focus on jewelry fabrication techniques and processes such as silver soldering, centrifugal casting, and stone setting. Required course for major or certificate in Applied Design. Recommended for Art Studio major. (A/CSU)

P106 – Advanced Ceramics 2 credits
Prerequisite: Applied Design P102.
Total lecture 18 hours, total laboratory 54 hours. A continuation of specialized skill refinement with emphasis on personal creativity. Projects are both specifically assigned and developed on an individual basis. Emphasis given to application of design principles. Students are expected to do study projects related to the history of ceramics. (A/CSU/UC)

P108 – Advanced Jewelry 2 credits
Prerequisite: Applied Design P104.
Total lecture/studio 72 hours. Continuation of Applied Design P104. Emphasis is on individual designs in metalsmithing, both fabrication and casting processes. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

ART

P050 – Art Studio 1 credit
Prerequisite: None.
Total lecture 9 hours, total laboratory 27 hours. Course offers a variety of experiences in different studio media, examples: color in expressionism, landscape drawing, ink techniques, mixed media, or other media found in sculpture, photography, etc. This course may be repeated three times. (A)

P055 – Gallery Tours ½ credit
Prerequisite: None.
Total lecture 9 hours. This course provides students with an opportunity to view and experience a wide variety of art first hand. Touring galleries and museums, students will develop an appreciation for art and the significance of its role in a humanistic society. Approved for pass/no-pass grading system. However, students may apply for a letter grade. This course may be repeated three times. (A)

P101 – Art Studio Fundamentals 3 credits
Prerequisite: None.
Total lecture 54 hours, total studio 18 hours. An introduction to art through its processes and media. The foundation course for all studio art classes. (A/CSU/UC)

P103 – Basic Drawing 3 credits
Prerequisite: None.
Total lecture 54 hours, total laboratory 18 hours. The course will cover a step-by-step approach that progressively builds skills and visual perception; use of simple media of pencils and pen. It is designed to give a solid foundation for individual creative expression and is required for Commercial Art, Fine Arts Studio, and Art History Theory and Esthetics majors. (A/CSU/UC)

P104 – Basic Painting 2 credits
Prerequisite: None.
Total lecture 18 hours, total laboratory 54 hours. This is a beginning painting course that will concentrate on basic skill development. Students will become familiar with the fundamental materials, techniques, and ideas of painting. Emphasis will be placed on the exploration and application of these elements and on the development of the students problem solving abilities. Required course for Art Studio major and certificate. Recommended for Commercial Art major and certificate. (A/CSU/UC)

P105 – Mixed Media Sculpture 2 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 36 hours. This course emphasizes the use of different media to explore the creation of 3-D form. Media to be used will include clay, plaster, foam, and wood. Required course for Applied Design and Art Studio majors. (A/CSU/UC)

P106 – Color and Design 3 credits
Prerequisite: None.
Total lecture 54 hours, total laboratory 18 hours. This course is an introduction to basic color theory and design. Instruction will concentrate on developing the student's ability to perceive and manipulate, with intent, objective/subjective color interactions. Students will explore the fundamentals of color theory and design while completing a series of two dimensional projects. This class will provide students with practical color knowledge that is invaluable to a variety of applications: fine, applied, and commercial art, computer graphics, interior and fashion design, weaving, etc. Skills development, expanded problem solving abilities and presentation will be emphasized. Success in this class will, in large part, be determined by the student's commitment to the exploratory process. (A/CSU/UC)

P110 – Ancient Art History 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A survey of architecture, painting, and sculpture of the Ancient Western World from prehistory, the Ancient Near East and Ancient Egypt, the Classical Greek and Roman worlds, to Early Christian and Byzantine art. The course follows a historical chronology with illustrated lectures, discussions, and readings. Fulfills a transfer-level requirement in Arts and satisfies a Humanities requirement for associate degree. (A/CSU/UC)

P111 – Renaissance and Baroque Art History 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A chronological survey of European painting, architecture, and sculpture of the Middle Ages, renaissance, and Baroque periods from the 7th century AD to the mid 18th century. The course will discuss the physical, social, and historical contexts and visual language of these works of art through illustrated lectures, discussion, and readings. Required for Art History and Fine Arts majors. Fulfills transfer-level requirements in Arts and Humanities and satisfies a humanities requirement for an A.A. degree. (A/CSU/UC)

P112 – Modern Art History 3 credits
Prerequisite: None.
Total lecture 54 hours. A chronological survey of art of the modern world beginning with the Neoclassical art of the mid 18th century in Europe and the United States and concluding with the contemporary art of the present day. The course will discuss the physical, social, and historical contexts and visual language of these works of art through illustrated lectures, discussions, and readings. Required for Art History and Fine Arts majors; recommended for certificates in Applied Design and Photography. Fulfills transfer level requirements in Arts and Humanities and satisfies a humanities requirement for an A.A. degree. (A/CSU/UC)

P117 – Advanced Drawing 2 credits
Prerequisite: Art P103.
Total lecture 18 hours, laboratory 54 hours. Drawing used as a vehicle in the exploration and expression of ideas. Originality, self-expression, experimentation, and skill refinement will be emphasized in the creation

of two-dimensional imagery. Instruction is individualized. (A/CSU/UC)

P118 – Figure Drawing 2 credits

Prerequisite: None.

Total lecture/studio 72 hours. This beginning course in drawing focuses on the human figure as subject. The class will draw from the live model in various media and will explore a variety of approaches to depicting the human form. Required for Fine Arts majors, recommended for Commercial Art majors. (A/CSU/UC)

P119 – Advanced Painting 2 credits

Prerequisite: Art P104.

Total lecture 18 hours, total laboratory 54 hours. Painting used as a vehicle in the exploration and expression of ideas. Originality, self-expression, experimentation, and skill refinement will be emphasized in the creation of two/three-dimensional imagery. Instruction is individualized. Recommended Art Studio and Commercial Art majors. (A/CSU/UC)

P120 – Head Sculpture 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 hours. A study of realistic head sculpture. Instruction in anatomy and expression in facial structure. Learning simple techniques in modeling clay, construction of molds and plaster casting. Recommended for Fine Arts major. (A)

P121 – Figurative Sculpture 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 hours. In this course, the student will learn to sculpt the human figure in wire, clay, and plaster. A variety of processes and techniques in sculpting the human form will be demonstrated in class. Historical and contemporary examples of figurative sculpture will be presented pictorially. Recommended for Fine Arts major. (A)

P122 – Advanced Figure Drawing 2 credits

Prerequisite: Art P118.

Total lecture/studio 72 hours. This course is for students wishing to specialize in the study of the human form. The class will explore, through various media and techniques, the expressive character of the human figure. (A/CSU/UC)

P134 – Portrait Painting 2 credits

Prerequisite: None.

Total lecture 18 hours/studio 54 hours. Specialized instruction in portraits. Study of structure, form and design of heads and faces. Simple memory systems as aids, uses of different media as well as paint. Detailed instruction in light and its qualities, color and mood, character and meaning, and expression as found in stilled, spontaneous action. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

ASTRONOMY

P101 – Elementary Astronomy 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and Math P055.

Total lecture 54 hours, total laboratory 54 hours. An introduction to the origin, characteristics, and evolution of the solar system, the stars, the galaxies, and the universe. Historical milestones in the science

of astronomy, from ancient astronomers to space probes of today. Consideration of the future of astronomical research and current theories in astronomy. The laboratory portion of the class includes an analysis of electromagnetic radiation, distance measurements, the principles of telescope construction, and the observation of constellations, planets, stars, nebulae, and galaxies. Approved for pass/no-pass grading option. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

BIOLOGY

P105 – Introductory Biology 5 credits

Prerequisite/Corequisite: Intermediate Algebra.

Recommendation: Eligible for level 2 English placement and high school chemistry.

Total lecture 54 hours, total laboratory 108 hours. An introduction to the molecular basis of cells, cell structure and function, and energy metabolism. Investigation of chromosomal genetics and inheritance patterns and population genetics. A survey of the prokaryote, protist, and animal kingdoms, with reference to structure, physiology, evolutionary relationships, reproduction and development. Introduction to viruses. Intended for students majoring in any of the biological and related sciences, but open to all qualified students. (A/CSU/UC)

P106 – Introductory Biology 5 credits

Prerequisite/Corequisite: Intermediate Algebra.

Recommendation: Eligible for level 2 English placement and high school chemistry.

Total lecture 54 hours, total laboratory 108 hours. An introduction to ecology and environmental biology. Investigation of molecular genetics, including an introduction to genetic technologies. Review of energy transfer reactions. A survey of the fungal and plant kingdoms with reference to structure, physiology, evolutionary relationships and reproduction, with special attention to angiosperms. Intended for students majoring in any of the biological and related sciences, but open to all qualified students. (A/CSU/UC)

P110 – Principles of Biology 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. An introduction to the general concepts of biology as related to the chemical nature of life, the cell, molecular genetics, heredity and reproduction, ecology, and evolution. Includes a survey of organismal structure and function, and the phylogenetic relationships of major groups. Special reference to the bearing of biology on human life. Primarily intended for students not planning to transfer in the sciences. (A/CSU/UC)

P118 – Nutrition 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A scientific study of the basic chemical and physiological concepts of human nutrition. Includes adaptation of these concepts to various individual needs during changing lifetime needs. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

BUSINESS

P059 – Issues in Business Community Leadership: Leadership Skills 3 credits

Prerequisite: None.

Recommendation: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 54 hours. This course provides students with knowledge and training necessary for leadership roles in an organization or community. Topics include visionary leadership, personal goal setting, and assessment of individual leadership styles, effective communication skills, group dynamics, and the group process. This course is offered only on a pass/no-pass grading system. (A)

Special Studies, see page 112.
Work Experience, see page 109.

BUSINESS ADMINISTRATION

P011 – Business Mathematics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 math placement.

Total lecture 54 hours. Practical problems in mathematics designed to assist the clerical, secretarial, accounting and merchandising student. The course includes a review of basic math pricing including: decimals, place values, addition, subtraction, and percentages. The course continues with topics including bank reconciliation, markups, markdowns, payroll and interest. Issues and problems relating to sales and financial statement preparation and analysis will also be discussed. Approved for pass/no-pass grading option. (A)

P101 – Introduction to Business 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Introductory study of American business providing understanding of the structures and functions of business within the free enterprise system. Specific topics include forms of business organizations, the economic and social setting, financing, management, marketing, and legal governmental considerations. Designed for any student interested in business and is recommended for all business majors. Course is also offered online (A/CSU/UC)

P120 – Principles of Management /Organization 3credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A basic course of management and supervision to help managers and supervisors in both public and private sectors build professional expertise in the areas of management and organization. (A/CSU)

P124 – Principles of Marketing 3credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course is designed to provide an active-learning approach involving students in the operational, promotional and developmental problems of marketing from local to global issues. Topics include buying, pricing, sales promotion, salesmanship, public relations, stock control and record keeping. [Also listed as Marketing P124] (A/CSU)

P132 – Business Communications 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 hours. This course includes oral and written communications development through individual and group performance. Topics include development of sentence and paragraph structure, patterns and formats of business messages, report writing, oral communication and public speaking/presentations, global and cross-cultural communication guidelines and techniques, technology-enabled communication with differing media, and business research methods. Development of business-related vocabulary/spelling is emphasized in all student work. (A/CSU)

P140 – Business Law 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 hours. The primary purpose of this course is to examine the basic principles of law that are applicable to specific subjects as the nature, development and source of law, methods of enforcement in the civil court system, contracts, agency, torts and business torts, administrative law in economic regulation, labor and employment, and aspects of international business transactions. Discussion, analysis, and case studies. Course is also offered online. (A/CSU/UC)

P150 – Quantitative Methods for Business
Decision Making 3 credits

Prerequisite: Math P051.

Total lecture 54 hours. This course is designed to provide students with the knowledge and skills necessary for the formulation and solution of quantitative models which are used in the business decision-making process. Included topics are matrix algebra and systems of equations, differential calculus, functions, probabilities, and linear programming. (A/CSU/UC)

P160 – Introduction to Entrepreneurship 3 credits

Prerequisite: None.

Recommendation: Eligible for Level 2 English placement.

Total lecture 54 hours. This course will introduce students to the world of business from the point of view of running a business as an entrepreneur. Students will create a business plan for a hypothetical company. This plan will include a description of the business, location, products, services, analysis of competition, market survey, marketing strategies, organizational structure, legal issues, business forms, financial plans, and financial projections. Activities will include reading, writing, discussion, direct, and indirect research of the following topics: Raising capital, financial analysis, negotiation, marketing, budgeting, business math, accounting principles, team work, problem solving, and decision making. This course is approved for pass/no-pass grading option. This course is also offered online. (A/CSU)

P165 – Entrepreneurial Finance 3 credits

Prerequisite: Eligible for Level 2 English placement, and Math P061.

Total lecture 54 hours. This course provides students with an understanding of the core financial aspects of business entrepreneurship in sole proprietorships, partnerships, limited liability companies, and private corporations. Topics include financial statements, break-even analysis, working capital management, time value of money, and capital budgeting. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

CHEMISTRY

P101A – General Chemistry 5 credits
Prerequisite: High school chemistry or Chemistry P106 or equivalent, and Math P051 or equivalent.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours, total laboratory 108 hours. Usually required for pre-med, pre-dental, pre-pharmacy, engineering and science majors. Stresses the concepts and principles of chemistry. Chemical formulas and equations, thermochemistry, behavior of gases, electronic structures of atoms, chemical bonding, and physical properties are emphasized. (A/CSU/UC)

P101B – General Chemistry II 5 credits
Prerequisite: Grade of “C” or higher in Chemistry P101A.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours, total laboratory 108 hours. Usually required for pre-med, pre-dental, pre-pharmacy, engineering and science majors. Stresses the concepts and principles of chemistry—reaction rates, equilibrium, thermodynamics, reaction spontaneity, solubility, acids and bases, coordination compounds, electrochemistry, and nuclear chemistry. (A/CSU/UC)

P106 – Introduction to Chemical Principles 4 credits
Prerequisite: None.
Recommendation: Math P055 or equivalent.
Total lecture 54 hours, total laboratory 54 hours. Emphasis on concepts and principles of chemistry. Measurement, chemical formulas and equations, stoichiometry, energy, reaction rates, chemical equilibrium, atomic structure, bonding, molecular geometry, and acid bases. (A/CSU/UC)

P108 – Basic Principles of Organic Chemistry 4 credits
Prerequisite: Chemistry P106 with a grade of “C” or higher.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours, total laboratory 54 hours. A survey of organic compounds, including the fundamental organic functional groups, representative types of organic chemical reactions, with special applications to health and life sciences. For students interested in chemical industries, medicine, dentistry, pharmacy, biology and related biological fields, engineering, medical terminology, and chiropractic, or students requiring only one semester of organic chemistry to complete chemistry requirements. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

CHILD DEVELOPMENT

P033 – Family Child Care Management
(Licensing and Business Aspects) 1 credit
Prerequisite: None.
Total lecture 18 hours. This is an introductory class which combines theory and practical application to community care licensing guidelines, health and safety practices, development of business policies, recommended developmentally appropriate practices in play and curriculum, knowledge of support services and procedures unique to family child care homes. Course is also offered online. (A)

P110 – School-Age Child Care Programs 3 credits
Prerequisite: None.
Total lecture 54 hours. This course provides information about child care provision for school-age children. The content includes an overview

of the physical, social and cognitive development of school-age children. This course investigates a variety of enrichment activities as well as curriculum development. Course is also offered online. (A/CSU)

P111 – School-Age Child Care Practicum 3 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course is designed to prepare the student for classroom teaching and curriculum development in a school-age care program. Laboratory experience will be direct contact with children in a functioning program. Laboratory experience will be approved by instructor and performed at a school site or afternoon school-age program of the student's choice, which must be approved by the instructor prior to beginning laboratory participation. (A/CSU)

P115 – Introduction to Early Intervention 3 credits
Prerequisite: None.
Total lecture 54 hours. This course provides an overview of treatments, strategies and techniques used to serve high-risk and disabled infants, birth to age three. The course meets the training needs of educators, parents and care providers who will serve this special needs population. Course is also offered online. (A/CSU)

P116 – Parenting and Child Guidance 3 credits
Prerequisite: None.
Total lecture 54 hours. This course is designed to increase a parent's and teacher's understanding of children's behavior, exploring techniques for dealing with issues such as attachment, appropriate guidance techniques, conflict resolution, handling aggression, negotiating peer interactions, parenting children with special needs, and parent/child relationships and communication. Course is also offered online. (A/CSU)

P117 – Teaching in a Diverse Society 3 credits
Prerequisite: None.
Total lecture 54 hours. An examination of the major social, economic, and psychological processes involved in interactions and relationships as related to differences in personal and group characteristic and how these processes impact work with young children and their families in early education programs. Various approaches will be explored, with emphasis on an anti-bias approach. Self-examination, reflection and integration of practices to promote equity and deepening understanding of how to best support children as they gain a sense of identity and become respectful and confident members of our complex, diverse society. Course is also offered online. (A/CSU)

P118 – Young Child with Special Needs 3 credits
Prerequisite: None.
Total lecture 54 hours. This course provides information about the characteristics of children with disabilities. Focus will be on etiology, legislation, curriculum, interventions, role of the teacher, and family issues. This course would fill three of the 12 credits required for an Early Childhood Special Education Certificate. Course is also offered online. (A/CSU)

P119 – Health, Safety and Nutrition 3 credits
Prerequisite: None.
Total lecture 54 hours. Introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified, along with the importance of collaboration with families and health professionals. The focus will be on integrating the concepts into everyday planning and program development for all children. (A/CSU)

P120 – Child Abuse 3 credits
Prerequisite: None.
Total lecture 54 hours. This course is a study of child abuse that will include detection, reporting requirements, causes, prevention and treatment. Students will develop knowledge related to understanding the impact of abuse on children. Community resources for prevention and treatment will be presented as well as information on healthy family dynamics. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU)

P121 – Zero to Three 3 credits
Prerequisite: None.
Total lecture 54 hours. This course is a study of the development and care of the infant/toddler. Areas of social/emotional development, nutrition, cognitive/motor development, limit setting, and language development will be discussed. Socializing among children/families of diverse backgrounds, play and natural environments appropriate for the typically and atypically developing child will be explored. Course is also offered online. (A/CSU)

P122 – Child, Family and Community 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement; Child Development P113.
Total lecture 54 hours. An examination of the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and cultural factors which influence the family and processes of socialization with an emphasis on the importance of respectful, reciprocal relationships that support and empower families. Course is offered online. (A/CSU/UC)

P142 – Principles and Practices of Teaching
Young Children 3 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting the physical, social, creative and intellectual development of all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. (A/CSU)

P143 – Practicum/Field Experience 3 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will 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 areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (A/CSU)

P144 – Introduction to Curriculum 3 credits
Prerequisite: None.
Total lecture/demonstration 54 hours. This course presents an overview of knowledge and skills related to providing an appropriate curriculum and environment for young children from birth to age six. Students will examine the teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment

strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science. (A/CSU)

P161 – Infant Care and Development 3 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course is a comprehensive study of the best practices for care of infants and toddlers at child care sites and Family Day Care homes. Students will receive instruction in the typical and atypical growth and development stages of infants and toddlers in the following areas: sensory integration, social-emotional development, cognitive development, large and small motor development and language acquisition. Through lecture, students will become familiar with age appropriate expectations and developmentally appropriate practices for infants and toddlers. Students will also be informed during lecture of the organizational components that must be present at a child care program or family child care home site for best practices with infants and toddlers to occur. The purpose of the laboratory is to provide the student with an understanding of the growth and development of infants through firsthand observations and experiences with infants. (A/CSU)

P223 – Child Growth and Development 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Examination of the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. Emphasizing interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Course is also offered online. [Equivalent to Psychology P223] (A/CSU/UC)

P231 – Children's Literature 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. An exploration of children's literature from past to present with concentration primarily on the preschool level. Lecture topics will include such subjects as the history of children's literature, various authors and illustrators, and different types of literature for children such as poetry, fable and fairy tales. In addition this course will expose the students to the California Preschool learning Foundation's language and literacy standards reading and speaking. Course is also offered online. (A/CSU)

P239 – Observation and Assessment 3 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintain quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. (A/CSU)

P244 – Supervision of Adults 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is a study of methods and principles of program and professional assessment and growth, evaluation and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including the ECERS,

DRDPO, California Preschool Learning Foundations from the CDE and professional growth requirements from the California Child Care Consortium and the Teacher Credentialing Department will be thoroughly discussed in an in-depth analysis of ongoing assessment and its importance in program and professional development. Students will develop knowledge and skills to meet professional standards to ensure effective individual competencies in personnel management skills, effective interpersonal communication and collaboration with colleagues, including knowledge of how adults learn and the importance of mentoring others in the child development field. This course meets the requirements for the Adult Supervision course required by the California Commission on Teacher Credentialing for the Child Development Permits. Course is also offered online. (A/CSU)

P245 – Early Childhood Education – Business Management 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course provides students and child development professionals with an analysis of appropriate record keeping and business practices necessary to effectively run a daycare business. The course will focus on the financial process, enrollment of children, parent-caregiver relationships, fees, forms for children and staff, payroll, purchasing, principles and practices, parent manual, contracts and legal requirements. Students explore a variety of business settings including family daycare, franchise, and individual ownership. (A/CSU)

P246 – Administration of Programs for Young Children 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Exploration of the overall operations and human relations aspects of administering children's programs. Business management practices, community relations, labor relations and staff management, personnel practices, parent and community involvement, and credentials will be addressed. Designed to meet the California State Child Development Permit Matrix requirements for the Site Supervisor. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

COMMERCIAL ART

P102 – Commercial Layout and Design 2 credits

Prerequisite: None.

Total lecture/studio 72 hours. This course is for those interested in how design layouts are produced in advertising, print media, the web, etc. Basic design concepts and methods used in the construction of layouts are explored through both digital and traditional media. Required for the major and certificate in Commercial Art and for the certificates in Applied Design and Technical Illustration. (A/CSU)

P103 – Illustration 2 credits

Prerequisite: None.

Total lecture/studio 72 hours. This introductory course in illustration balances an emphasis on concept and individual expression with continuous development of skills. Students will work in drawing, painting, and digital media to produce illustrations with commercial applications, such as for books, magazines, and graphic novels, and for advertising, editorial, and technical purposes. Required for majors and certificates in Commercial Art. (A/CSU)

P105 – Air Brush 2 credits

Prerequisite: None.

Total lecture 18 hour, total studio 54 hours. A concentrated study of this unique tool with instruction on its potential and best suited uses. Examples of successful techniques of airbrush technicians. Projects include rigorous exercise seeking mastery of the tool along with individual uniquely personal applications. Recommended for Commercial and Fine Arts Studio majors. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

COMPUTER GRAPHICS

P110 – Computer Graphics 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. This introductory course will teach basic theory and techniques for producing art and design using the computer. The student will work with digital imaging and graphics software applications such as Adobe Photoshop, Illustrator, and InDesign to create bitmap images and vector graphics for art projects in print media and the digital environment. (A/CSU)

P111 – Digital Graphic Design 3 credits

Prerequisite: Computer Graphics P110.

Total lecture 36 hours, total laboratory 54 hours. This course explores the tools, techniques, and concepts of graphic art and design created on the computer. The student will use Adobe Illustrator and its vector-based environment to create graphic art and design projects. Through a series of lessons and projects, student will develop a proficiency in computer illustration and design. (A/CSU)

P112 – Digital Imaging 3 credits

Prerequisite: Computer Graphics P110.

Total lecture 36 hours, total laboratory 54 hours. This course explores the tools, techniques, and concepts of digital image creation on the computer. The student will use Adobe Photoshop and its bit-mapped environment to design and create original artwork from digital images. Through a series of lessons and projects, students will develop a proficiency in digital imaging. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

DRAMA

P101 – Introduction to Theatre 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement or completion of English P050 with a grade of "C" or higher. .

Total lecture 54 hours. Survey of major dramatic forms and works for the theater. Study of historical theatrical literary periods and their relationships to the socioeconomic, religion, and political issues of the times. Introduction to the literature of significant playwrights. This course meets requirement for general education. (A/CSU/UC)

P102 – Introduction to Contemporary Drama 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Study of the creative process and techniques of staging a theatrical production. Survey of the mass media; style and techniques in film, radio, and television drama. Includes an introduction to dramatic evaluation and review. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

EARTH SCIENCE

P110 – Introduction to Earth Science 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. This course is a general introduction to the earth sciences: geology, oceanography, meteorology, and astronomy. Together this class and the accompanying lab will give students a well-rounded understanding of the earth environment that surrounds them and how they can interact with that environment for the betterment of themselves and their fellow citizens. The course is designed for, but not limited to, liberal studies majors who are seeking an elementary teaching credential. At least one field trip is required. (A/CSU/UC)

P114 – Physical Geography 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is a basic study of physical geography and the earth as a system. Important elements include the origin of the earth's major geological and climatological patterns and their influence upon the characteristics of landforms, vegetation, and soils. Finally, the course will deal with human impact on the earth as a whole and how human-induced global change will alter the landscape around us. Approved for pass/no-pass grading option. {Equivalent to GEOG P114}. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

ECONOMICS

P101 – Principles of Economics (Microeconomics) 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement. Successful completion of Algebra 1 (Mathematics P055).

Total lecture 54 hours. Principles of economic analysis and decision making from the viewpoint of the individual consumer, worker and firm. Emphasis on the price system allocation of resources and income, supply and demand analysis, the structure of American industry, and applications to current economic policy and problems. Approved for pass/no-pass grading option. (A/CSU/UC)

P102 – Principles of Economics (Macroeconomics) 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement. Successful completion of Algebra 1 (Mathematics P055).

Total lecture 54 hours. Principles of economic analysis and decision making from the viewpoint of the society. Emphasizes national income analysis, unemployment, inflation, economic growth, fiscal and monetary policies, international trade and applications to current economic policy and problems. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

EDUCATION

P076 – Effective Learning Skills 1 credit

Prerequisite: None.

Total lecture 18 hours. This course focuses on effective learning skills for first semester and returning college students whose placement require remedial courses. The course will introduce students to skills that will help them in their academic courses at Porterville College and throughout their education. Skills to be presented: goal setting, stress reduction techniques, time management strategies and learning strategies based on their learning style. The course will also cover career awareness, exploration and planning. Approved for pass/no pass grading option. Credits do not count toward the associate degree.

P077 – Learning Strategies for Students with Learning Disabilities 2 credits

Prerequisite: None.

Recommendation: Eligible for level 3 English placement. This course is designed for students with learning disabilities.

Total lecture 36 hours. This course is designed for students with learning disabilities or learning deficits. The course will address learning styles and the development and utilization of compensatory strategies in their academic endeavors. A specific focus will be placed on the development of student learning profiles and technology. Specific study strategies using multi-sensory methods will be explored. Strongly recommended for students placing in remedial skill level. Credits do not count toward the associate degree. Approved for pass/no-pass grading option. This course may be repeated three times.

P090 – Educating Parents about the Educational Opportunities Available to Their Children 0 credits

Prerequisite: None.

Total lecture 20 hours. Designed to educate parents about the educational opportunities available to their children. In return, they can motivate their children to complete their secondary education and encourage them to apply to higher education.

P101 – College Planning and Success Strategies 1 credit

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 18 hours. Designed to acquaint students with basic aims and objectives of college attendance. Goal setting, college skill building and exercises in critical thinking and stress management are included, as well as emphasis on academic planning for careers and transfers. New students should complete the class during their first semester. Course is also offered online. (A/CSU)

P102 – Personal and Career Exploration 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. This course is designed for students who are interested in exploring and examining careers and investigate factors that often determine career choices. This will give students a broad overview of career selection, planning, and actual achievement. (A/CSU)

P103 – Introduction to Teaching 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total arranged 54 hours. A survey course that provides a general introduction to educational theory and practice. The course is designed for individuals that are considering a career in education at the elementary or secondary level. The course provides opportunities for observation and participation in classroom situations

as well as an introduction to the requirements, duties, and responsibilities of the teaching profession. Approved for pass/no-pass grading option. (A/CSU)

P105 – Understanding Cultural Diversity in U.S. Schools 2 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 36 hours. This course, designed for students who are interested in addressing the special needs of English language learners (ELL), offers information about the American school system and issues related to students of diverse language and cultural backgrounds. Students will learn how to develop lesson plans using different teaching strategies and techniques. Students will learn about the educational opportunities available to Latin students. (A/CSU)

P107 – Strategies for Personal and Academic Success 2 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. This is a comprehensive survey course that focuses on academic as well as personal growth and development strategies as they relate to personal and academic values and priorities, college culture and diversity, procrastination, motivation, self-responsibility and awareness, behavior modification, problem-solving, goal setting and planning, critical analysis, time management, probation policies, and study skills. Recommended for students in transition from high school to college, and re-entry adults returning to schools. Required for disqualified students. (A)

Special Studies, see page 112.
Work Experience, see page 109.

EMERGENCY MEDICAL TECHNICIAN

P050 – Emergency Medical Technician I 6 ½ credits

Prerequisite: California Department of Health requires that students be 18 years of age before they can be certified. Current provider level CPR (equivalent to the American Heart Association Health Care Provider.)

Total lecture 118 hours, total laboratory 10 hours, testing/ evaluation 10 hours. Foundation skills and assessment techniques to care for an ill or injured person in the pre-hospital setting. Follows state regulations for EMT I training and leads to certification at the county level. Required for ambulance personnel and appropriate for many other first-care providers such as law enforcement and fire personnel. The student must meet Health Careers Division health requirements to participate in the laboratory section of the course. Any expenses involved in meeting the health requirements are the student's expense. Must be 18 years of age by the end of the course to be certified. This course may be repeated three times. (A)

Special Studies, see page 112.
Work Experience, see page 109.

ENGLISH

Incoming students at Porterville College are classified in four levels for English composition courses according to skill level as determined by standardized test scores.

On the basis of the student's performance in a composition class during the first two weeks of a semester, a student may be recommended for placement in the next higher level, or it may be recommended that he/she transfer to a lower level. The entire philosophy of the placement procedure is to provide placement that will be of the greatest benefit to the student in his/her college English program.

Students who are originally placed in English P080 series and who earn a grade of "C" or higher in the course may advance to English P071-P072. Students who are originally placed in English P071-P072 and who earn a grade of "C" or higher in the course may advance to English P050-P052 (level 2). Students earning less than "C" in a level 2 course may qualify for English P101A by repeating that course until a "C" grade proficiency is attained.

P050 – College Writing 4 credits

Prerequisite: Eligible for level 2 English placement, or completion of English P071 with a grade of "C" or higher.

Total lecture 72 hours. Course is also offered online. A course intended to prepare students to successfully contend with the rigorous demands of transfer level academic writing across the curriculum. Instruction emphasizes development of 500 - 750 word essays utilizing a variety of rhetorical modes. Students use evidence to support clearly stated positions. Students experience researching and writing a reference paper using MLA documentation style. Students will read at least one book length work and write a minimum of 6,000 words. This course is also offered online. (A)

P052 – Advanced Reading Techniques 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A course designed to develop critical reading skills sufficient to successfully comprehend college level material. The course includes instruction in critical reading, distinguishing between fact or opinion, summarizing, outlining and vocabulary development through a combination of lecture and class activities. (A)

P071 – Basic Writing Skills 3 credits

Prerequisite: Eligible for level 3 English placement or a grade of "C" or better in English P083/P084.

Total lecture 54 hours. Introduction to college writing with an emphasis on short essay development utilizing a writing process. Practice to achieve clarity and coherence in written sentences and tightly constructed paragraphs and short essays. Students will review grammar and punctuation and be introduced to rhetorical modes. Readings used for analysis and as models for writing. Students will read one book-length work and write a minimum of 4,000 words. Credits do not count toward the associate degree.

P072 – Effective Reading 3 credits

Recommendation: Eligible for level 3 English placement or a grade of "C" or higher in English P081 or a "C" or higher in English P082.

Total lecture 54 hours. This course is designed to elevate students' ability to read critically and analytically and thus successfully comprehend college level written materials in a variety of disciplines. Emphasis will include vocabulary development, reading strategies, not taking, distinguishing fact from opinion as well as identifying author's purpose, tone, audience and theme from a selection of college level reading materials. Credits do not count toward the associate degree.

P079 – Learning Skills for Developmental Reading ½ or 1 credit

Prerequisite: None.

Total laboratory 27 or 54 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve reading skills. Vocabulary instruction includes improvement of recognition and use skills including the meaning and spelling of new words, word relationships, and utilization of new vocabulary. This course is offered on a pass/no-pass grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. This course may be repeated three times.

<p>P080 – Learning Skills for Basic Writing ½ or 1 credit <i>Prerequisite: None.</i> Total laboratory 27 or 54 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve writing skills. This course is offered on a pass/no-pass grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. This course may be repeated three times.</p>	<p>P102 – English Literature: Beowulf to Pope and the Age of Reason 3 credits <i>Prerequisite: None.</i> <i>Recommendation: Eligible for level 1 English placement.</i> Total lecture 54 hours. The history of English literature from the earliest examples to the present time with an emphasis on cultural influences in the literature. The course includes a detailed study of Beowulf, Chaucer, Spencer, Shakespeare, Milton, and Swift. Required for students whose major or minor is English. Recommended for students who desire to extend their knowledge of their cultural heritage. (A/CSU/UC)</p>
<p>P081 – Basic Reading 3 credits <i>Prerequisite: None.</i> Total lecture 54 hours. This course covers basic reading and study skills. Instruction is designed to improve students' reading comprehension and vocabulary. Class work on assignments will emphasize study skills, dictionary skills, textbook reading skills and elements of fiction, including main idea, details, characters, setting, plot, symbols, and themes. Credits do not count toward the associate degree.</p>	<p>P103 – Shakespeare Survey 3 credits <i>Prerequisite: None.</i> <i>Recommendation: Eligible for level 1 English placement.</i> Total lecture/demonstration 54 hours. Read, interpret, and analyze approximately nine key comedies, tragedies, and histories for an understanding of their themes, background, and literary significance. View video productions for discussion of dramatic elements, contrasting productions and dramatic techniques, and for visual reinforcement of the textual elements. Discussion should emphasize Shakespeare's language and poetic style, as well as historical and sociological connections to each of the plays. A brief discussion of Shakespeare's sonnets and contemporaries will also be included. (A/CSU/UC)</p>
<p>P083 – Basic Writing 3 credits <i>Prerequisite: Eligible for Level 4 English placement.</i> Total lecture 54 hours. This course covers grammar usage and basic writing techniques with an emphasis on writing simple sentences and short, coherent paragraphs. Credits do not count toward the associate degree.</p>	<p>P104 – English Literature: Romantics to the Present 3 credits <i>Prerequisite: None.</i> <i>Recommendation: English P101A or eligible for level 1 English placement.</i> Total lecture 54 hours. A survey of English literature from the late 18th century Romantics to contemporary British writers. The course includes a detailed study of the works of Byron, Wordsworth, Shelley, Dickens, Wilde, and others. Required for students whose major or minor is English. Recommended for students who wish to extend their knowledge of their cultural inheritance. (A/CSU/UC)</p>
<p>P083R – Basic Reading and Writing 3 credits <i>Prerequisite: Eligible for Level 4 placement.</i> Total lecture 54 hours. This course covers basic reading and writing techniques to prepare students for college-level reading and writing tasks. Reading instruction is designed to improve students' reading comprehension and vocabulary. Writing instruction includes grammar, punctuation, paragraph structure, and the writing process. Compositions are assigned in response to readings, emphasizing the relationship between reading and writing. Credits do not count toward the associate degree.</p>	<p>P112 – Forms of Literature: Chicano Literature 3 credits <i>Prerequisite: None.</i> <i>Recommendation: Eligible for level 2 English placement.</i> Total lecture 54 hours. This course provides a survey of literary portrayals of Chicanos by Chicanos and other writers in three major genres (poetry, short story, novel); the literary analysis of works focuses on four areas: factual content, interpretive aspects, stylistic features, and an overall evaluation of the writer's management of his/her theme(s). (A/CSU/UC)</p>
<p>P101A – Expository Composition 4 credits <i>Prerequisite: Eligible for level 1 English placement or grade of "C" or higher in English P050.</i> Total lecture 72 hours. The study of writing, including paragraph development, essay organization, logic, a writing process, and research paper writing. Reading in a variety of rhetorical modes used as models for writing. Instruction and experience in writing research papers. Students will read at least two book-length works and write a minimum of 8,000 words, including an argumentative research paper. (A/CSU/UC).</p>	<p>P113 – Forms of Literature: Chicano Drama 3 credits <i>Prerequisite: None.</i> <i>Recommendation: Eligible for level 2 English placement.</i> Total lecture 54 hours. A study of drama created by Chicanos including the historical origins and social/political influences of individual plays. Students will read and analyze Chicano drama as a literary art form and a philosophical, sociological, psychological, and political expression of the Chicano American experience. Various forms representing several styles will be studied as representing multiple theater movements. (A/CSU/UC)</p>
<p>P101B – Composition and Literature 3 credits <i>Prerequisite: Grade of "C" or higher in English P101A.</i> Total lecture 54 hours. A study of fiction, poetry, drama representing a variety of cultural experiences from different critical viewpoints. Discussion of content, form and theme to stimulate critical thinking and an understanding of, as well as appreciation for, the aims and significance of literary art. Students are required to read one book-length work and a novel, as well as selected works of literature from different genres. Course includes advanced instruction in the art of expository writing, with particular emphasis on argumentation as a means of conveying the students' critical viewpoints. Course emphasizes an understanding of the relationship of language to logic. Critical thinking is taught within the context of literary. Course is also offered online. (A/CSU/UC)</p>	<p>P115 – Forms of Literature: Women Writers 3 credits <i>Prerequisite: None.</i> <i>Recommendation: Eligible for level 1 English placement.</i> Total lecture 54 hours. This course will address women as writers and characters through the study of basic feminist theory and a variety of genres (essay, speech, short story, poetry, drama, and film) from the middle ages to the present. Whenever possible, students will attend a nearby conference or art show focused on the works of contemporary women artists. Approved for pass/no-pass grading option. (A/CSU/UC)</p>

P116 – Forms of Literature: The Short Story 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. Study of the short story as a literary art form, emphasizing the contemporary scene. (A/CSU/UC)

P117 – Forms of Literature: American Indian Literature 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. Students explore the American Indian experience as recorded in fiction, non-fiction, poetry, drama, and essay. They will consider how literature created by Native Americans brings to light tribal traditions, values, and practices. While studying the literature they will consider historical, geographical, political, and economic circumstances.. (A/CSU/UC)

P118 – Introduction to the Bible as Literature 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Exploration of the Bible as a literary work foundational to western culture. Emphasis will be given to the Old Testament and the New Testament Gospels; other New Testament and non-canonical works may be included. (A/CSU/UC)

P119 – Forms of Literature: Poetry 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. Study of poetry as a literary art form, emphasizing critical interpretation and recognition of poetic forms and elements. Designed as an elective. (A/CSU/UC)

P130 – Survey of American Literature 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Lecture, reading and discussion on major American literature from the Transcendentalist authors to contemporary ones. Literary masterpieces are studied for their intrinsic worth as well as for their significance in American literary development. (A/CSU/UC)

P134 – Introduction to Research for Writing 1 credit
Prerequisite: None.
Recommendation: Concurrent enrollment in English P050 or P101A or eligible for level 2 English placement.
Total lecture 18 hours. This course introduces methods of research, instructs in evaluation of print and online sources, and illustrates the research process to prepare students for academic, personal, and workplace research. (A/CSU)

P140 – Creative Writing 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Instruction in the writing of fiction, including the short story and personal narrative, and poetry. Students will learn and apply the elements of the craft and learn to write appropriately for publications; in addition they will read and critically analyze appropriate models. Intended for students seeking a career in writing or with a strong interest in writing. Especially recommended for English majors. (A/CSU)

P141 – Magazine Article Writing 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Exploration of professional, nonfiction magazine writing, including methods of locating, researching, querying and production. Principles of marketing selection, sales techniques, and interviewing procedures.. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

ENGLISH FOR SECOND LANGUAGE LEARNERS

P079 – Beginning English for Second Language Learners 3 credits
Prerequisite: None.
Total lecture 54 hours. This class is intended for matriculated students with elementary English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the low-intermediate level with emphasis on establishing sentence patterns as habits and the building of sufficient vocabulary to deal with practical situations.

P070A–Intermediate, Pronunciation, Reading,
and Writing 5 credits
Prerequisite: None.
Recommendation: Completion of EL2 P080B with a grade of “C” or higher, or an appropriate score on the English proficiency examination.
Total lecture 90 hours. This course--the first of a two-semester series--is intended for matriculated students with intermediate English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the intermediate-advanced level.

P070B– Intermediate Conversation, Reading,
and Composition 5 credits
Prerequisite: None.
Recommendation: English for Second Language Learners P070A or higher, or appropriate score on the English proficiency examination.
Total lecture 90 hours. This course--the second of a two--semester series--is intended for matriculated students with intermediate English speaking, reading, and writing skills who are planning to enroll in transfer-level courses. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the intermediate-advanced level with emphasis on academic writing and research

P080A – Basic Structure, Pronunciation,
and Composition 5 credits
Prerequisite: None.
Total lecture 90 hours. This course--the first of a two-semester series--is intended for matriculated students with rudimentary English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English with emphasis on establishing sentence patterns as habits, and the building of sufficient vocabulary to deal with practical situations.

P080B –Basic Reading, Vocabulary, and Grammar 5 credits
Prerequisite: None.
Total lecture 90 hours. This course--the second of a two-semester series--is intended for matriculated students with rudimentary English

speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English with emphasis on establishing sentence patterns as habits, and the building of sufficient vocabulary to deal with practical situations.

Special Studies, see page 112.
Work Experience, see page 109.

ENGLISH AS A SECOND LANGUAGE

P090 – Introduction to English as a Second Language 0 credits

Prerequisite: None.

Total lecture 27 hours. This noncredit course will introduce adults with minimal English-speaking skills to English-as-a-Second Language instruction and rudimentary aspects of oral and written English and will encourage students to seek additional instruction in English.

ETHNIC STUDIES

P120 –African American Experience 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is an interdisciplinary analysis of the African American human experience. Sociological and interdisciplinary approaches, theories, and research will be employed to explore and evaluate the history, culture, and condition of the African American community within the context of U.S. society and the global community. Topics addressed include the cultural and geographical diversity of the African Diaspora, historical background, socioeconomic status, health status, and the social psychological impact of social inequality. Approved for pass/no-pass grading option. [Equivalent to SOCI P120]. (A/CSU/UC)

FIRE TECHNOLOGY

P050 – Fire Fighter I Academy 13 credits

Prerequisite: Fire Technology P101 and EMTC P050 or equivalent with “C” or better.

Recommendation: Current affiliation with a fire service agency that will provide personal protective clothing and medical clearance and completion of a self-contained breathing apparatus (SCBA) “fit test,” is recommended.

Total lecture 180 hours, total laboratory 180 hours. This Academy is accredited by the Office of the California State Fire Marshal (CSFM) and is designed to provide the basic educational and practical training elements required for CSFM certification as Firefighter 1. In most California fire departments, Firefighter 1 level certification is a prerequisite for entry-level job applicants. While this course meets or exceeds the basic Firefighter 1 educational and practical training elements, eligibility for Firefighter 1 certification also requires on-the-job experience that is NOT an element of this Academy. Approved for pass/no pass grading option. (A)

P051 – Interagency Basic Wildland Firefighter Academy 3 credits

Prerequisite: None.

Recommendation: Current first aid and CPR certification at the Public Safety First Aid level or above as defined by California Health and Safety Code.

Total lecture 80 hours, total laboratory 80 hours. This course is designed to provide the basic educational and practical training elements

required for issuance of the California Department of Forestry and Fire Protection’s Basic Wildland Firefighter (“Basic 67”) certificate. Successful completion of this course will also result in the student meeting the “Basic 32” training requirements of the Federal fire agencies and issuance of the appropriate related certificates. Graduates of this academy will meet the minimum wildland fire training requirements typically necessary to apply for seasonal wildland fire control positions with most state and federal fire agencies in California. (A)

P056 – Fire Apparatus Driver/Operator 1A: Emerg Vehicle2 credits

Prerequisite: Member of a fire organization. California Drivers License, Class B, fire fighter restricted (minimum) .

Recommendation: Eligible for level 2 English placement. Fire Fighter I training recommended.

Total lecture 32 hours, total laboratory 14 hours. This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions. (A)

P057 – Fire Apparatus Driver/Operator 1B:

Pump Operation

2 credits

Prerequisite: Member of a fire organization.

Recommendation: Eligible for level 2 English placement. Fire Fighter I training.

Total lecture 32 hours, total laboratory 12 hours. A 40-hour course encompassing types and design of fire service pumps and their operations. Updated to reflect the 2009 NFPA 1002 Standards for Fire Apparatus Driver/Operator Professional Qualifications and requires a textbook and student supplement. This course provides the student with information on pump construction and theory of pump operations. Topics include: methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions. (A)

P101 –Principles of Emergency Services

3 credits

Prerequisite: None.

Total lecture 54 hours. Provides an introduction to fire protection education, career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, basic fire chemistry and physics, basic fire control strategy and tactics, and common fire protection systems. (A/CSU)

P102 – Fire Prevention Technology

3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. (A/CSU)

P103 – Fire Protection Equipment and Systems

3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. (A/CSU)

P104 – Building Construction for Fire Protection 3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. (A/CSU/UC)

P105 – Fire Behavior and Combustion 3 credits

Prerequisite: None.

Total lecture 54 hours. This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

GENERAL STUDIES

P055 – Student Government 1 credit

Prerequisite: None.

Total laboratory 54 hours. This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgeting procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips may be arranged. This course may be repeated three times. (A)

P091 – Tutor Training and Practicum 0 credits

Prerequisite: Grade of "B" or better in area to be tutored and instructor's recommendation.

Total laboratory 54 hours. This course is designed to assist students to understand the skills and processes required of a tutor.

Special Studies, see page 112.
Work Experience, see page 109.

GEOGRAPHY

P113 – Cultural Geography 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Introduces understanding the impact of human culture on the earth, including language, religion, population dynamics, food production, economic and political organization, settlement systems, natural resource exploitation, culture history, and globalization. Approved for pass/no pass grading option. (A/CSU/UC)

P114 – Physical Geography 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is a basic study of physical geography and the earth as a system. Important elements include the origin of the earth's major geological and climatological patterns and their influence upon the characteristics of landforms, vegetation, and soils. Finally, the course will deal with human impact on the earth as a whole and how human-induced global change will alter the landscape around us. Approved for pass/no-pass grading option. [Equivalent to ERSC P114]. (A/CSU/UC)

Special Studies, see page 112.

Work Experience, see page 109.

GEOLOGY

P110 – Introduction to Geology 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. An introduction to the processes and materials which together produce the different topographic and geologic features on earth. An emphasis will be placed on the theory of Plate Tectonics as the unifying model to explain geological phenomena. Laboratory work will include a systematic study of minerals and rocks, as well as the methods of geology. Emphasis will be on field study, with at least one field trip required. The course is designed as an introductory survey and designed for those students not necessarily majoring in physical sciences and engineering. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

HEALTH CAREERS

P101 – Techniques of Teaching in Health Careers Programs 1 credit

Prerequisite: None.

Total lecture 18 hours. A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques should focus on delivery of the theory and content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques should be from general lecture format to more creative approaches of teaching. (A)

P110 – Introduction to Health of the Underserved Minorities and Linguistic Minority Communities 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This class is required for the MedPEP: Medicos Para el Pueblo program participants who are pursuing a career in the health professions. The course immerses students in the health care dynamics and processes pertaining to underserved/underrepresented minorities in California. The course establishes a historical framework of health care policies and practices, then proceeds to focus on the health care related demographics pertaining to underserved minorities, including birth/mortality rates, population growth patterns, incidence of chronic diseases, availability and utilization of public services, and health insurance issues. (A)

Special Studies, see page 112.
Work Experience, see page 109.

HEALTH EDUCATION

P112 – Health Education 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A course in health education based upon the fundamental concepts of human biology. Includes a study of diseases, sex education, drug abuse, emotional health, environmental health, nutrition, and consumer health. Course is also offered online. (A/CSU/UC)

Special Studies, see page 112.

HISTORY

P104 – History of Western Civilization I 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study of the cultural, social, economic, religious, philosophical, and political development of Western Civilization from its beginnings to 1450. Approved for pass/no-pass grading option. (A/CSU/UC)

P105 – History of Western Civilization II 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study of the historical, cultural, social, economic, religious, philosophical, and political development of Western Civilization from 1450 until the present. Approved for pass/no-pass grading option. (A/CSU/UC)

P107 – California History 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the growth and development of California politically, socially, and economically from 1542 to the present, emphasizing twentieth century issues. Approved for pass/no-pass grading option. (A)

P108 – Early Latin American History 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the social and political history of early Latin America from the Pre-Columbian civilizations, the Iberian conquest and settlement, the 300 years of colonial development, through independence by the 1820s. Approved for pass/no-pass grading option. (A/CSU/UC)

P109 – Modern Latin American History 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the social and political history of Latin America from independence through the struggles to create nation-states, the movements of revolution and reform, the tensions between traditionalism and modernization, and the modern social and political transformation of the region. Approved for pass/no-pass grading option. Not open to students with credit in History P108 before Fall 2010, History 8B or History 8.(A/CSU/UC)

P117 – History of the United States from the
Colonial Period to 1877 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the political, economic, and social development of the United States from the beginning of the colonial period to 1877. The completion of History P117 meets the CSU graduation requirement in U.S. History. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P118 – History of the United States from
1877 to the Present 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the social, political, and economic development of the United States from 1877 to the present. The completion of History P118 meets the CSU graduation requirement in U.S. History. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P119 – Mexican American History 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the Mexican American history from pre-Columbian times through the present. Examines the social, economic, and political adaptation of Mexican Americans since 1848 in the development of California, the Southwest, and the Nation and in the persistence and revival of Mexican American culture. Course is offered online. Approved for pass/no-pass grading option. (A/CSU/UC)

P120 – History of the Middle East 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An introduction to the history, peoples, and cultures of the Middle East from the birth of Mohammad in the 6th century to the present. Examines the development and achievements of Islamic civilization and its interactions with modernity, nationalism, Israel, and the West. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P121 – History of East Asia 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of the social and political history of East Asia from the foundations of literate Asian civilization through the transition into modern nations and their adaptation to a changing contemporary world. The course focuses on China, Japan, and Korea, giving substantial attention to the philosophical and religious traditions that bestow distinctive characteristics on the East Asian region and on each of the three countries. Approved for pass/no-pass grading option. (A/CSU/UC)

P123 – History of Mexico 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Surveys Mexico's historical foundation from the pre-Columbian civilizations including the Maya and the Aztecs, through the Spanish conquest and colonial period, independence, foreign interventions, the eras of reform, dictatorship, and revolution to the present. Approved for pass/no-pass grading option. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

HUMAN SERVICES

P101 – Introduction to Human Services 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course will provide basic knowledge of the human services profession. The focus will be on the role of all human services agencies with an emphasis on the description of services, eligibility requirements for services, target populations, costs

and location of services. Consideration will also be given to analysis of programs and their impact. (A/CSU)

P102 – Introduction to Alcoholism and Substance Abuse 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. To provide an overview of the history of alcohol use and chemical dependency, cultural, religious and political influences, theories about addictions and other alcohol problems. Social control, public policy, prevention, formal recovery programs and mutual self-help groups are explored. Definitions and differing views on alcohol/drug use and the issue of controlled drinking is also reviewed. (A/CSU)

P103 – Ethics and Human Services Workers 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Includes the nature of ethical problems, values clarification, client rights, client autonomy, confidentiality, and informed consent. Also reviews the professional associations, certifications, licensure, counselor burnout and the recovering counselor, and associated problems/issues. Approved for pass/no-pass grading option. (A/CSU)

P104 – Basic Interviewing and Counseling Skills 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course develops skills and techniques needed to obtain the basic array of information useful to appropriate case management. These skills include effective listening, interpretation of nonverbal signals, and methods of stimulating reaction from the client. In addition, several common pitfalls to good counselor/client relationships are covered. This course is the precursor for more advanced work in either the individual or group process. Approved for pass/no-pass grading option. (A/CSU)

P105 – Introduction to Counseling with
Multicultural Populations 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. The purpose of this course is to prepare human services counselors for working with diverse clients by having them become aware of and deal with their biases, stereotypes and assumptions; become aware of the values and world view of multicultural and special population clients; learn about appropriate intervention strategies that take into account the social, cultural, historical, environmental and physical differences of clients. Approved for pass/no-pass grading option. (A/CSU)

P106 – Psychopharmacology of Alcohol and Drug Abuse
and Psychotherapeutic Medications 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course will provide an overview of the effects of alcohol, drugs and psychotherapeutic drugs on the central nervous system and resultant behavior. The addiction process, tolerance, withdrawal, genetic influences, gender differences, fetal alcohol syndrome, nutritional aspects and side effects of psychotherapeutic medications, medical treatment of alcohol/drug withdrawal, antagonist drugs, anti-depressants and the recovery process and the AIDS/HIV – chemical dependency relationship will be covered. (A/CSU)

P107 – Understanding Psychopathology and
Treating Co-occurring Disorders 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course reviews the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction (either as cause or consequence). Skills in recognizing co-occurring disorders, referral and case management of clients and appropriate scope of practice are emphasized. Common types of mental health issues associated with addiction, including mood, anxiety, and adjustment disorders, post traumatic stress disorder, and unresolved issues of childhood abuse, are covered as well as an overview of appropriate treatment and management approaches. Approved for pass/no-pass grading option. (A/CSU)

P108 – Counseling Approaches and Techniques 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course provides an overview of the key theorists in the addiction counseling field and the impact of their particular theoretical approaches. Current scientific and research addiction counseling strategies are presented with students given tools and techniques to analyze appropriate content and applications for individual and group activities. The historical overview discusses the progression of theories from the physical effects of substance abuse; to psychological factors impacting relapse tendencies; and more recent theories providing a holistic approach (treating the whole person). Concepts of treating like skills deficits, social skills deficits, and psychological deficits are discussed in the course with students being provided an introduction to case management, treatment planning, setting of goals, and progress charting. (A/CSU)

P109 – Group Counseling Strategies 1 ½ credits

Prerequisite: None.

Corequisite: HMSV P110 Group Process.

Recommendation: Eligible for level 1 English placement.

Total lecture 27 hours. A study of the theory, process and practice of group counseling and the role of group counseling in the recovery/therapeutic process. (A/CSU)

P110 – Group Counseling Process 1 ½ credits

Prerequisite: None.

Corequisite: HMSV P109 Counseling Strategies.

Recommendation: Eligible for level 1 English placement.

Total lecture 27 hours. An introduction to the process, dynamics, types and problem, and techniques in group counseling with an emphasis upon the individual's first-hand experience as the group studies itself (under supervision). The focus will be upon group process as a means of changing behavior and on ethical issues in using group techniques. Approved for pass/no-pass grading option. (A/CSU)

P111 – Case Management 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An in-depth study of the twelve core functions involved in the alcoholism and drug abuse field. An investigation of the step by step process of screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis management, education, referral, reports and record keeping and consultation. A preparation for setting up the field practicum. (A/CSU)

INDUSTRIAL TECHNOLOGY

P112 – Internship / Mental Health/Substance Abuse Care 2 credits
Prerequisite: Successful completion of all Human Services courses required for certificate except internship, unless student is already working in the field.

Total laboratory 108 hours. Observation and participation in mental health and alcohol/substance abuse service agencies. Examples of settings to be utilized include a social model recovery alcohol/substance abuse center and a mental health clinic. Supervision of students will be emphasized in the twelve following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case managements, crisis management, education, referral, report and record keeping and consultation. Approved for pass/no-pass grading option. (A/CSU)

P114 – Issues and Interventions in Geriatric Mental Health 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An overview of psychosocial issues facing the elderly population, such as late life depression, anxiety, adjustment disorders, grief and loss, death and dying, dementia, sexuality, suicide, substance abuse, elder abuse and elder rights and interventions, including counseling techniques and social services. Approved for pass/no pass grading option. (A/CSU)

P120 – Introduction to Social Welfare 3 credits
Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course offers students a general understanding of social welfare and social work. It presents an overview of the historical, philosophical, economic, political, and social dimensions of the social work profession. The course also studies the needs and the problems people bring to social welfare agencies and patterns of societal responses. (A/CSU)

P134 – Human Services Internship (Certificate) 1 credit
Prerequisite: Human Service P110 with a "C" grade or better.

Recommendation: Eligible for level 1 English placement.

Total laboratory and/or field work 54. Observation and participation in mental health and alcohol/substance abuse service agencies. Examples of settings include a social model recovery alcohol/substance abuse center or a mental health clinic. Supervision of students will be emphasized in the twelve following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case managements, crisis management, education, referral, report and record keeping, and consultation. Approved for pass/no pass grading option. This course may be repeated three times. (A/CSU)

P135 – Human Services Internship (Certificate) 2 credits
Prerequisite: Human Service P110 with a "C" grade or better.

Recommendation: Eligible for level 1 English placement.

Total laboratory and/or field work 108 hours. Supervised experience in areas of human service. Students may serve as tutors, guidance aides, peer counselors, financial aid assistants, placement assistants or community aides both in public and private agencies. Students pursuing the Human Services Certificate will receive supervision in the 12 following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case management, crises intervention, education, referral, record keeping and consultation. Approved for pass/no pass grading option. This course may be repeated three times. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

P050 – Industrial Maintenance 5 credits
Prerequisite: None.

Total lecture 54 hours, total laboratory 144 hours. This course provides foundational skills training for maintenance technicians. Topics will include activities focused upon creating foundational skills, math skills, basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing/air-conditioning, basic welding skills and workplace success skills. Completion of this basic course will prepare students for a job as a building or production line maintenance technician. Approved for pass/no-pass grading option. (A)

P051 – Industrial Maintenance II 4 ½ credits
Prerequisite: Grade of "C" or higher in Industrial Technology P050 or equivalent.

Total lecture 54 hours, total laboratory 81 hours. In this course, participants will receive instruction and participate in activities enabling them to build skills in Programmable Logic Controllers (PLC), Pneumatics Maintenance, Mechanical Drives, Electrical Wiring, Electronic Sensors and welding. Successful completion of this basic course will prepare students for a job as a building or production line maintenance technician. Approved for pass/no-pass grading option. (A)

INFORMATION SYSTEMS

P001 – Introduction to Computers 3 credits
Prerequisite: None.

Recommendation: Office Technology P101A; eligible for level 2 English placement.

Total lecture 54 hours. This course is designed to provide students with fundamental concepts of microcomputer hardware as well as software. Various aspects of the information revolution such as the changing role of computers in our society and how a computer can be used as a productive tool in the information age will be examined. There will be extensive coverage of the Internet and current computer terminology. Hands-on lab assignments using Microsoft Office 2007 Professional running under the Windows XP Professional (soon to be Vista) will be assigned to familiarize students with some of the most widely used software applications. Students are expected to use computers outside of the classroom to accomplish the assignments and to enhance their understanding of the subject matter. A research project will also be assigned to help students to critically evaluate the advances of today's computer technology. Students will be required to purchase a USB flash drive. (A)

P005 – Introduction to Windows 1 credit
Prerequisite: None.

Recommendation: Information Systems P001.

Total lecture 18 hours. A course designed to provide an overview of Microsoft Windows using the most current version. Various components of the software such as control panel, accessory programs and system customization will be discussed and drilled in hands-on activities. Upon successful completion of the course, students will be prepared to take other Windows-based microcomputer applications. Approved for pass/no-pass grading option. (A)

P010 – Introduction to Word Processing – Word 2 credits
Prerequisite: None.

Recommendation: Office Technology P101A.

Total lecture 36 hours. This course will familiarize students with the basic and advanced functions of Microsoft Word for Windows. Included topics are: creating, editing, illustrating, and formatting letters,

tables, memos, outlines, forms, reports, merging word documents, and integrating Word with other programs. Approved for pass/no-pass grading option. This course may be repeated one time. (A)

P020 – Introduction to Spreadsheet – Excel 2 credits
Prerequisite: None.

Recommendation: Information Systems P001 and P005.

Total lecture 36 hours. This course is designed to provide students with an overview of the spreadsheet using the most current version of Microsoft Excel 2007. A task-driven approach will be employed throughout the course. By working through realistic cases, students will learn how to apply knowledge and skills in situations they are likely to encounter in the workplace. Weekly tutorial projects and case problems will be assigned to reinforce classroom instruction and to facilitate students' understanding of common business applications in the real world. Approved for pass/no-pass grading option. (A)

P030 – Introduction to Database – Access 2 credits
Prerequisite: None.

Recommendation: Information Systems P001 and P005.

Total lecture 36 hours. This course is designed to provide students with an overview of the Windows database program Microsoft Access. A task-driven approach will be employed throughout the course. By working through realistic cases, students will learn how to apply knowledge and skills in situations they are likely to encounter in the workplace. Weekly tutorial projects and case problems will be assigned to reinforce classroom learning and to facilitate students' understanding of common business database applications in the real world. Approved for pass/no-pass grading option. (A)

P050 – Introduction to the Internet 1 credit
Prerequisite: None.

Recommendation: Information Systems P001, P005 or instructor's permission.

Total lecture 18 hours. A hands-on introduction to the concepts and resources of the Internet. Students will learn how to use the Internet and the World Wide Web as a research and communication tool. Specific topics such as Web browsers, search engines, e-mail, news groups and basic page design will be discussed. Course is also offered online. Approved for pass/no-pass grading option. (A)

P052 – Introduction to Web Design 3 credits
Prerequisite: None.

Recommendation: Information Systems P001 and P050.

Total lecture 54 hours. This course provides hands-on learning in Web design and publishing using several web authoring tools, including Dreamweaver and Microsoft FrontPage; as well as examining other programs. Students will learn how to create web pages with various links, pictures, images, tables, and CSS layout. Use of HTML, XHTML and CSS will be discussed. Students will be required to complete weekly homework assignments. As a part of the course, students will also demonstrate their ability in creating a properly designed and fully functional web site. Approved for pass/no-pass grading option. (A)

P055 – Internet Research 2 credits
Prerequisite: None.

Recommendation: Information Systems P050.

Total lecture 36 hours. This course provides the framework for learning how to do research on the Internet and World-Wide Web. It is designed to help beginner students first learning about the Internet and the Web as well as those with more online experience. The main topics of the course are managing and using information from the Internet and researching specialized databases (medical, Government, legal, maps, and people). Also covered in detail is how to critically evaluate what is

found and how to cite Internet and Web resources correctly. The course requires the student to go through the hands-on activities and perform the exercises and projects provided in the textbook. Approved for pass/no pass grading option. This course may be repeated one time. (A)

P070 – Basic Computer Skills 1 credit
Prerequisite: None.

Total laboratory 54 hours. This course will provide the student with a basic working knowledge of computers. Topics include keyboard and mouse operations, accessing the network, saving and copying files, basic computer components, introducing software, and introducing the Internet. Credits do not count toward the associate degree.

P090 – General Computer Lab 0 credits
Prerequisite: Student must be enrolled in at least one credit course.

A lab class for students who wish to use computers in a networked setting for completing assignments at Porterville College. A wide range of software, including a simple word processing program and Internet access, will be available on the network for students' use with printing facilities available.

P100 – Introduction to Information Systems 4 credits
Prerequisite: None.

Recommendation: Eligible for level 2 English placement and Math P055.

Total lecture 72 hours. An overview of computer-based information systems and end-user productivity software. Lecture topics include information systems concepts, computer hardware, software, networks, e-commerce, systems development, security, privacy, and social and ethical issues. Hands-on lab components include operating systems, Internet, word processor, spreadsheet, database, and presentation software. This transfer-level course is designed for students who are transferring to four-year institutions or majoring in Information Systems. It meets the analytical thinking requirement for graduation and is offered both online and in transitional classroom format. (A/CSU/UC)

P113 – Structured Programming – Visual Basic 3 credits
Prerequisite: Information Systems P100.

Total lecture 54 hours. This is an introductory course in computer programming using the Visual Basic programming language. Students design, write, and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax, algorithm development, design considerations, program development tools, error handling and debugging, functions and subprograms, selection and looping structures, and array processing. Students will learn how to develop and implement Visual basic programs through hands-on individual assignments as well as full-scale team projects. A clear understanding of information systems concepts is essential for enrollment in this course. (A/CSU)

P210 – Systems Analysis and Design 3 credits
Prerequisite: Information Systems P100.

Total lecture 54 hours. This course provides an overview of the systems analysis and design concepts and process. The five phases of the systems development life cycle and various structures methodologies and development tools will be examined. Topics include analyzing the business case, requirements modeling, data and process modeling, development strategies, output and user interface design, data design, systems architecture, implementation, operation and support, and security. A case study approach will be emphasized throughout the course to provide students with real-life experience as a systems analyst and project leader. Knowledge of information systems, office applications, programming languages, data communications, and networking are essential for students to contribute to team projects and to complete this course successfully. (A/CSU)

P220 – Data Communications and Networking 3 credits

Prerequisite: None.

Recommendation: Information Systems P100.

Total lecture 54 hours. This course provides a baseline level of knowledge for success in the computer network industry and preparation for networking certifications, including the MCSA, MCSE, CAN and CCNA designations. Students are exposed to industry topics such as Networked Attached Storage (NAS), Cable Installation and Management, as well as Fix and Mobil WIMAX. This course provides up-to-date coverage of the networking operating systems, Microsoft Windows XP and Sever 2003 technologies. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

INTERDISCIPLINARY STUDIES

P055A – Transition to College and Career Planning 1 ½ credits

Prerequisite: None.

Total lecture 27 hours. This course prepares high school students with the transition from high school to the college environment. This class will cover learning strategies, college resources and how to navigate the college website for registration and other educational online tools. Students will be informed about the college culture and receive specific instruction on the college curriculum, majors, programs, services, graduation/transfer requirements, registration and policies. Satisfies Porterville College graduation requirement for Area A. (A)

P055B – Introduction to College Writing 1 credit

Prerequisite: None.

Total lecture 18 hours. Students will be introduced to college writing. The course will cover aspects of basic grammar and writing strategies. (A)

P055C – Introduction to College Reading 1 credit

Prerequisite: None.

Total lecture 18 hours. This course will focus on college reading skills and introduce strategies to improve students' ability to read critically. (A)

P055D – Preparation for Elementary Algebra 1 credit

Prerequisite: None.

Total lecture 18 hours. This course will cover basic math concepts and strategies in preparing for elementary and intermediate algebra. This includes defining the integers, rational numbers, set of real numbers, and set of complex numbers. Arithmetic operations on these sets of numbers will be covered including whole powers and square roots. Special emphasis will be placed on fractions and negative numbers. Solving of basic one and two step linear equations will be covered. An introduction to set theory and set operations will also be included. (A)

P100A – Preparation for Professional Health Careers 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P100B, P100C and P100D.

Recommendation: Eligible for Level 2 English Placement.

Total lecture 18 hours. This course will introduce students to the various professions available in health careers and for the biological and physical science major. Course will cover graduation/transfer requirements and learning strategies. (A)

P100B – Preparation for Introductory Biology 1 credit

Prerequisite: None.

Total lecture 18 hours. This course will introduce students to the curriculum required to complete the biological and physical science major. Students will receive basic instruction in biology and skills necessary for successful completion of Biology P105 and P106. (A)

P100C – Preparation for General Chemistry 1 credit

Prerequisite: None.

Total lecture 18 hours. This course will introduce students to the beginning concepts of general inorganic chemistry. This course does not satisfy the prerequisite to Chemistry P101A. (A)

P100D – Preparation for Trigonometry 1 credit

Prerequisite: Math P051 or equivalent.

Total lecture 18 hours. This course will introduce students to trigonometry which is required to continue on to pre-calculus and calculus. Students will receive basic instruction in trigonometry and skills necessary for successful completion of MATH P101 Trigonometry. (A)

Special Studies, see page 112.
Work Experience, see page 109.

LIFE SCIENCE

P111 – Life Science Laboratory Associate 1 credit

Prerequisite: Biology P110 or Biology P105 or Biology P106 or Anatomy P110 or Physiology P101 or Microbiology P106.

Total laboratory 54 hours Student will learn and apply life science laboratory techniques and procedures required for the preparation and maintenance of the educational laboratory. Student will assist in preparation and maintenance of equipment and materials. Approved for pass/no-pass grading option. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

MARKETING

P124 – Principles of Marketing 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course is designed to provide an active-learning approach involving students in the operational, promotional and developmental problems of marketing from local to global issues. Topics include buying, pricing, sales promotion, salesmanship, public relations, stock control and record keeping. [Also listed as Business Administration P124]. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

MATHEMATICS

P051 – Intermediate Algebra 5 credits

Prerequisite: Mathematics P055, equivalent, or a "C" or higher in second semester of high school geometry.

Total lecture 90 hours. Includes the study of elementary algebraic theory and techniques carried into greater detail. Extends beyond elementary algebra in quadratics, irrational functions, complex numbers, binomial theorem, ratio, proportion, variation, progressions, logarithms, and determinants. This course is also offered partially online (hybrid face-to-face and online). (A)

P051L – Intermediate Algebra Laboratory ½ credit
Prerequisite: Concurrent enrollment in Mathematics P051.
Total laboratory 27 hours. The practice of computational skills and theoretical aspects of intermediate algebra. This is an open-entry/open-exit course. This course is offered only on a pass/no-pass grading system. (A)

P055 – Elementary Algebra 5 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English and level 2 math placements.
Total lecture 90 hours. A study of the elementary concepts of algebra, including the structure of algebra, formulas, signed numbers, nominals, polynomials, products and factorings, linear equations, algebraic fractions, exponents and radicals, quadratic equations, ratio, proportion, variation and graphing of functions. Course is also offered online. (A)

P055L – Elementary Algebra Laboratory ½ credit
Prerequisite: Concurrent enrollment in Mathematics P055.
Total laboratory 27 hours. The practice of computational skills and theoretical aspects of elementary algebra. This is an open-entry/open-exit course. This course is offered only on a pass/no-pass grading system. This course may be repeated one time. (A)

P061 – Pre-Algebra 5 credits
Prerequisite: Concurrent enrollment in Mathematics P061L.
Total lecture 90 hours. A careful treatment of the fundamental arithmetic concepts and the application of mathematical operations to the solution of mathematical-oriented problems that are commonly encountered in industry. Designed to lead the students to discover relations and form generalizations involving fundamental operations. Emphasis is on the reading and comprehension of word problems. Includes the computational skills for linear, area, and volumetric measurements; the metric system; U.S. Customary System; ratio and proportion; percents and interest on loans and investments; motion; statistics; geometric shapes; mathematical tables; taxes; signed numbers; and introduction to algebra. Does not fulfill associate degree requirements in mathematics.

P061L – Pre-Algebra Laboratory 1 credit
Prerequisite: Concurrent enrollment in Mathematics P061.
Total laboratory 54 hours. The practice of computational skills, theoretical aspects of fundamental arithmetic concepts and processes, common fractions, decimals, percentages, ratios and proportions, rectangles, triangles, regular polygons, circles, solids, metric measure, practical algebra, and geometrical construction. Designed to lead the students to discover relations and form generalizations involving fundamental operations. Credits do not count toward the associate degree. This is an open-entry/open-exit course. This course is offered only on a pass/no-pass grading system.

P101 – Trigonometry 5 credits
Prerequisite: Mathematics P051 or a “C” or higher in second semester of high school intermediate algebra.
Total lecture 90 hours. A study of the meaning of the trigonometric ratios, unit circle relations, graphs of the trigonometric function, logarithmic and exponential functions, solution of oblique and right angles, complex numbers. Course is also offered partially online (hybrid face-to-face and online). (A/CSU)

P102 – Precalculus Functions and Graphs 5 credits
Prerequisite: Mathematics P101 or equivalent.
Total lecture 90 hours. The study of basic algebraic and geometric techniques and concepts considered essential for students preparing to study calculus, science or engineering. The course includes truth tables, the number systems through complex numbers, equations and

inequalities, functions and graphs, determinants, theory of equation, exponential and logarithmic functions, vectors, binomial theorem, series and progressions, the algebra of matrices, permutation, combination, probability. (A/CSU/UC)

P103 – Calculus 1 with Analytic Geometry 4 credits
Prerequisite: Mathematics P102.
Total lecture 90 hours. Begins a sequence of three courses in calculus. Coverage includes the study of limits, continuity, derivatives, and integration. Extensive applications of the calculus to include related rates; optimization of functions of one variable; calculation of areas, volumes, arc length, surface area, work, fluid force, and centers of mass. (A/CSU/UC)

P104 – Calculus 2 with Analytic Geometry 4 credits
Prerequisite: Mathematics P103.
Total lecture 90 hours. Continues the study of calculus begun in MATH P103. Attention and greater detail is given to the techniques of integration and applications of integration. Other topics include the study of exponential, logarithmic, and inverse trigonometric functions; Infinite series and the expansion of functions into power series; parametric and polar representations of curves. The course ends with a brief introduction to differential equations. (A/CSU/UC)

P122 – Introduction to Probability and Statistics 5 credits
Prerequisite: Mathematics P051 or a grade of “C” or higher in second semester of high school intermediate algebra.
Total lecture 90 hours. A study of basic descriptive and inferential statistics. Topics will include graphs and frequency distributions, measures of central tendency and variation, probability, Baye’s Theorem, discrete and continuous probability distributions, including the normal and binomial distributions, hypothesis testing with one and two samples, estimation, linear correlation and regression, chi-square procedures (tests for goodness of fit and independence), analysis of variance, non-parametric statistics and conducting a study. Course is also offered online. (A/CSU/UC)

P205 – Calculus 3 with Analytic Geometry 4 credits
Prerequisite: Mathematics P104.
Total lecture 90 hours. Concludes the study of calculus begun in MATH P103. 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. Considerable attention is given to topics in vector calculus such as vector fields, line integrals, divergence and curl, the Fundamental Theorem of Line Integrals, Green’s Theorem, Stokes’s Theorem, and the Divergence Theorem. (A/CSU/UC)

P206 – Differential Equations 4 credits
Prerequisite: Mathematics P205.
Total lecture 90 hours. The study of linear ordinary differential equations with applications to real-world examples: numerical and analytical solutions; higher-order differential equations; solutions by Laplace transforms; an introduction to linear algebra, including techniques for solving linear systems of equations and the concepts of basis and dimension; exploration of the relationships between linear algebra and differential equations; boundary-value problems. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

MICROBIOLOGY

P106 – Microbiology 5 credits
Prerequisite: Chemistry P106.
Recommendation: Eligible for level 2 English placement, Biology P110 or equivalent.
Total lecture 54 hours, total laboratory 108 hours. An introduction to microbiology dealing with morphology, physiology, classification and importance of bacteria, viruses, and multicellular parasites and immunology. Recommended for students majoring in biology and allied health fields. Approved for pass/no-pass grading option. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

MUSIC

P110 – Exploring The World Through Music 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Music P110 involves a survey of diverse music cultures from around the world – including the Americas, Asia, Africa, Oceania, and Europe – and establishes a framework for exploring music from around the world as a human social and expressive phenomenon. The course includes lectures, discussions, films, recordings, and (when possible) live presentations as diverse means of exploring how music is used around the world for a variety of purposes – including aesthetic, religious, social, political, and commercial. A research project and oral presentation are included in the class requirements, forming a capstone project for the course. (A/CSU/UC)

P111 – Music Appreciation I 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A survey of music throughout the western civilization. Music from the Greeks and Romans through the Classical periods. Required of music majors and minors. Meets a general education requirement. (A/CSU/UC)

P112 – Music Appreciation II 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A survey of music throughout the western civilization. Music from the Romantic through the Contemporary periods. Required of music majors and minors. Meets a general education requirement. (A/CSU/UC)

P117 – College Chorale 2 credits
Prerequisite: None. *Vocal placement to be made during first week of class.*
Total laboratory 90 hours plus 36 hours arranged. The College Chorale participates in major concerts and festivals, performs for school and community organizations, and may tour during the spring semester. Music of all historical periods is studied and performed. Vocal techniques, including posture, breath support, vowel and consonant formation, pitch discrimination and interpretation are emphasized. Participation at public performances is required. This course may be repeated three times. (A/CSU/UC)

P118 – Chamber Singers 1 credit
Prerequisite: Concurrent enrollment in Music P117. *Vocal placement by audition.*
Total laboratory 72 hours. This select vocal ensemble typically numbers between 18 and 24 singers, selected from the College Chorale, and

performs many concerts throughout the school year. Interested students should contact the choral director for additional information. Participation at public performances is required. This course may be repeated three times. (A/CSU/UC)

P143A – Beginning Class Piano I 2 credits
Prerequisite: None.
Total lecture 36 hours. This course is designed to develop basic musical skills through practical keyboard facility, music reading, knowledge of major keys and primary chords, and performance of easy piano literature. This course is designed for music majors not specialized in piano but who need to fulfill minimum degree requirements, and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143B – Beginning Class Piano II 2 credits
Prerequisite: Music P143A or equivalent proficiency.
Total lecture 36 hours. This course is designed to develop basic musical skills through practical keyboard facility, music reading, knowledge of major keys and primary chords, and performance of easy piano literature. This course is designed for music majors not specialized in piano but who need to fulfill minimum degree requirements and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143C – Intermediate Class Piano 2 credits
Prerequisite: Music P143B or equivalent proficiency.
Total lecture 36 hours. A course to further develop keyboard techniques, sight reading, knowledge of major and minor keys, melodic harmonization, and performance of easy to intermediate piano literature. This course is designed for music majors not specialized in piano but who need to fulfill minimum degree requirements and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143D – Advanced Class Piano 2 credits
Prerequisite: Music P143C or equivalent proficiency.
Total lecture 36 hours. A course to develop more advanced keyboard techniques, sight reading, facility in playing all major and minor scales, melodic harmonization, beginning accompaniments, transpositions, and performance of more advanced piano literature. This course is designed for music majors not specialized in piano but who need to fulfill minimum degree requirements and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P155A – Beginning Guitar 3 credits
Prerequisite: None.
Total lecture 54 hours. A course intended for the beginning guitar student. Covers rudiments of music as related to guitar including basic positioning, right and left hand arpeggios, notes and some chords in first position. Basic instruction in reading both notation and tablature. Songs in keys of C, D, A, and E. Fundamentals of scale and chord formation. Approved for pass/no-pass grading option. This course may be repeated one time. (A/CSU)

P155B – Intermediate Guitar 3 credits
Prerequisite: None.
Total lecture 54 hours. A course intended for the intermediate guitar student. It is assumed that the student understands rudiments of music as related to guitar including basic positioning, right and left hand arpeggios, notes and some chords in first position. The student must be familiar with first position notes and chords. Study of notation and tablature extending to the fifth position. Theory of chords and

scales, including diminished, augmented and altered chords. Student is expected to perform studies and complete pieces of music. Approved for pass/no-pass grading option. This course may be repeated one time. (A/CSU)

P155C – Advanced Guitar 3 credits
Prerequisite: None.

Total lecture 54 hours. A course intended for the advanced guitar student. It is assumed that the student has already learned fingerboard essentials, including bar chords to the twelfth position. The student must be proficient in notation and tablature reading. Chord comping, advanced theory or chords and scales, study of harmony and voice leading. At the conclusion of the course, the student is expected to present a recital of at least four accepted pieces from guitar literature. Approved for pass/no-pass grading option. This course may be repeated one time. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

NURSING

P100 – Strategies for Success in a Nursing Program 2 credits
Prerequisite: None.

Total lecture 36 hours. This course is designed to prepare students for successful completion of the nursing program. The student will be given an overview of the program requirements and expectations, and he/she will acquire information and skills that facilitate student success once admitted into the program. Students will also explore nursing career options which will guide the development of their educational plan. (A/CSU)

P120 – Fundamentals of Nursing 4.5 credits
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 45 hours, total laboratory 108 hours. This Level 1 course introduces the concepts of the professional nurse, nursing skills, beginning leadership, health care environment, growth and development across the lifespan, basic physiologic and human needs in health and illness, and providing a safe environment. Beginning critical thinking skills are emphasized, within the framework of the nursing process. Correlated clinical experiences are provided with adult patients who have basic health problems with predictable outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are introduced and integrated throughout the course. (A/CSU)

P121 –Medical-Surgical Nursing 1 4.5 credits
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 45 hours, total laboratory 108 hours. This Level 1 course introduces medical surgical nursing concepts and practices as they relate to adult clients across the lifespan. Using the nursing process as the framework, the student will begin to recognize alterations in function or illness, and formulate age appropriate nursing interventions. Correlated clinical experiences are provided with adult patients who have basic health problems with predictable outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are introduced and integrated throughout the course. (A/CSU)

P122 –Pharmacology 3 credits
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 54 hours. This Level 1 course provides the foundation knowledge base related to pharmacology in nursing, including both theoretical and mathematical aspects. The course uses the nursing process as the framework, and addresses the roles of provider of care, manager of care, and member of care, and member of the profession. Fundamental principles of pharmacodynamics, pharmacokinetics, legal and ethical issues, and nursing responsibilities are covered. Information regarding intravenous drug administration is limited to pharmacokinetics. The drug classes most commonly used in clinical practice are presented. Additionally, information regarding basic mathematical calculations related to medication administration is introduced. (A/CSU)

P123 –Medical-Surgical Nursing 2 4.5 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 45 hours, total laboratory 108 hours. This Level 2 course focuses on the development of the knowledge base and skills to care for patients across the lifespan, in various settings, who have higher acuity and more complex nursing needs. The nursing process is the framework for identification and treatment of health problems, and other concerns. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills. Leadership and management knowledge and skills are integrated in both the theory and clinical components. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated throughout the course. (A/CSU)

P124 –Obstetrics-Maternity Nursing 3 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 27 hours, total laboratory 81 hours. This Level 2 course provides a foundation for theoretical and technical knowledge base while caring for the contemporary family centered childbirth. Parent/newborn issues are viewed from a nursing process approach for the antepartum, intrapartum, postpartum, and neonatal client. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated in both the theory and the clinical components. (A/CSU)

P125 –Mental Health-Psychiatric Nursing 3.5 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 36 hours, total laboratory 81 hours. This Level 2 course provides an introduction to Psychiatric Mental Health Nursing, using the nursing process as the framework to promote biopsychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, biopsychosocial rehabilitation and therapeutic use of self. Correlated clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated in both the theory and the clinical components. (A/CSU)

P126 –Medical-Surgical Nursing 3 5.5 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 45 hours, total laboratory 162 hours. This Level 3 course focuses on the application of previously learned knowledge as well as the development of more in depth knowledge for adult clients across the lifespan who have more diverse and complex disease states. The nursing process is the framework used in this course to present topics, such as leadership, critical thinking, pharmacology and safety. Correlated clinical experiences are provided with adult patients who have increasingly complex outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated and analyzed throughout the didactic and clinical experiences. (A/CSU)

P127 –Pediatric Nursing 3.5 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 27 hours, total laboratory 108 hours. This Level 3 course provides a foundation for pediatric nursing using growth and development concepts as a framework for presenting problems and special concerns of the pediatric client. Communication, anticipatory guidance, response to hospitalization, legal and ethical issues and health care of pediatric clients are discussed. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated in both the theory and the clinical components. (A/CS)

P128–Medical-Surgical Nursing 4 7 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 54 hours, total laboratory 216 hours. This capstone course focuses on the integration of knowledge and skills, through analysis and synthesis. The nursing process is used as the framework for providing nursing care to clients who have critical and complex medical conditions. Correlated clinical experiences emphasize refinement of clinical decision-making, formulating and revising priorities of care, psychomotor skills and patient care management. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated to promote success in transitioning from student to entry level Registered Nurse. (A/CSU)

P129–Gerontology-Community Nursing 2 credits
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 18 hours, total laboratory 54 hours. This Level 4 course integrates previous medical surgical knowledge and leadership skills as it applies to the aging adult. The Nursing process framework is used to explore the lifestyle and physical changes that occur with aging, apply the process of initiation health referrals and propose the outcome criteria for evaluating the aging individual's response to teaching/ learning. Correlated clinical experiences will emphasize the application of interventions that will increase the older adult's functional ability. The roles of Provider for Care, Manager of Care, and Member of the Profession are integrated throughout the didactic and clinical experiences. (A/CSU)

P170–Role Transition: Bridging Nursing Theory to Practice 2 credits
Prerequisite: LVN or RN Licensure; or nursing student with evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 27 hours, total laboratory 27 hours. This Level 3 course is designed for the LVN who is pursuing licensure as an RN or the RN who wants to update skills to re-enter the workforce. The focus is on the development of critical thinking skills, physical assessment, the nursing process, role transition, and clinical skill competencies. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated throughout the course. The lab correlated with the didactic portion and provides an opportunity for application of concepts in the Nursing Skills Lab. (A/CSU)

OFFICE TECHNOLOGY

P030 – Human Relations in Business 2 credits
Prerequisite: None.
Recommendation: Eligible for level 3 English placement.
Total lecture 36 hours. Course designed to provide insight, experience, and skills in dealing with people in the business world. Includes techniques to become employed, how to be promoted, how to deal effectively with employers, colleagues, and the public. Role-playing, lecture, discussion, group and individual case studies used. Recommended for all business majors. (A)

P101A – Beginning Keyboarding and Ten-Key 2 credits
Prerequisite: None.
Recommendation: Eligible for level 3 English placement.
Total lecture 36 hours. Lecture and hands-on format for applications of beginning keyboarding/ten-key on microcomputer keyboard and numeric ten-key pad using the touch system to build speed and accuracy. This course includes oral, written, and computer-assisted instructions on keyboarding techniques, basic formatting, proofreading, tabulating, centering, saving and naming a document, printing, and correct operation of the numeric ten-key pad. This course also provides classroom practice to complement the lecture class, giving students adequate opportunities to practice and apply the theories learned in the lecture class. Approved for pass/no-pass grading option. (A/CSU)

P101B – Intermediate Keyboarding and Ten-Key Mastery 2 credits
Prerequisite: Completion of Office Technology P101A with a "C" grade or better.
Total lecture 36 hours. Lecture and hands-on format for applications of intermediate keyboarding on microcomputers using the touch system to build speed and accuracy in document production, five-minute timed writings, and ten-key mastery. This course includes instruction on basic formatting of personal and business letters, memoranda, tables, manuscripts, reports, and proper ten-key techniques on the computer numeric ten-key pad. This course also provides classroom practice to complement the lecture class, giving students adequate opportunities to practice and apply the theories learned in the lecture class. Approved for pass/no-pass grading option. (A/CSU)

P105 – Administrative Office Procedures 3 credits
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course provides students with knowledge and training in office procedures for secretarial and clerical level positions. Topics include problem solving, development of clerical skills, and successful performance in business situations. (A/CSU)

Special Studies, see page 112.

PHILOSOPHY

P106 – Introduction to Philosophy 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An overview of the central issues and movements in philosophy. Epistemology (the study of knowledge), metaphysics (the study of reality), ethics (the study of morality), philosophy of religion, and political philosophy are typically covered. Approved for pass/no-pass grading option. (A/CSU/UC)

P107 – Introduction to Logic 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Traditional and basic fundamentals of modern logic are considered with an emphasis on their relationships to language, thought, and argument. The following material is covered: What is logic? Uses of language and definition and problems with informal fallacies; deductive logic and the deductive method, including propositional or class calculus or propositional functions and quantifiers; inductive logic involving probable inference, casual connections, hypothesis, and probability. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P108 – Introduction to Philosophy of Religion 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An introduction to philosophical thinking about important issues in religion. The emphasis of the course is upon an analytic approach to the concepts and belief systems of religion, religious experience, and the various uses of religious language. Readings will focus on both classical and contemporary religious and philosophical thinkers. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P109 – Existence and Reality 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An introduction to the problems of metaphysics (the study of reality and existence) and epistemology (the study of knowledge). Surveys major philosophical problems typically including the existence of God, freedom versus determinism, the mind/body problem, problems of knowledge, and appearance versus reality. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P110 – Introduction to Ethics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Examination of the philosophical approach to morality. Study of the meaning of ethics and morality and methods used in ethical theorizing and reasoning. Emphasizes major ethical issues and theories. Instructs how to set up an ethical system. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P112 – The Ethics of Living and Dying 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A philosophical yet practical approach to some of the major medical-ethical problems facing human beings today, such

as: what patients should be told, the nature and importance of informed consent, the meaning and criteria for living, dying, and death including caring for the dying and allowing to die, mercy death, and mercy killing. Permeating these problems will be a study of the basis for ethical relationships among human beings through a study of what morality is, consequentialist and non-consequentialist theories of morality, and how to set up an ethical system. Special emphasis will be placed on the relationship of professional and the well, to the sick, dying and bereaved. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P113 – Introduction to the World's Religions 3 credits

Prerequisite: Eligible for level 1 English placement.

Total lecture 54 hours. A survey of three Western religions – Judaism, Christianity, and Islam, and two Eastern religions – Hinduism and Buddhism. Examines each religion's history, sacred scriptures, geographic dispersion, primary theological concepts and spiritual practices, and contemporary role. Emphasis on understanding the distinct belief and practice of an individual in each of these religious traditions. Course is also offered online. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

PHOTOGRAPHY

P101 – Basic Photography 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. This basic course in the fundamental theory and practice of photography includes instruction in cameras, film concepts, darkroom procedures, and techniques. Camera is required. Required for Photography and Art Studio majors. (A/CSU/UC)

P102 – Intermediate Photography 3 credits

Prerequisite: Photography P101 or instructor's permission

Total lecture 36 hours, total laboratory 54 hours. Refinement of basic techniques and procedures of the camera and darkroom. Adds new and more advanced work in camera use, studio and darkroom processes. Emphasis will be on photographic creativity and technical proficiency. Work in both black and white and color photography. A suitable camera is required. Required for Photography majors. (A/CSU)

P103 – Advanced Photography 3 credits

Prerequisite: Photography P102.

Total lecture 36 hours, total laboratory 54 hours. More advanced applications of techniques on various media such as color, graphics, large format, studio and cinema/film and digital photography. Required for Photography majors and certificates. (A/CSU)

P104 – Color Photography 3 credits

Prerequisite: Photo P101.

Total lecture 36 hours, total laboratory 54 hours. This course is a concentrated study of color photography. Students are instructed in visual analysis, color dynamics, and impact of color on mood and emotion. Practical experience in camera and darkroom color processes such as filtration, exposure calculation, analyzers and specialized equipment. Students are also instructed in digital darkroom techniques as they apply to color. Students are expected to have suitable camera. Required for Photography majors and certificates. (A/CSU)

P105 – Advanced Color Photography 3 credits
Prerequisite: Photography P104.
Total lecture 36 hours, total laboratory 54 hours. This course is a continuation of Photography P104. The emphasis is on further experimentation, exploration, and refinement of traditional and digital color techniques for photography. Recommended for Photography majors and certificates. (A/CSU)

P124 – Landscape Photography 1 credit
Prerequisite: Photography P101 or instructor's permission.
Total lecture 15 hours, total laboratory 12 hours. Students are accompanied by their instructor to pre-selected locations off campus to study and practice landscape photography. Preparatory instruction, assignments and critiques will be given in the classroom. A suitable camera is required. Recommended for Photography majors and certificates. This course may be repeated three times. (A/CSU)

P125 – Studio Photography 3 credits
Prerequisite: Photography P101.
Total lecture 36 hours, total laboratory 54 hours. This course explores the unique problems encountered in studio work and the control of the artificially lit indoor environment. Students will be instructed in studio lighting and specialized techniques. Required for Photography majors and certificates. (A/CSU)

P130 – Graphic Art Photography 3 credits
Prerequisite: Photography P101.
Total lecture 36 hours, total laboratory 54 hours. Course dedicated to the creative content and form of photography in the fine arts. Students will explore, in the darkroom, a variety of graphic process: from Kodaliths, photograms, posterization, and solarization, to non-silver processes. Students' creative expression will be emphasized. (A/CSU)

P140 – Photograph Digital Retouching and Restoration 2 credits
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course will instruct students on how to utilize photographs, negatives, slides and digital images to retouch, restore and enhance the images using Adobe Photoshop. Lectures will explore the capturing of images with various types of cameras, compositions, scanning into computers, and retouching to produce a quality photograph. This course may be repeated three times. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

PHYSICAL EDUCATION

P101A – Beginning Volleyball 1 credit
Prerequisite: None.
Total laboratory 36 hours. Instruction in the fundamentals, rules and techniques of volleyball. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P101B – Intermediate Volleyball 1 credit
Prerequisite: Physical Education P101A or equivalent.
Total laboratory 36 hours. This course is designed to provide the student with the opportunity of mastering the specific individual volleyball skills, techniques and strategies of volleyball at the intermediate level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P102A – Beginning Basketball 1 credit
Prerequisite: None.
Total laboratory 36 hours. Instruction in the fundamentals, rules and techniques of basketball. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P102B – Intermediate Basketball 1 credit
Prerequisite: None.
Total laboratory 36 hours. Instruction in advanced techniques of basketball. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P103 – Beginning Weight Training 1-2 credits
Prerequisite: None.
Total of 36 in-class activity and 12 outside activity hours per unit. Development of muscular knowledge, proper techniques, safety and training programs. Approved for pass/no-pass grading option. Course may be repeated three times. (A/CSU/UC)

P104–Adaptive Physical Education –
Aerobic Conditioning 1-2 credits
Prerequisites: None.
Total of 36 in-class activity and 12 outside activity hours per unit. This course provides reasonable accommodations for students with verified physical disabilities. It is an introduction to discipline of physical Education emphasizing cardiovascular conditioning and is complimented by strength, flexibility, and nutritional elements. in the context of an individual's physical, intellectual, and/or affective abilities and limitations the student will develop an individualized, comprehensive physical fitness plan emphasizing cardiopulmonary development. The course includes rules, equipment, etiquette, safety, nutrition, and techniques related to fitness training. Includes a brief examination of how fitness training has changed due to the influence of individuals, cultures, and medical research. Students will review and apply basic exercise physiology and fitness concepts in the context of their own abilities and limitations to develop and/or maintain their cardiovascular, strength, and flexibility levels. PHED P104 offered on a pass/no pass grading basis. This course may be repeated three times unless eligible to repeat under Title 5. (A/CSU/UC)

P106 – Shape Up 1-2 credits
Prerequisite: None.
Total of 36 in-class activity and 12 outside activity hours per unit. This course is designed to develop physical fitness parameters of cardiovascular fitness, flexibility, strength and general good health. Emphasis will be placed on safety for fitness programs, strength training, aerobic conditioning, and evaluation of individual fitness levels. This course is offered on a pass/no pass grading basis. Student may petition for a letter grade. This course may be repeated three times. (A/CSU/UC)

P107 – Aerobic Conditioning 1-2 credits
Prerequisite: None.
Total of 36 in-class activity and 12 outside activity hours per unit. The development of cardiovascular endurance through aerobic training on treadmills, stationary bicycles, stepping machines, and other aerobic conditioning equipment. This course is offered on a pass/no-pass grading basis. Student may petition for a letter grade. This course may be repeated three times. (A/CSU/UC)

P108 – Remodelers/Health Practicum 1 credit
Prerequisite: None.
Total laboratory 36 hours. This course is designed to provide students with practical ways for controlling their wellness. Students explore

strategies for losing body fat and gaining muscle mass while they improve their diets and energy levels. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU)

P109 – Advanced Basketball – Women 1 credit
Prerequisite: Intermediate basketball skills.

Total of 36 in-class activity and 12 outside activity hours per unit. This course is designed to provide the student with the opportunity for mastering the specific individual basketball skills team techniques, and strategies of basketball at the advanced level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P111A – Beginning Golf 1 credit
Prerequisite: None.

Total of 36 in-class activity and 12 outside activity hours per unit. Instruction in the fundamentals of golf with emphasis upon development of the swing, use of clubs, rules and etiquette. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P111B – Intermediate Golf 1 credit
Prerequisite: Physical Education P111A or equivalent.

Total of 36 in-class activity and 12 outside activity hours per unit. Emphasis on refinement of swing, proper selection of clubs, and analysis of individual problems. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P112A – Beginning Tennis 1 credit
Prerequisite: None.

Total of 36 in-class activity and 12 outside activity hours per unit. Basic fundamental skills of tennis including forehand, backhand, serve and volley. In addition, the student will gain an appreciation of the game's value as a life-long recreation, leisure time activity. Mastery of these skills will enable the student to progress to another level of tennis. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P112B – Intermediate Tennis 1 credit
Prerequisite: Physical Education P112A.

Total of 36 in-class activity and 12 outside activity hours per unit. Intermediate and advanced tennis strokes and strategy for competitive and recreational play. Students will learn to critically evaluate their own play and learn self-correcting techniques. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P112C – Advanced Tennis 1 credit
Prerequisite: Physical Education P112B or instructor's permission.

Total of 36 in-class activity and 12 outside activity hours per unit. Continued work on perfecting the basic tennis strokes with emphasis on overall game play and strategy appropriate for competition. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P114 – Advanced Volleyball – Women 1-2 credits
Prerequisite: Intermediate volleyball skills.

Total of 36 in-class activity and 12 outside activity hours per unit. The course is designed to provide the student with the opportunity for mastering the specific individual volleyball skills, team techniques and strategies of volleyball at an advanced level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P115 – Advanced Softball – Women 1-2 credits

Prerequisite: Intermediate softball skills.

Total of 36 in-class activity and 12 outside activity hours per unit. This course is designed to provide the student with the opportunity for mastering the specific individual softball skills, team techniques, and strategies of softball at the advanced level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P116 – Advanced Baseball – Men 1-2 credits

Prerequisite: Intermediate baseball skills.

Total of 36 in-class activity and 12 outside activity hours per unit. This course is designed to provide the student with the opportunity for mastering the specific individual baseball skills, team techniques and strategies of baseball at the advanced level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P117 – Advanced Basketball – Men 1 credit

Prerequisite: Intermediate basketball skills.

Total of 36 in-class activity and 12 outside activity hours per unit. The course is designed to provide the student with the opportunity for mastering the specific individual basketball skills, team techniques, and strategies of basketball at the advanced level of play. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P119 – Theory of Baseball 2 credits

Prerequisite: None.

Recommendation: Physical Education P118 or completion of one year coaching experience.

Total lecture 36 hours. This course is designed to provide the student with the opportunity to master the skills associated with each position, the break down of videotape to spot and correct flaws in performance, coaching philosophies at higher levels of competition, and goal setting as it relates to a coaching situation or athletic competition. This course may be repeated one time. (A/CSU/UC)

P143 – Sports Conditioning 1-2 credits

Prerequisite: None.

Total of 36 in-class activity and 12 outside activity hours per unit. Preparatory conditioning necessary for intercollegiate competition. Development of sport-specific strength, power, endurance, agility and flexibility as well as mental training techniques. This course may be repeated three times. (A/CSU/UC)

P145 – Introduction to Teaching Basketball 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. Covers history and fundamental skills of basketball. Instruction in drills, shooting, dribbling, passing, and new techniques of playing and teaching basketball. (A/CSU/UC)

P146 – Theory of Basketball 2 credit

Prerequisite: None.

Total lecture 36 hours, total laboratory 36 hours. This course offers an analysis of current coaching styles, methodologies and philosophies. An emphasis will be placed upon understanding the instructional and coaching techniques of basketball. This course may be repeated one time. (A/CSU/UC)

P158 – Adaptive Physical Education – Strength Training 1-2 credits

Prerequisite: None.

Total of 36 in-class activity and 12 outside activity hours per unit. This course provides reasonable accommodations for students with verified physical disabilities. It is an introduction to the discipline of Physical Education emphasizing strength training for the development of body muscle strength training for the development of body muscle strength, hypertrophy and anaerobic endurance and is complimented by cardiovascular, flexibility, and nutritional elements. In the context of an individual's physical, intellectual, and/or affective abilities and limitations the student will develop an individualized, comprehensive physical fitness plan emphasizing musculoskeletal development. The course includes rules, equipment, etiquette, safety, nutrition, and techniques related to fitness training. Includes a brief examination of how strength training has changed due to the influence of individuals, cultures, and medical research. Students will review and apply basic exercise physiology and fitness concepts in the context of their own abilities and limitations to develop and/or maintain their strength and flexibility levels. PHED P158 is offered on a pass/ no pass grading basis. This course may be repeated three times unless eligible to repeat under Title 5. (A)

P160A – Body Movement: Country Western Line Dancing 1 credit

Prerequisite: None.

Total laboratory 36 hours. This course is designed to develop cardiovascular endurance, flexibility and muscular strength through Country Western Line Dancing. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU)

Inter-Collegiate Sports/Physical Education Courses

The following courses are for students who excel in athletic ability and wish to participate in the intercollegiate program competing in conference and practice schedules.

No student shall represent this college in any athletic contest unless he/she is regularly enrolled in and is passing at all times a minimum of 12 credits of work.

In order to be eligible, a student who has previously attended college must have completed 12 credits of work the previous semester or 24 credits the previous two semesters. A student transferring from another college must have passed 12 credits the previous semester.

P122 – Varsity Basketball for Men 1 credit

Prerequisite: None.

Total laboratory 87.5 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P123 – Varsity Basketball for Women 1 credit

Prerequisite: None.

Total laboratory 87.5 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P126 – Varsity Baseball 2 credits

Prerequisite: None.

Total laboratory 180 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P130 – Varsity Volleyball for Women 2 credits

Prerequisite: None.

Total laboratory 180 hours. Instruction given to develop the necessary skills and knowledge to participate in volleyball at the collegiate level.

Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P132 – Varsity Softball for Women 2 credits

Prerequisite: None.

Total laboratory 180 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

PHYSICAL SCIENCE

P112 – Physical Science 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English and level 2 math placements. Total lecture 54 hours, total laboratory 54 hours. An introductory study of the physical sciences. Includes concepts of astronomy, geology, meteorology and physics. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

PHYSICS

P102A – General College Physics 4 credits

Prerequisite: Math P101 or equivalent.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. The study of the physics of mechanics, heat, and sound. Approved for pass/no-pass grading option. (A/CSU/UC)

P102B – General College Physics 4 credits

Prerequisite: Physics P102A or equivalent.

Total lecture 54 hours, total laboratory 54 hours. The study of the physics of electricity and magnetism, light and optics, relativity, and atomic and nuclear structure. Approved for pass/no-pass grading option. (A/CSU/UC)

P104A – Physics for Scientists and Engineers 4 credits

Prerequisite: Math P103.

Recommendation: High school physics or equivalent. Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. Analysis of mechanics using methods in calculus, Newton's laws of motion, energy, momentum, rotation and gravity. (A/CSU/UC)

P104B – Physics for Scientists and Engineers 4 credits

Prerequisite: Physics P104A and Math P104.

Total lecture 54 hours, total laboratory 54 hours. Topics in classical physics including heat and thermodynamics, electrostatics, electric fields and potential, currents and AC and DC electric circuits, magnetic fields, electromagnetic induction. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

PHYSIOLOGY

P101 – Introductory Physiology 5 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement, Chemistry P106, P108, Anatomy P110.

Total lecture 54 hours, total laboratory 108 hours. Basic functions of human body systems with emphasis on homeostatic mechanisms and systems integration. A detailed study of the physical and chemical basis of life. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

POLITICAL SCIENCE

P101 – American Government 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is an introduction to American Government. It incorporates a comprehensive survey of the dynamics of the American political process at the federal and state level. This course satisfies the educational code requirement in the U.S. Constitution and state and local government of California. This course is also offered online. Approved for pass/no-pass grading option. (A/CSU/UC)

P102 – Introduction to Comparative Politics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is an introduction to the comparative analysis of different types of political systems. It analyzes forms of government in selected countries taking into account their differing political institution, their processes and policies, their domestic and international environments, the economic systems with which they interact, and the consequences of their differing forms. (A/CSU/UC)

P103 – Introduction to International Politics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A comprehensive introduction to international relations. The course introduces the student to contending theoretical and analytical approaches to international relations, the identity and roles of global actors, power, capabilities, conflict and conflict resolution, policy making and modern security and economic issues. Approved for pass/no pass grading option. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

PSYCHIATRIC TECHNOLOGY

Semester I

This is the first semester of a three-semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Psychiatric Technology Program. It is recommended that students take the assessment test and place level 2 in English, reading and math. In addition, it is recommended that students take English P050 and Math P061. Students are required to take Anatomy P052 and PTVN P009 and achieve a grade of “C” or higher prior to beginning the first semester. There is an application process required for admission into the program. A current CPR certification is required. Information is available in the Health Careers Office in HC-2071.

PTVN P001 – Vocational Nursing and

Psychiatric Technology Program Orientation ½ credit

Prerequisite: Acceptance into the Vocational Nursing or Psychiatric Technicians Program.

Total lecture 9 hours. This course is designed to acquaint students with information and requirements of the Vocational Nursing (VN) and/or the Psychiatric Technology (PT) programs once they are accepted into the programs. Included will be the requirements for a physical examination, immunizations, cardiopulmonary resuscitation (CPR) certification, background screening and fingerprinting requirements. Students will review program policies and the student handbook specific to the VN and/or PT program. Students will review information about hepatitis and the hepatitis vaccines that are available. Course is also offered online. This course may be repeated three times.(A)

PTVN P009 – Nursing Fundamental Concepts 2 credits

Prerequisite: None.

Total lecture 36 hours. Introduction to basic concepts that form the foundation of nursing practice. A brief history of the nursing profession is discussed. Concepts relating to professionalism and nursing ethics are outlined in relationship to health care providers. The nursing process is introduced and related to critical thinking. Math utilized when administering medications will be covered. Basic terminology relevant to the nursing field of practice is covered generally and by body systems. Student resources important to their education in the health field are outlined. Students will also be required to research an assigned topic and write a research paper. Course is also offered online. (A)

PTVN P010A – Fundamentals of Nursing 4 credits

Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.

Total lecture 72 hours per semester. A study of the basic nursing skills needed to provide total patient care for patients in all age groups. The basic skills include ethics, the nursing process as it applies to communication, body mechanics, medical and surgical asepsis, hygiene, safety, charting, basic physical assessment, nutritional requirements and pharmacology. (A)

PTVN P010B – Introduction to Medical/Surgical Nursing 5 credits

Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.

Total lecture 90 hours per semester. A study of health and illness using Maslow’s Hierarchy of Basic Needs as a theoretical approach. The cause of disease and the many factors influencing health/illness are reviewed. Major body systems are studied with emphasis on assessment, common disorders including etiology, symptoms, medical, nursing, pharmacological, nutritional and rehabilitation interventions. Education of the patient and family is emphasized with sensitivity to cultural needs. (A)

PTVN P010C – Life Span Development 2 credits

Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.

Total lecture 36 hours. Surveys the developmental process from conception to death. The emphasis is on mental and emotional development and developmental milestones of the normal individual. (A)

PTVN P010D – Clinical Practice 6 credits

Prerequisite: Must be taken concurrently with theory courses PTVN P010A and PTVN P010B unless student has already received credit for the theory courses.

Total laboratory 324 hours per semester. Clinical practice is done in affiliating hospitals. This course includes the demonstration and

practice of basic nursing procedures using the nursing process. The student is functioning as a member of the health team in order to provide individual total patient care to patients in all age groups. This course includes the administration of medications. This course is offered only on a pass/no-pass grading system. (A)

Semester II

This is a second semester of a three-semester program and is offered in modules. Students must achieve a “C” or higher in each module to remain in the Psychiatric Technology Program. They must also have completed modules PTVN P010A through P010D with a grade of “C” or higher in each module.

P020A – Developmental Disabilities 2 ½ credits
Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 45 hours. This course includes the study of the causes, classifications, diagnosis and prevention of developmental disabilities. (A)

P020B – Understanding and Promoting Personal Development and Adjustment of the Developmentally Disabled 2 credits
Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. This course includes a study of the role of the Psychiatric Technician in meeting the needs of the developmentally disabled in all age groups. (A)

P020C – Principles and Practices of Behavioral Support for the Developmentally Disabled 2 credits
Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. This course includes a study of the role of the psychiatric technician in behavior management of clients with developmental disabilities. The principles of behavior modification are studied from historical origins to present day concepts. (A)

P020D – Pharmacology: Concepts and Practices 1 ½ credits
Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 27 hours. This course includes a study of the action, usual dosage, side effects and special nursing measures of drugs commonly prescribed for the developmentally disabled. Calculation of medication dosage is included as a review. (A)

P020E – Therapeutics of Communication & Relationships 2 credits
Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. This course includes a study of the fundamentals of communication, therapeutic self, self-awareness, therapeutic communications, communication processes and communication barriers. Also included are effective communication practice, the development and progression of interpersonal relationships, communication strategies and the therapeutic environment. (A)

P020F – Clinical Practice 6 credits
Prerequisite: Must be taken concurrently with theory course Psychiatric Technology P020A-E unless student has already received credit for the theory courses.

Total laboratory 324 hours. Clinical practice is done in affiliating hospitals to aid the student in functioning as a member of the health team. An introduction to the application of skills utilized in changing the behavior of residents with health, socializing, behavioral and other problems. Clinical practice in administering medications is done by students. This course is offered only on a pass/no-pass grading system. (A)

Semester III

This is the third semester of a three-semester program and is offered in modules. Students must achieve a “C” or higher in each module to remain in the Psychiatric Technology Program. They must also have completed modules P020A through P020F with a grade of “C” or higher in each module.

P030A – Psychiatric Nursing Practice: Responsibilities and Approaches 1 ½ credits
Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Total lecture 27 hours. A study of the legal aspects of psychiatric hospitalization, the Psychiatric Technician Law and mental health legislation. There is an emphasis on the nursing process as it applies to the therapeutic process and assessment of patients/clients. The psychiatric technician’s role on the interdisciplinary team is discussed including documentation. (A)

P030B – Psychopathology I – Major Mental Illness 2 credits
Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Total lecture 36 hours. A study of schizophrenia and other psychotic disorders, mood disorders and anxiety and related disorders. Diagnostic criteria, symptoms associated with the disorders and management is explored. The therapeutic nurse-patient relationship, pharmacotherapy and milieu management are emphasized. (A)

P030C – Crisis Assessment & Intervention 1 ½ credits
Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Total lecture 27 hours. A study of stress and the human response to stress both physiological and psychological. Identifies the stages, dynamics of a crisis and therapeutic intervention. Assessment tools are discussed including legal aspects and violence potential. (A)

P030D – Psychopathology II – Disorders of Children, Elderly, Personality and Addiction 2 ½ credits
Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Total lecture 45 hours. A study of psychopathology occurring in children and the elderly including diagnostic criteria, symptoms and treatment. Examines personality disorders, common and distinguishing characteristics and treatment. Emphasis in the area of addiction, the characteristics and treatment approaches are explored. (A)

P030E – Therapeutic Methods 2 credits
Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Total lecture 36 hours. A study of psychoanalytic/psychodynamic, cognitive-behavioral and existential-humanistic forms of therapy.

The elements of a therapeutic milieu are explained and explored. Special therapies are discussed including purpose, benefits and risks. Group therapy including the process, application and the psychiatric technician's role are explored. Pharmacological therapy is reviewed. (A)

P030F – Clinical Practice 6 credits
Prerequisite: Clinical experience to be taken concurrently with PSYT P030A-E unless student has already received credit in the theory courses.
Total laboratory 324 hours. Clinical practice in affiliating clinical settings to promote the demonstration of skills and procedures related to psychiatric nursing. Assignments are designed to promote understanding of abnormal behavior, the ability to effectively interact with and modify patient behavior and accurate observation and reporting of behavioral symptoms. This course is offered only on a pass/no-pass grading system. (A)

PSYCHOLOGY

P101A – General Psychology 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is designed to introduce students to the scientific study of human behavior and mental processes from the perspective of both the established theories and the more contemporary approaches. The goal of this course is to promote critical thinking and skeptical inquiry through the study and application of the scientific method. Topics of study include brain physiology, neuroscience, learning and conditioning, memory, personality development, social psychology, psychopathology, emotions, motivation, therapeutic approaches, health and stress, ethics in research, and careers in psychology. Course is also offered online. (A/CSU/UC)

P110 – Abnormal Psychology 3 credits
Prerequisite: None.
Recommendation: Psychology P101A or equivalent college course with “C” or better and English P101A or equivalent college course with a “C” or better.
Total lecture 54 hours. This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations, with primary consideration given to neurotic and psychotic behavior. (A/CSU/UC)

P121 – Adolescent Psychology 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement. Completion of Psychology P101A or equivalent college course with “C” or better.
Total lecture 54 hours. This course provides an overview of psychological theory and research as they are applied to adolescent development and the emerging adult. An emphasis is placed on stages of biological, cognitive, psychosocial, and moral development. The course also provides an overview of the common problems of adolescence: identity confusion, problematic interpersonal relationships, mental health issues, substance abuse, body image and eating disorders, delinquency and other antisocial behaviors, and school and work. (A/CSU/UC)

P126 – Lifespan Human Development 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Surveys the developmental process from conception to death, with an emphasis on the physical, cognitive, and psychosocial changes of the normal individual. Students will apply the major theoretical perspectives of psychology to human development and

analyze research findings utilizing various research methods. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P133 – Psychology of Personal and Social Adjustment 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. A course intended for those interested in applying psychological insights and principles to their own lives for the purpose of achieving a better understanding of themselves through personal growth and development. Topics include theories of personality development, lifespan development, psychological factors of physical health and illness, stress, gender roles, interpersonal relationships, psychological development, work and leisure, psychological disorders and approaches to treatment, and vocational and academic goal setting. These topics will be explored with an emphasis on both theory and practical application to everyday life. (A/CSU/UC)

P223 – Child Psychology 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Examination of the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. Emphasizing interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. [Equivalent to CHDV P223](A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

SOCIOLOGY

P101 – The Social World 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. As a survey course, The Social World provides an introduction to the discipline of sociology. This course examines the human experience as it emerges in groups by exploring fundamental concepts related to the study of modern societies, including social institutions, social structure, culture, social power, social class and social change. The course will familiarize students with the major contributors, theories, and methods of the discipline and students will learn about them as they collect their own data and analyze it in the context of their readings. The course is approved for pass/no-pass grading option. (A/CSU/UC)

P102 – Critical Sociology and Social Problems 3 credits
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course offers a critical analysis of the conditions of society that lead to negative human consequences for a significant number of people. Sociological theories, research methods and critical thinking will be employed to evaluate current challenges facing local, U.S. and global communities. Students will write a minimum of 6,000 words including one longer critical work demonstrating an understanding of the relationship among evidence, logic and social analysis. Issues addressed include social inequality, deviance, healthcare, education, politics, media, environmental crises, war and terrorism, and cross-cultural analysis. Approved for pass/no-pass grading option. (A/CSU/UC)

P106A-Z – Current Topics 1 credit

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 18 hours for each credit offered. This course offers an in-depth analysis of one or more current topics in the discipline of sociology. The course will include discussion, interpretation and application of current theories and research methods used in the discipline. Students may earn a maximum of three credits, but no topic may be repeated for credit. Approved for pass/no-pass grading option. This course may be repeated three times. Course is also offered online. (A/CSU)

P120 – African American Experience 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is an interdisciplinary analysis of the African American human experience. Sociological and interdisciplinary approaches, theories, and research will be employed to explore and evaluate the history, culture, and condition of the African American community within the context of U.S. society and the global community. Topics addressed include the cultural and geographical diversity of the African Diaspora, historical background, socioeconomic status, health status, and the social psychological impact of social inequality. Equivalent to ETHN P120. Approved for pass/no-pass grading option. (A/CSU/UC)

P121 – Mexican-American Experience 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course is a critical and social analysis of the Mexican American human experience. Sociological and interdisciplinary approaches, theories, and research will be employed to explore and evaluate the history, culture, and condition of the Mexican American community within the context of U.S. society and the global community. Topics addressed include the cultural diversity of Mexican Americans, historical background, socioeconomic status, health status, and the social psychological impact of social inequality. This course is approved for pass/no-pass grading option. (A/CSU/UC)

P127 – Women and Society 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement, Sociology P101.

Total lecture 54 hours. This course offers a sociological analysis of the status of women in contemporary society, including a brief survey of the women's movement and the stories of some of its earliest leaders. Issues addressed include gender as social institution, the social construction of gender, social inequality, and the effects of gendered thinking in contemporary mainstream culture on the structure of social institutions and on public perception of social issues and political systems. By studying gender, the course reveals cultural distinctions among men's and women's perspectives and the political consequences of those differences for women's experiences related to health, families, religion, education, politics and work, among others. This course is approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

SPANISH

P101 – Elementary Spanish 5 credits

Prerequisite: None.

Total lecture 90 hours. Includes the basic principles of oral and written Spanish, such as vocabulary drill and exercises, composition, reading,

and conversation. This course may have an online component which requires the student to access the Internet weekly. (A/CSU/UC)

P102 – Elementary Spanish 5 credits

Prerequisite: None.

Recommendation: Grade of "C" or higher in Spanish P101 or equivalent.

Total lecture 90 hours. Second semester Spanish which includes listening, speaking, grammar, reading, writing, and vocabulary. The course may have an online component which requires the student to access the Internet weekly. (A/CSU/UC)

P103 – Intermediate Spanish 5 credits

Prerequisite: None.

Recommendation: Grade of "C" or higher in Spanish P102 or equivalent.

Total lecture 90 hours. Review of elementary grammar, reading of Spanish and Spanish-American literature including modern novels and plays, conversation, special drills in pronunciation, composition. (A/CSU/UC)

P104 – Intermediate Spanish 5 credits

Prerequisite: None.

Recommendation: Grade of "C" or higher in Spanish P103 or equivalent.

Total lecture 90 hours. Continuation of Spanish P103. Grammar, composition and conversations; reading of more difficult Spanish literature; drill in pronunciation. (A/CSU/UC)

Special Studies, see page 112.
Work Experience, see page 109.

SPEECH

P101 – Introduction to Public Speaking 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture, discussion and practice 54 hours. This course provides a practical introduction to the fundamental principles of public speaking through an audience-centered approach, and a forum for practicing public speaking skills. Through a variety of instructional strategies and presentations, students learn the process by which effective speeches are conceived and researched, as well as the actual planning, rehearsing, and presentation of formal and informal speeches to specific audiences. Listening, speaking, and critiquing abilities are emphasized. (A/CSU/UC)

P102 – Interpersonal Communication 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. The course in interpersonal communication offers a unique opportunity to understand ourselves, our relationships with others and situations in which we find ourselves. The course will examine how the process of communication shapes individual behavior, how individuals interact in interdependent communication situations, and how individuals can improve their interpersonal communication skills. The functions of varying messages in the initiation, development, maintenance and termination of interpersonal relationships are emphasized. (A/CSU)

Special Studies, see page 112.
Work Experience, see page 109.

VOCATIONAL NURSING

First Semester

This is the first semester of a three-semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Vocational Nursing Program. It is recommended that students take the assessment test and place level 2 in English, reading and math. In addition, it is recommended that students take English P050 and Math P061. Students are required to take Psychology P101A, Anatomy P052 and PTVN P009 and achieve a grade of “C” or higher prior to beginning the first semester. There is an application process required for admission into the program. A current CPR certification is required. Information is available in the Health Careers Office in HC-2071.

PTVN P010A – Fundamentals of Nursing 4 credits
Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.
Total lecture 72 hours. A study of the basic nursing skills needed to provide total patient care for patients in all age groups. The basic skills include ethics, the nursing process as it applies to communication, body mechanics, medical and surgical asepsis, hygiene, safety, charting, basic physical assessment, nutritional requirements and pharmacology. (A)

PTVN P010B – Introduction to Medical/Surgical Nursing 5 credits
Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.
Total lecture 90 hours. A study of health and illness using Maslow’s Hierarchy of Basic Needs as a theoretical approach. The cause of disease and the many factors influencing health/illness are reviewed. Major body systems are studied with emphasis on assessment, common disorders including etiology, symptoms, medical, nursing, pharmacological, nutritional and rehabilitation interventions. Education of the patient and family is emphasized with sensitivity to cultural needs. (A)

PTVN P010C – Life Span Development 2 credits
Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.
Total lecture 36 hours. Surveys the developmental process from conception to death. The emphasis is on mental and emotional development and developmental milestones of the normal individual. (A)

PTVN P010D – Clinical Practice 6 credits
Prerequisite: Must be taken concurrently with theory courses PTVN P010A and PTVN P010B unless student has already received credit for the theory courses.
Total laboratory 324 hours. Clinical practice is done in affiliating hospitals. This course includes the demonstration and practice of basic nursing procedures using the nursing process. The student is functioning as a member of the health team in order to provide individual total patient care to patients in all age groups. This course includes the administration of medications. This course is offered only on a pass/no-pass grading system. (A)

Second Semester

This is the second semester of a three semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Vocational Nursing Program. They must also achieve a grade of “C” or higher in PTVN P010A through P010D.

P025A – Endocrine System 2 credits
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Total lecture 36 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the endocrine system. (A)

P025B – Gastro Intestinal System 1 ½ credits
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Total lecture 27 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the gastro-intestinal system. (A)

P025C – Musculoskeletal System 1 credit
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Total lecture 18 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the musculoskeletal system. (A)

P025D – Genito-Urinary System 1 credit
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the genito-urinary system. (A)

P025E – Diseases and Disorders of the Eye and Ear 1 credit
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Total lecture 18 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the eye and ear. (A)

P025F – Integumentary System 1 credit
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the integumentary system. (A)

P025G – Pediatrics 1 ½ credits
Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Total lecture 27 hours. This course includes the study of the diagnosis, treatment and nursing care of diseases and disorders in the pediatric patient. Common issues pertinent to pediatric patients are covered including safety, common childhood illnesses, SIDS, abuse and health care relevant to growth and development. (A)

P025H – Clinical Practice 6 credits
Prerequisite: Must be taken concurrently with theory courses Vocational Nursing P025A-G unless student has already received credit for the theory courses.

Total laboratory 324 hours. Clinical practice is done in affiliating hospitals to aid the student in functioning as a member of the health team. The students provide individual total patient care to patients in all age groups. There is an emphasis on care of the pediatric patient during the second semester. The demonstration and practice of nursing skills is also directed toward patients with endocrine, gastro-intestinal, genitourinary, musculoskeletal, integumentary, eye and ear disorders. Clinical practice in administering medications is done by students. This course is offered only on a pass/no-pass grading system. (A)

Third Semester

This is the third semester of a three semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Vocational Nursing Program. They must also achieve a grade of “C” or higher in Vocational Nursing P025A through P025H.

P035A – Leadership 2 credits
Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Total lecture 36 hours. This course includes description and assessment of leadership styles. Communication is emphasized including general theory concepts, conflict resolution and therapeutic/non-therapeutic approaches in the health care setting. Basic theories and concepts of mental health are discussed and resources available in the health care community. (A)

P035B – Maternity Nursing 2 credits
Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Total lecture 36 hours. A study of conception, gestation, labor, delivery, and the newborn. Also includes methods of birth control. (A)

P035C – Cardiovascular System 2 credits
Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the cardiovascular system. (A)

P035D – Respiratory System 2 credits
Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Total lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the respiratory system. (A)

P035E – Neurological System 2 credits
Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Total lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the neurological system. (A)

P035F – Clinical Practice 6 credits
Prerequisite: Clinical experience to be taken concurrently with VNRS P035A-E unless student has already received credit in the theory course(s).

Total laboratory 324 hours. Clinical practice in affiliating hospitals to aid the student in continuing development as a functioning member of the health team and to gain skills in providing individual total

patient care to patients in all age groups. Emphasis is on maternity patients, newborns, and patients with cardiovascular, respiratory and neurological diseases and disorders. The class includes care of the acutely ill patient requiring intensive care as well as emergency care. Functional assignments in administration of medication in those practice settings is emphasized. This course is offered only on a credit/no-credit grading system. (A)

WORK EXPERIENCE

Cooperative Work Experience Education at Porterville College is a part of the academic process. The “co-op” classroom is off-campus industrial, governmental, educational, and other business or service organizations. As the name implies, cooperative work experience education is cooperation among the employers, students, and college. The primary objective of the program is to give students practical experience while they are in school and to help students relate their college learning experience to the world of work.

Credit for Cooperative Work Experience Education is available to students who are employed in a position which is directly related to the student’s college major or who are employed in a position which assists the student in determining a career choice. Students who are enrolled in the following career programs may enroll in occupational coop ed courses: agriculture, business, health, home economics, child care and development, information systems, industrial management, public services, sales and merchandising and technical areas.

A maximum of four credits per semester of General Cooperative Work Experience Education may be earned. A maximum of four credits per semester of Occupational Work Experience Education may be earned up to a total of 16 credits. A combined total of On-Campus Entrepreneurial, General Occupational Cooperative Work Experience Education, and Human Services may not exceed 16 credits of which a maximum of six credits may be General Cooperative Work Experience Education. No more than eight credits may be applied toward the 18-credit subject “major” required for graduation.

The student must be enrolled in and complete a minimum of seven credits, including credits earned in Cooperative Work Experience Education, except during the summer period. During the summer, the student must be enrolled in one additional course.

Students must attend one scheduled orientation session and two to three meetings with an assigned co-op instructor/coordinator during the semester. First- and second-semester students must also attend a minimum of eight hours of scheduled seminars and activities throughout the semester. Student must work 75 hours per semester per credit at a paid job or 60 hours per semester per credit at a non-paid job. Eligibility for level 2 English placement is recommended. Approved for pass/no-pass grading option.

- General Work Experience Education is supervised employment of students. It is intended to assist student in acquiring desirable work habits, career awareness and positive job attitudes. The jobs held by students need not be related to their occupational goals or college program.
- Occupational Work Experience Education is the extension of classroom occupational learning opportunities and career awareness into employment related to the student’s major or occupational goal.
- Entrepreneurial Work Experience Education is cooperation between the student and an on-campus entrepreneurial operation.

P156N – General Work Experience 2 credits
Prerequisite: Student's non-paid job must not be related to a declared major or occupational goal. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P156P – General Work Experience 2 credits
Prerequisite: Student's paid job must not be related to a declared major or occupational goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P157N – General Work Experience 3 credits
Prerequisite: Student's non-paid job must not be related to a declared major or occupational goal. Student must work 180 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P157P – General Work Experience 3 credits
Prerequisite: Student's paid job must not be related to a declared major or occupational goal. Student must work 225 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P160N – On-Campus Entrepreneurial Work Experience Education 1 credit
Prerequisite: Student's non-paid job must be in an on-campus entrepreneurial operation not related to declared major or occupational goal. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P160P – On-Campus Entrepreneurial work Experience Education 1 credit
Prerequisite: Student's paid job must be in an on-campus entrepreneurial operation not related to declared major or occupational goal. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning

experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P161N – On-Campus Entrepreneurial Work Experience Education 2 credits
Prerequisite: Student's non-paid job must be in an on-campus entrepreneurial operation not related to declared major or occupational goal. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P161P – On-Campus Entrepreneurial Work Experience Education 2 credits
Prerequisite: Student's paid job must be in an on-campus entrepreneurial operation not related to a declared major or occupational goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P162N – Occupational Work Experience Education/Child Development 3 credits
Prerequisite: Student's non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a nonpaid job in the Child Development career field. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A)

P163N – Occupational Work Experience Education/Infant/Toddler3 credits
Prerequisite: Student's non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a nonpaid job in the Child Development career field. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A)

P164N – Occupational Work Experience Education/School Age 3 credits
Prerequisite: Student's non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a non-paid job in the child development career field. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in

school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A)

P165N – Occupational Work Experience

Education/Special Education 3 credits

Prerequisite: Student's non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a non-paid job in the child development career field. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A)

P166N – Occupational Work Experience Education/Police3 credits

Prerequisite: Student's non-paid job must be related to declared major in Administration of Justice. Student must work 180 hours per semester at a non-paid job in the administration of justice career field. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A)

SPECIAL STUDIES

P148-P058-P078 – Special Studies 1 – 3 credits

Prerequisite: None.

Lecture 18 hours, laboratory 54 hours, or combination of each credit, may be utilized by any division under any approved program for a single offering, innovative, experimental, or TV course. Course outline to be approved by the Vice President of Academic Affairs and Chancellor's designee. P148 – (A/CSU); P058 – (A)

INDEX

A

Academic Eligibilities 18
Academic Information 22
Academic Standing 28
Accommodating Students with Disabilities 12
Accounting 72
ACCREDITATION 6
Administration 2
Administration of Justice 72
Admission Forms and Transcripts 18
Advanced Placement 25
Advising 22
Advising and Counseling 34
Agriculture 74
American Sign Language 76
Anatomy 76
Anthropology 76
Anthropology Library 32
Applied Design 76
Art 77
Art Gallery 37
Articulation 24
ASSIST 47
Associate Degree Majors 48
Associate in Arts (AA) Degree 40
Astronomy 78
Athletics 37
Attendance 22
Auditing a Course 19

B

Biology 78
Board of Trustees 2
BOGW 36
Business 79
Business Administration 79

C

California Enrollment Fee 19
CalWorks Program 34
CARE 36
Career Services 34
Catalog Rights 7
Certificate Programs 54–59
CHAP 34
Chemistry 80
Child Care Services 34
Child Development 80
Child Development Center Certified Personnel 64
Classification of Students 22
Classified Personnel 64
Clubs 36
Commercial Art 82
Computer Graphics 82
Conduct of Students 11

Confidential/Classified Management Personnel 63
Confidentiality of Student Records 11
Controlled Substances 11
Cost of Attendance 34
Course Description 69
Course Information 7
Course Level 69
Course Numbering System 68
Course Prefix Listing 68
Credit
 Non-Traditional College Credit 23
Credit from Other Institutions 23
CSU Admission Requirements 43
CSU General Education Breadth Requirements 43–44

D

Degree Evaluation 25
Disability Resource Center 34
Dismissal from Classes 11
Disqualification 28
Drama 82
Dual Enrollment Admission 18

E

Earth Science 83
Economics 83
Education 83
Emergency Medical Technician 84
Emeriti 65
English 84
English as a Foreign Language 86
English as a Second Language 84–87
EOPS 36
Equal Employment and Education Opportunities 13
Exemption from Payment of Non-Resident Tuition 18

F

Faculty/Administrators 62
Faculty Office Hours 7
Fees
 California Enrollment Fee 19
 Enrollment, Health, Parking, Special Materials Fee
 and Non-Resident Tuition Refund Procedures
 20
 Fee Exemption 19
 Materials Fees 19
 Procedures for Payment of Fees 19
Financial Aid 35
Fire Technology 87–105
Food Services 36
Foundation 6

G

Formal Student Grievances 12
General Studies 88
Geography 88
Geology 88
Grades
 Grade Forgiveness/Academic Renewal Policy 28

H

Health Careers 88
Health Education 88
History 89
History of PC 6
Human Services 89

I

Industrial Technology 91
Information Systems 91
International Students 19
Intersegmental General Education Transfer Curriculum 46

K

KCCD Administration 2

L

Learning Center 32
Library Media Services 32
Life Science 93

M

Marketing 93
Mathematics 93
Matriculation 10
Microbiology 95
Military Withdrawal 26
Mission Statement 6
Music 95

N

Non-Discrimination Policy 13
Non-Resident Tuition 18

O

Open Enrollment 11

P

Pass Along Certification 42
Pass/No-Pass Courses 24
Philosophy 98
Photography 98
Physical Education 99
Physical Science 101
Physics 101
Physiology 102
Plagiarism and Cheating 28
Political Science 102
Prerequisites 10
Probation 28
Psychiatric Technology 102
Psychology 104

R

Student Right to Know 14
Recommended Skill Levels 11
Release of Information 11
Remedial Course Work 26
Repetition of Courses 26

S

Scholarship 22
Scholastic Recognition 22
SEVIS 18
Sexual Harassment Policy and Procedures 13
Sociology 104
Spanish 105
Special Studies 110
Speech 105
Student Activities 36
Student Load 22
Student Services 34
Summer Intersession 7
SWAT Team 37

T

Testing Programs 42
Textbooks, Supplies 37
Traffic and Parking Regulations 12
Transcripts 42
Transfer 43
Transfer Services 37
Transfer to University of California 43
Tutorial Services 32

V

Veteran's Education 37
Vocational Nursing 106

W

Wellness Center 35
Withdrawal From Courses 26
Work Experience 107
Writing Mentors 32

Porterville College is a member of the
Kern Community College District

Porterville College Catalog

Publication Staff:

Judy Fallert, editor

Randy Morgan, graphic design and layout