# Los Angeles Pierce College 2017-2018 General Catalog Addendum

## New Associate Degrees for Transfer:

Art History AA-T, Biology AS-T, and Social Justice Studies AA-T

## New Associate Degree:

Chicano Studies A.A.

## Update to Horse Science A.S. Degree and Certificate of Achievement:

Change of title and courses to program (now known as Equine Science).

## New Certificate of Achievement:

Business Information Worker

## New Noncredit Certificates of Completion:

Dog Grooming, Workplace Success

\*The degrees above can be awarded at this time, but check with Financial Aid regarding eligibility if declaring these as your major.

## New Courses:

Architecture, Communication Studies, Computer Information Systems, Computer Science- Information Technology, Humanities, Journalism, Kinesiology, Multimedia, Statistics, Vocational Education

## UC Transferable Course Agreements (Effective Fall 2017):

The following courses are UC transferable: CHICANO 37, CHICANO 47, CHICANO 54, CHICANO 57, CO SCI 541, CO SCI 557, COMM 190, DANCEST 823, DNCESPC 332, DNCESPC 442, HISTORY 19, INTBUS 1, KIN 340-1, KIN 340-2, KIN MAJ 103, MULTIMD 110, and PLNT SC 711

# NEW ASSOCIATE DEGREES FOR TRANSFER

## ART HISTORY

Associate of Arts for Transfer Degree

(STATE CODE 35975)

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

****PROGRAM INFORMATION****

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

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

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

PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

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

MAJOR - REQUIRED COURSES

SUBJECT COURSE UNITS

ART 101 Survey of Art History I 3

ART 102 Survey of Art History II 3

ART 201 Drawing I 3

List A: Select one course from the following: 3

ART 105 History of Asian Art 3

ART 107 Mexican Art-Modern 3

ART 109 The Arts of Africa, Oceania, and Ancient America 3

List B: Select one course from the following: 3

ART 204 Life Drawing I 3

ART 307 Oil Painting I 3

ART 501 Beginning Two-Dimensional Drawing 3

ART 502 Beginning Three-Dimensional Drawing 3

ART 604 Graphic Design I 3

ART 700 Introduction to Sculpture 3

ART 708 Introduction to Ceramics 3

List C: Select one course from the following: 3

Any List A or List B course not already used

ART 111 History of Contemporary Art 3

ART 137 Architectural History I: Prehistory to the Middle Ages 3

ART 138 Architectural History II: Late Middle Ages to Modern 3

ART 139 Architectural History III: Modern   
Architecture 3

MAJOR - TOTAL UNITS 18

GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following GE Plans:

LACCD GE NOT AVAILABLE WITH THIS MAJOR

CSU GE CSU GE Breadth Certification Plan 39 units

IGETC Intersegmental GE Transfer Curriculum……37 units

## BIOLOGY

**Associate of Science for Transfer Degree**

**(STATE CODE 35979)**

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

PROGRAM INFORMATION

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

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

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

PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

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

MAJOR - REQUIRED COURSES

SUBJECT COURSE UNITS

BIOLOGY 6 General Biology I 5

BIOLOGY 7 General Biology II 5

CHEM 101 General Chemistry I 5

CHEM 102 General Chemistry II 5

MATH 261 Calculus I 5

PHYSICS 6 General Physics I 4

PHYSICS 7 General Physics II 4

MAJOR - TOTAL UNITS 33

GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following GE Plans:

LACCD GE NOT AVAILABLE WITH THIS MAJOR

CSU GE CSU GE Breadth Certification Plan 33 units

IGETC Intersegmental GE Transfer Curriculum 31 units

## SOCIAL JUSTICE STUDIES

Associate of Arts for Transfer Degree

(STATE CODE 36027)

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

PROGRAM INFORMATION

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

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

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

PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

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

MAJOR - REQUIRED COURSES

SUBJECT COURSE UNITS

SOC 11 Race and Ethnic Relations 3

SOC 31 Sociology of Gender 3

Select one of the following courses: 3

ANTHRO 109\* Gender, Sex and Culture 3

ANTHRO 132\* Native People of North America 3

CHICANO 2\* The Mexican-American in Contemporary Society 3

HEALTH 8 Women’s Personal Health 3

List A: Select three courses from at least two of the following areas: 9-10 units

Area 1

HISTORY 11 Political and Social History of the   
United States I 3

HISTORY 12 Political and Social History of the   
United States II 3

HISTORY 13 The United States in the Twentieth Century 3

POL SCI 19 Women in Politics 3

Area 2

ART 105 History of Asian Art 3

ART 109\* The Arts of Africa, Oceania, and Ancient America 3

ENGLISH 219 The Literature of American Ethnic Groups 3

ENGLISH 239 Women in Literature 3

Area 3

CHICANO 20 The Mexican-American in California 3

CHICANO 80 Chicano Politics 3

HISTORY 5 History of the Americas I 3

HISTORY 6 History of the Americas II 3

HISTORY 41\* The African American in the History of   
the U.S. I 3

HISTORY 42\* The African American in the History of   
the U.S. II 3

HISTORY 43\* The Mexican-American in the History of   
the United States I 3

HISTORY 44\* The Mexican-American in the History of   
the United States II 3

HISTORY 52\* The Role of Women in the History of   
the U.S. 3

PSYCH 32 Psychology of Women 3

SPANISH 10 Latin-American Civilization 3

SPANISH 26 Understanding Latin America through Film 3

Area 4

MATH 227 Statistics 4

STAT 1 Elementary Statistics I for the Social   
Sciences 3

Area 5

ANTHRO 109\* Gender, Sex and Culture 3

ANTHRO 132\* Native People of North America 3

CHICANO 2\* The Mexican-American in Contemporary Society 3

HISTORY 41\* The African American in the History of   
the U.S. I 3

HISTORY 42\* The African American in the History of   
the U.S. II 3

HISTORY 43\* The Mexican-American in the History of   
the United States 3

HISTORY 44\* The Mexican-American in the History of   
the United States 3

HISTORY 52\* The Role of Women in the History of   
the U.S. 3

MAJOR - TOTAL UNITS 18-19

\*Course may only be used in one area.

GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following GE Plans:

LACCD GE NOT AVAILABLE WITH THIS MAJOR

CSU GE CSU GE Breadth Certification Plan 39 units

IGETC Intersegmental GE Transfer Curriculum 34-37 units

# **NEW ASSOCIATE DEGREE**

## CHICANO STUDIES

Associate of Arts Degree

(STATE CODE 36044)

PROGRAM INFORMATION

The A.A. in Chicano Studies provides an excellent background for students interested in a variety of careers. A multi-disciplinary program, Chicano Studies offers courses in the Social Sciences, Humanities, and Basic Skills Development. The program generates an awareness and understanding of Mexican Americans in the United States.

A student may obtain an Associate of Arts Degree in Chicano Studies by successfully completing 24 units or more in addition to satisfying graduation requirements.

The Chicano Studies A.A. provides optimal preparation for students interested in careers in education, humanities, anthropology, sociology, psychology, social sciences, political sciences, law, social work, business, the arts, private sector and public administration.

TRANSFER STUDENTS

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

PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will:

* Be able to critically analyze the cultural characteristics of the Chicana/o experience in the local and global society.
* Be able to examine and evaluate the historical experiences of the Chicana/o within the cultural, political, social and economic structures found in the United States and Mexico.
* Be able to analyze and interpret the contributions of Chicana/os in the fine arts, literature, and popular culture in the United States.

MAJOR - REQUIRED COURSES

SUBJECT course units

CHICANO 2 The Mexican-American in Contemporary Society 3

CHICANO 7 The Mexican-American in the History of   
the United States I 3

CHICANO 8 The Mexican-American in the History of   
the United States II 3

CHICANO 37 Chicano Literature 3

CHICANO 54 Mexican-American Arts in American Culture 3

MAJOR - ELECTIVE COURSES

SUBJECT COURSE UNITS

Select 9 semester units from the following: 9

ANTHRO 102 Human Ways of Life: Cultural Anthropology 3

CHICANO 20 The Mexican-American in California 3

CHICANO 47 The Mexican-American Woman in Society 3

CHICANO 57 Chicanas and Chicanos in Film 3

CHICANO 80 Chicano Politics 3

SOC 11 Race and Ethnic Relations 3

SPANISH 12 Survey of Mexican Literature 3

MAJOR - TOTAL UNITS 24

GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following GE Plans:

LACCD GE LACCD General Education Plan 21 units

CSU GE CSU GE Breadth Certification Plan 39 units

IGETC Intersegmental GE Transfer Curriculum 37 units

# UPDATE TO HORSE SCIENCE A.S. DEGREE & CERTIFICATE OF ACHIEVEMENT

## EQUINE SCIENCE

Associate of Science Degree

(STATE CODE 02809)

Faculty Advisor: Professor Paddy Warner

PROGRAM INFORMATION

This is a 2-year program in Horse Science that provides in-depth course work and hands-on experience for students who wish to work in the horse industry. Completion of the Associate of Science degree will provide employment opportunities in Stable/Ranch Management, Horse Training, Veterinary Assisting, Riding Instruction, Event Management and other Horse Industry related businesses. Instruction emphasizes hands-on experience and includes horse husbandry, handling, riding and training as well as event planning, business operations and facility management and maintenance.

TRANSFER STUDENTS

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

Program Learning Outcomes

Upon completion of this program, students will:

* Provide horses with the care and feeding recommended by experts and accepted by industry.
* Work with horses safely, effectively and efficiently both on the ground and under saddle.
* Maintain equestrian facilities in a manner consistent with industry standards.
* Plan and manage equestrian events.
* Use current best-practices in the operation of a horse-industry business.

MAJOR - REQUIRED COURSES

Subject COURSE UNITS

ANML SC 601 Horse Production 3

ANML SC 602 Horse Husbandry 3

ANML SC 603A-D Equine Management Techniques A-D 8

ANML SC 620 Basic Equitation 1

ANML SC 621 Horseback Riding Laboratory 1

ANML SC 630 Beginning Equine Training 2

ANML SC 650 Equine Health and First Aid 2

Group 1: Riding/Training Electives - Select two courses from the following:

ANML SC 616 Horse Show Activities 2

ANML SC 622 Horse Back Riding Lab - Intermediate 1

ANML SC 623 Horseback Riding Laboratory - Advanced 1

ANML SC 631 Advanced Equine Training 2

Group 2: Facility/Event Management Electives - Select one course from the following:

ANML SC 604 Equine Facility Management 2

ANML SC 640 Horseshow Organization and Management 2

Group 3: Enterprise/Industry Electives - Select one course from the following:

BUS 1 Introduction to Business 3

CAOT 32 Business Communications 3

CAOT 78 Microcomputer Acctg Applications for the Electronic Office 3

CAOT 85 Microcomputer Office Applications: Spreadsheet 3

MARKET 1 Principles of Selling 3

MGMT 13 Small Business Entrepreneurship 3

Group 4: Additional Elective Courses - Select twelve semester units from the following:

ANML SC 185 Directed Study - Animal Science 1

ANML SC 285 Directed Study - Animal Science 2

ANML SC 385 Directed Study - Animal Science 3

ANML SC 501 Principles of Animal Science 3

ANML SC 505 Animal Nutrition 3

ANML SC 510 Animal Health and Disease Control 3

ANML SC 511 Anatomy and Physiology of Animals 3

ANML SC 512 Anatomy and Physiology of Animals Lab 1

ANML SC 596A Agricultural Enterprise Projects 1

ANML SC 596B Agricultural Enterprise Projects 2

ANML SC 596C Agricultural Enterprise Projects 3

ANML SC 596D Agricultural Enterprise Projects 4

CAOT 97 Internet for Business 3

COMM 101 Public Speaking 3

COMM 121 Interpersonal Communication 3

COMM 122 Intercultural Communication 3

COMM 151 Small Group Communication 3

JOURNAL 100 Social Values in Mass Communication 3

JOURNAL 251 Visual Communication in Mass Media 3

PHOTO 9 Introduction to Cameras and Composition 3

PHOTO 20 Beginning Photojournalism 4

PHOTO 101 Beginning Digital Photography 3

PLNT SC 103 Introduction to Soil Science 3

SPANISH 2 Elementary Spanish II 5

SPANISH 35 Spanish for Spanish Speakers I 5

Major - Total Units 39-43

GENERAL EDUCATION - REQUIRED COURSES

Students must complete one of the following GE Plans:

LACCD GE LACCD General Education Plan 21 units

CSU GE CSU GE Breadth Certification Plan 39 units

IGETC Intersegmental GE Transfer Curriculum 34-37 units

## EQUINE SCIENCE

Certificate of Achievement

(STATE CODE 21781)

PROGRAM INFORMATION

This is a 29 unit program in Horse Science that provides in-depth course work and hands-on experience for students who wish to work in the horse industry. Completion of the Certificate will provide entry-level employment opportunities in Stable/Ranch Management, Horse Training, Veterinary Assisting, Riding Instruction, Horse Care/Grooming, Event Management, and Horse Industry Retail Sales. Instruction emphasizes hands-on experience and includes horse husbandry, handling, riding and training as well as event planning and facility management and maintenance.

Gainful employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: http://www.piercecollege.edu/departments/cate.asp

Program Learning Outcomes

Upon completion of this program, students will:

* Provide horses with the care and feeding recommended by experts and accepted by industry.
* Work with horses safely, effectively and efficiently both on ground and under saddle.
* Maintain equestrian facilities in a manner consistent with industry standards.
* Use current best-practices in the operation of a horse-industry business.

CERTIFICATE - REQUIRED COURSES

Subject COURSE UNITS

ANML SC 601 Horse Production 3

ANML SC 602 Horse Husbandry 3

ANML SC 603A Equine Management Techniques 2

ANML SC 603B Equine Management Techniques 2

ANML SC 620 Basic Equitation 1

ANML SC 621 Horseback Riding Laboratory 1

ANML SC 630 Beginning Equine Training 2

ANML SC 650 Equine Health and First Aid 2

CERTIFICATE - ELECTIVE COURSES

Group 1: Elective Courses in Horse Science subjects - Select two courses from the following:

ANML SC 185 Directed Study - Animal Science 1

ANML SC 285 Directed Study - Animal Science 2

ANML SC 385 Directed Study - Animal Science 3

ANML SC 596A Agricultural Enterprise Projects 1

ANML SC 596B Agricultural Enterprise Projects 2

ANML SC 596C Agricultural Enterprise Projects 3

ANML SC 596D Agricultural Enterprise Projects 4

ANML SC 603C Equine Management Techniques 2

ANML SC 603D Equine Management Techniques 2

ANML SC 604 Equine Facility Management 2

ANML SC 616 Horse Show Activities 2

ANML SC 622 Horse Back Riding Lab - Intermediate 1

ANML SC 623 Horseback Riding Laboratory - Advanced 1

ANML SC 631 Advanced Equine Training 2

ANML SC 640 Horseshow Organization and Management 2

Group 2: Elective Courses in Enterprise/Industry - Select one course from the following:

BUS 1 Introduction to Business 3

CAOT 32 Business Communications 3

CAOT 78 Microcomputer Acctg Applications for the   
Electronic Office 3

CAOT 85 Microcomputer Office Applications: Spreadsheet 3

CAOT 97 Internet for Business 3

MARKET 1 Principles of Selling 3

MGMT 13 Small Business Entrepreneurship 3

Group 3: Additional Elective Courses - Select eight semester units from the following:

ANML SC 501 Principles of Animal Science 3

ANML SC 505 Animal Nutrition 3

ANML SC 510 Animal Health and Disease Control 3

ANML SC 511 Anatomy and Physiology of Animals 3

ANML SC 512 Anatomy and Physiology of Animals Lab 1

COMM 101 Public Speaking 3

COMM 121 Interpersonal Communication 3

COMM 122 Intercultural Communication 3

COMM 151 Small Group Communication 3

JOURNAL 100 Social Values in Mass Communication 3

JOURNAL 251 Visual Communication in Mass Media 3

PHOTO 9 Introduction to Cameras and Composition 3

PHOTO 20 Beginning Photojournalism 4

PHOTO 101 Beginning Digital Photography 3

PLNT SC 103 Introduction to Soil Science 3

SPANISH 2 Elementary Spanish II 5

SPANISH 35 Spanish for Spanish Speakers I 5

CERTIFICATE - total units 29-34

# NEW CERTIFICATE OF ACHIEVEMENT

## BUSINESS INFORMATION WORKER

Certificate of Achievement

(STATE CODE 36137)

**PROGRAM INFORMATION**

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions— for example, court, municipal, and license clerks; customer service representatives; file clerks; hotel, motel, and resort desk clerks; order clerks; receptionists and information clerks; shipping, receiving, and traffic clerks; secretaries and administrative assistants, except legal, medical, and executive; office clerks, general; and office and administrative support workers, all other. Students will learn the fundamentals of computer systems and basic computer application skills (Word, Excel, Outlook), oral and written communication skills, critical thinking and problem-solving skills, and workplace skills for the business environment.

**GAINFUL EMPLOYMENT**

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: http://www.piercecollege.edu/departments/cate.asp

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

* Basic oral and written communications.
* Basic computer application skills, including beginning Excel, Word, and Outlook.
* The fundamentals of computer systems.
* Critical thinking and problem-solving skills.
* Workplace skills to succeed in the business environment.

**MAJOR - REQUIRED COURSES**

SUBJECT COURSE UNITS

CAOT 1 Computer Keyboarding and Document Applications I 3

***OR***

CAOT 2 Computer Keyboarding and Document Applications II 3

CAOT 31 Business English 3

***OR***

CAOT 32 Business Communications 3

***OR***

CAOT 128 Communication Skills for the Business Professional 3

CAOT 39 Word Processing: Keyboarding and   
Operations 3

CAOT 55 Career Skills for the Workplace 3

***OR***

MGMT 31 Human Relations for Employees 3

CAOT 67 Microsoft Outlook for the Office 2

CAOT 82 Microcomputer Software Survey in the   
Office 3

CAOT 85 Microcomputer Office Applications: Spreadsheet 3

CAOT 92 Computer Windows Application 2

**MAJOR - TOTAL UNITS 22**

# NEW NONCREDIT CERTIFICATES OF COMPLETION

## DOG GROOMING

Certificate of Completion

(STATE CODE 36077)

**PROGRAM INFORMATION**

Students completing the Certificate of Completion in Dog Grooming will be ready for employment in the field. Students will gain hands-on experience in dog grooming and learn terminology and techniques.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

* Be prepared and ready to enter the workforce as a dog groomer.
* Obtain skills at the entry level which can elevate to a highly-developed skills set such has specializing in grooming a particular breed of dog (i.e. Poodles).
* Aspire to own their own shop or mobile grooming business.
* Learn not only specific skills, but also job readiness skills such as customer service, resume construction, and interviewing techniques.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT COURSE UNITS

VOC ED 340CE Basic Dog Grooming I 0

VOC ED 341CE Basic Dog Grooming II 0

## WORKPLACE SUCCESS

Certificate of Completion

(STATE CODE 36038)

**PROGRAM INFORMATION**

Los Angeles Pierce College is committed to serving and meeting the needs of its surrounding communities. Per our mission statement, this course will provide opportunities for students to develop basic skills, gain career proficiency and enhance our outreach for workforce development. As such, this noncredit program will provide our students critical tools and skills for workplace success. Students will complete self-assessment and accordingly plan a career, learning current job search practices, resume preparation, interviewing skills, appropriate verbal and nonverbal communication, workplace etiquette, and management of time and stress. Students will increase their likelihood of career success by also putting together immediate and long-term actionable goals. This class will increase students’ employability and job opportunities, to help them obtain and retain jobs.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program, students will:*

* Distinguish past success through a self-inventory, leading to creating a list of short-term and long-term goals for job search and personal plans.
* Prepare job application packets and develop interviewing skills.
* Develop effective time management and stress management techniques.
* Define workplace goals and methods to achieve them based on understanding employer culture and expectations.
* Develop a list of tools to handle change.

**CERTIFICATE - REQUIRED COURSES**

SUBJECT COURSE UNITS

VOC ED 096CE Blueprint for Workplace Success 0

VOC ED 098CE 30 Ways to Shine as a New Employee 0

# NEW COURSES

## ARCHITECTURE

**160 Computers for Designers (3) CSU**

*Lecture 1 hour. Laboratory 5 hours.*

Students are introduced to computer applications such as Rhino and Form Z. Students develop awareness of the role of digital mediums in today’s sustainable demands and gain technology software skills to create two- and three-dimensional digital environments. High tech 2D and 3D printing and virtual imaging are covered. This course is geared towards students who want to the develop skills as built environment, ecological sustainability, entertainment, engineering and industrial designers.

**161 Introduction to Computer-Aided Architectural Design (2) CSU**

*Lecture 1 hour. Laboratory 2 hours.*

This class is an introduction to computer-based architectural design and drawing. Students will use 2D and 3D computer visualization applications such as Revit and Rhino, cutting edge Building information Modeling (BIM) tools. Basic computer operations like operating systems, interfaces, print, view, export, file management, image manipulation are covered within drawing and design exercises.

## COMMUNICATION STUDIES

**66 Advanced Speech Skills (3) (NDA)**

*Lecture 3 hours.*

This English Speech as a Second Language (ESSL) course is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language. This is the third level ESSL course.

**130 Introduction to Oral Interpretation of Literature (3) CSU**

*Lecture 3 hours.*

Students study the theory, principles, and techniques of oral interpretation of literature. Texts include prose, poetry, drama, and other forms of performance texts drawn from a diverse range of cultural viewpoints and voices. Students focus on selection, analysis, editing, performance, and evaluation; developing an appreciation for and an understanding of oral interpretation as a communication medium.

## COMPUTER INFORMATION SYSTEMS

**501 Introduction to Computers and Their Uses (3) CSU**

*Lecture 3 hours. Laboratory 1 hour.*

Students learn to use common productivity applications and will describe the uses, concepts, techniques and terminology of computing. Students will discover the possibilities and problems of computer use in historical, economical and social contexts. Students develop college-level and workplace skills in word processing, spreadsheets and presentation graphics in a practical lab environment, along with a conceptual view of databases, visual programming, and Internet methods and procedures.

**514 Supporting Windows Desktops (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Corequisite****: Concurrent enrollment in Computer Science-Information Technology 572 or Computer Information Systems 572.*

Students explore the deployment, installation, configuration, and maintenance of Windows desktops in networked environments with an emphasis on practical, hands-on learning strategies. Students apply multiple installation and upgrade strategies, disk and device management, and basic network configuration for domain-based and workgroup-based networks. Techniques for performance monitoring and security are also practiced. The course is designed to help students prepare for Microsoft certification. The course is designed to help students prepare for Microsoft certification.

## COMPUTER INFORMATION SYSTEMS (CONTINUED)

**531 Managing and Administering Windows Server (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 535 or Computer Information Systems 535 with a grade of “C” or better.*

Students examine concepts and skills on how to manage and maintain a Windows Server network; Students manage and maintain servers, configure file and print services, network services, access and infrastructure. Students configure and manage Active Directory as well as Group Policy. This course maps directly to the exam 70-411 from the Microsoft Certified Solution Associate (MCSA).

**533 Databases Using Access and SQL (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students examine the concepts and functions of a relational database management system and create a complete system using the principles of good database design. Students learn the skills necessary to create tables and relationships, queries, forms and reports using Access and SQL. Students learn and practice the advanced features of Excel financial features and their uses.

**534 Linux Operating Systems (3) UC:CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 572 or Computer Information Systems 572 with a grade of “C” or better.*

Students learn a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in government and corporate computing. In fact, Linux is the central operating system for much of the world's IT infrastructure powering more internet servers than any other major operating system. Students learn to configure common tasks in major distributions of Linux including the Linux command line, basic maintenance, installing and configuring workstation, and networking. Content from this course helps with the CompTIA Linux+ exams.

**535 Supporting Windows Servers (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 587 or Computer Information Systems 587 with a grade of “C” or better.*

Students learn strategies for deploying, installing and configuring Windows Server operating systems and their application layer services. Students deploy network, user, group, and Active Directory services that are fundamental to an Active Directory Domain. The basics of file system, printing, DHCP, DNS, IPv4 and IPv6 addressing, and virtual machines are explored in a lab/lecture environment.

**537 Scaling Internetworks (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 578 or Computer Information Systems 578 with a grade of “C” or better.*

With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, troubleshoot, and scale switched and routed internetworks. Students use technologies that include multi-area OSPF, EIGRP, link aggregation, and LAN redundancy to create larger-scale internetworks based on skills learned in the prior two Cisco Academy courses. This is the third course in the CCNA Routing and Switching program.

**538 Implementing Wide Area Networking (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 537 or Computer Information Systems 537 with a grade of “C” or better.*

Students learn Wide Area Networking (WAN) technologies and Virtual Private Networks (VPNs) by applying lecture content to hands-on lab activities. Students configure WANs, with multiple protocols, plan and implement network security including Access Control Lists (ACLs), and teleworker services (VPNs). Additionally, support for IPv4 and IPv6 Addressing strategies, including DHCP, NAT, and IPv6 will be addressed, analyzed and configured. Students will troubleshoot WAN misconfigurations. This is semester four in the Cisco CCNA R&S Networking Academy program.

**547 Digital Image Processing and Programming for the Web (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

This course is an introduction to digital image development, manipulation, management, and optimization for web sites. Topics include image and graphics preparation for inclusion on web pages, resolution optimization and sizing images for the web, file types, the use of various graphic editing software, importing and exporting files, for the web, and working with text. Additionally, bulk processing of images for the web using scripting and programming strategies will be addressed.

**548 Web Development Using Flash and ActionScript (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students use the current versions of Adobe Flash and ActionScript to develop and program interactive websites which include animation, graphics, video, and sound. Students incorporate Flash basic features to create and control animation, and use ActionScript, with variables, control structures, events, and event handlers to create interactive web pages. Knowledge of file management in Windows or Mac is required.

**550 Introduction to Web Development Using Dreamweaver, HTML, and CSS (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students use Dreamweaver, Expressions Studio or similar web authoring software to develop, program and maintain websites. Students use web authoring software tools; HTML and Cascading Style Sheets (CSS); and related technologies to create maintainable page layouts style pages and forms. Students also use appropriate tools to publish and maintain websites and web pages.

## COMPUTER INFORMATION SYSTEMS (CONTINUED)

**553 Web Site Development Using HTML and JavaScript (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 508 or Computer Information Systems 508 or Computer Science-Information Technology 575 or Computer Information Systems 575 with a grade of “C” or better.*

***Advisory****: Computer Science-Information Technology 550 or Computer Information Systems 550.*

Students learn client-side web programming starting with a review of the latest version of HTML and an introduction to JavaScript and DOM. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web resources.

**556 Advanced Dreamweaver - Dynamic Website Development (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 550 or Computer Information Systems 550 with a grade of “C” or better.*

Students apply Advanced Dreamweaver tools and skills to develop dynamic, interactive websites which populate web pages from database information. Students retrieve and pass user input data using form and URL variables, cookies, and email forms. Students create server-side data validation, filter and display data using XML and AJAX, creating Administration Pages, Authenticating Users and Managing content.

**560 Business Systems Design Using SQL (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 533 or Computer Information Systems 533 with a grade of “C” or better.*

Students examine the processes of analysis, design, and implementation of computer database systems as applied to business. Using a relational data base, project work is assigned in table design, data retrieval using Structured Query Language (SQL), and database security and administration.

**572 Introduction to Personal Computer Hardware Operating Systems (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students learn to configure computer hardware such as motherboards, processors, RAM, BIOS/CMOS hard drives, optical drives, expansion cards I/O devices among other peripherals. Students learn to analyze the functionality of a computer system and troubleshoot various computer problems. Students acquire skill to survey, optimize, support and install Windows operating systems, and basic skill for troubleshooting Linux ad Mac OS. Students learn to support and configure Small Office and Home Networks (SOHO). This course prepares students for the CompTIA A+ certification.

**578 Routing and Switching Fundamentals (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 587 or Computer Information Systems 587 with a grade of “C” or better.*

In this course, students learn how to perform basic router and switch configuration, and network fundamentals and configure a variety of routing strategies including static routing and dynamic routing with EIGRP and OSPF, IPV4 and IPV6 theory and basic switch configuration including VLANS, DHCP and NAT. This is the second course in the Cisco Academy CCNA preparation program.

**581 Personal Computer Upgrade and Repair (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students learn personal computer (PC) maintenance and repair with an emphasis on gaining employment as a PC support or Desktop support technicians. Through a combination of lectures, hands on labs and other projects, students troubleshoot PC subsystems (disks, peripherals, printers and adapters) software configurations (operating systems, drivers), and basic networking issues. This is the second course needed for CompTIA A+ certification.

**584 Network Security (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 537 or Computer Information Systems 537 with a grade of “C” or better.*

***Advisory****: Computer Science-Information Technology 538 or Computer Information Systems 538.*

This course will cover the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the Cisco CCNA Security certification.

**587 Introduction to Computer Networks (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students explore the fundamentals of computer networking using network simulation and virtualization tools to learn about common network functionality and topologies; the functions and applications of the TCP/IP protocols; the relationship of the OSI model to TCP/IP-based networking; and basic router and switch architecture. The course also places a major focus on understanding IP Addressing rules, subnet masking, and CIDR. Additionally, the course will cover network cable types and use. This also the first course in the Cisco Network Academy program for CCNA preparation.

**185 Directed Study - Computer Information Systems (1) CSU**

**285 Directed Study - Computer Information Systems (2) CSU**

**385 Directed Study - Computer Information Systems (3) CSU**

*Conference 1 unit per hour.*

This course allows the student to pursue directed study in Computer Information Systems on a contract basis under the direction of a supervising instructor.

## COMPUTER SCIENCE- INFORMATION TECHNOLOGY

**542 Discrete Structures for Computer Science (3) UC:CSU**

*Lecture 2 hours. Laboratory 2 hours.*

***Prerequisite****: Computer Science-Information Technology 575 or Computer Information Systems 575 with a grade of “C” or better.*

***Advisory****: Mathematics 260.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Students examine Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

## HUMANITIES

**185 Directed Study - Humanities (1) CSU**

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Humanities on a contract basis under the direction of a supervising instructor.

## JOURNALISM

**217-1 Publication Laboratory I (2) CSU**

*Laboratory 6 hours.*

In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real-world working conditions are stressed.

**217-2 Publication Laboratory II (2) CSU**

*Laboratory 6 hours.*

***Prerequisite****: Journalism 217-1 with a grade of “C” or better.*

In this intermediate level course, students learn to identify relevant editorial topics and produce content for the opinion/editorial section, through the publication of the campus newspaper, the Roundup. Reporters, photographers and cartoonists learn to collaborate at the intermediate level in order to produce effective staff editorials and editorial cartoons or other images. Students also produce content for the news section, and learn to create style sheets and dummy pages for the graphic design of the op/ed section. Students adhere to strict deadlines.

**217-3 Publication Laboratory III (2) CSU**

*Laboratory 6 hours.*

***Prerequisite****: Journalism 217-2 with a grade of “C” or better.*

In this advanced course, students learn newspaper production techniques, and adapt print work to the Internet. Advanced students produce stories for the print edition of the campus newspaper and also contribute content to the newspaper's digital site, www.theroundupnews.com. Students focus on introductory vertical reporting skills that may include photography, videography, broadcast editing, broadcast reporting and print reporting. Students learn to generate ideas for photo essays, graphics centerpieces and bar charts. Student reporters focus on series and investigative reporting techniques.

**217-4 Publication Laboratory IV (2) CSU**

*Laboratory 6 hours.*

***Prerequisite****: Journalism 217-3 with a grade of “C” or better.*

Student reporters, editors, photographers and other visual student journalists learn newspaper production techniques through the publication of the campus newspaper and website, as well as other student-produced publications. Reporters will focus on basic reporting and writing for the campus newspaper and website and other student-run publications, while photographers focus on gathering images for publications. Other visual journalists will focus on layout and design or cartooning and illustration.

## KINESIOLOGY

**301-1 Swimming Skills I (1) CSU**

*Lecture 0.5 hour. Laboratory 2.5 hours.*

In this introductory swimming course students learn and practice freestyle and backstroke. Upon completion of this course, students will be able to perform these basic introductory strokes, understand injury prevention strategies and dryland exercises for swimming.

## MULTIMEDIA

**110 Visual Communication (3) UC:CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students develop essential skills needed to create and design digital artwork and explore the different roles, skill sets, jobs, software, and hardware needed to develop audio, videos, graphics, games, animation and other artwork intended for interactive delivery.

(CSU GE Area C2)

**651 Animation for the Web (3) CSU**

*Lecture 2 hours. Laboratory 2 hours.*

Students apply the principles of design and motion graphics to create animated artwork for desktop and mobile versions of social networks, websites, blogs, advertisements, games, videos and augmented/virtual reality.

**285 Directed Study - Multimedia (2) CSU**

**385 Directed Study - Multimedia (3) CSU**

*Conference 1 hour per unit.*

This course allows students to pursue directed study in Multimedia on a contract basis under the direction of a supervising instructor.

## STATISTICS

**101 Statistics for the Social Sciences (4) CSU**

*Lecture 4 hours.*

***Prerequisite****: Mathematics 125 with a grade of “C” or better.*

This course covers both descriptive and inferential statistics. Topics include methods used to collect and describe data, central tendency, variability, the normal curve, correlation, prediction, sampling distributions, probability, and hypothesis testing. The course utilizes hand calculators, personal computers, and a statistical software package (e.g., SPSS, Excel, Minitab). Emphasis is on conceptualization as well as data analysis.

(CSU GE Area B4 • IGETC Area 2A)

## VOCATIONAL EDUCATION

**340CE Basic Dog Grooming I (0) (NDA)**

*Lecture 1 hour. Laboratory 1 hour.*

This non-credit introductory course covers the fundamentals of dog grooming, including terminology, safety, anatomy, breeds, grooming equipment, products and basic skills. The course will blend classroom learning activities with hands-on experience.

**341CE Basic Dog Grooming II (0) (NDA)**

*Lecture 1 hour. Laboratory 1 hour.*

This non-credit course builds on the skills and knowledge obtained in Basic Dog Grooming I. This class covers grooming products, techniques, customer service and career development. The course will blend classroom learning activities with hands-on experience.