



LACC
COLLEGE CATALOG
2020-21

Accuracy Statement

The LACC Catalog contains the academic and administrative policies and regulations that govern enrollment of students at Los Angeles City College. Students are responsible for knowing academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the College.

The Catalog is not an offer to enter into a contract. LACC reserves the right to make changes to degree program requirements, academic and administrative policies and regulations, financial charges, and course offerings published in the Catalog at any time without prior notice. The College strives to assure the accuracy of the information in the Catalog. However, the College and LACCD reserve the right to make modifications and updates as necessary to the Catalog.

Photos courtesy of LACC students Diego Andres (p. 106), Rebecca Grazier (p. 10), Andre Richards (p. 6), and Louis White (p. 167)

Photos

Photos courtesy of LACC students Diego Andres (p. 106), Rebecca Grazier (p. 10), Andre Richards (p. 6), and Louis White (p. 167).

Catalog Rights

(Title 5, §40401)

The college catalog is the document of record. A student will maintain "catalog rights" by continuous attendance* in the Los Angeles Community College District to satisfy the degree, certificate, or graduation requirements in effect at the college from which the student will earn the degree, certificate, or graduate either at the time the student began such attendance, or at the time of graduation.

*Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter intersessions. Absence due to an approved educational leave shall not be considered an interruption in attendance, if the absence does not exceed two years.

For purposes of implementing this policy, the college may authorize or require substitutions for discontinued courses, or require a student changing his/her major to complete the major requirements in effect at the time of the change.

Alternative Publication Formats

Students with verifiable disabilities who require alternate formats of college publications and resources should check with the Vice President of Student Services at (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible.

The Catalog and Schedule of Classes are also available on our website at <http://www.lacitycollege.edu>.

LOS ANGELES CITY COLLEGE
855 N. Vermont Avenue, Los Angeles, CA 90029
(323) 953-4000

COLLEGE ADMINISTRATION

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JAMES REEVES, Vice President, Administrative Services
ANIL JAIN, Associate Vice President, Administrative Services
ALEN ANDRIASSIAN, Dean, Student Services
DR. ANNA BADALYAN, Dean, Institutional Advancement
DR. THELMA DAY, Dean, Academic Affairs
DR. ARMANDO RIVERA-FIGUEROA, Dean, Academic Affairs
DR. JEFFREY HOLMES, Dean, Student Services
DR. CAROL KOZERACKI, Dean, Academic Affairs
DR. VI K. LY, Dean, Academic Affairs
DR. SAADIA PORCHE, Dean, Student Services
ANGELICA RAMIREZ, Dean, Academic Affairs
DR. JEREMY VILLAR, Dean, Student Services
DREW YAMANISHI, J.D., Dean, Student Services
DARREN GROSCH, Assistant Dean, Academic Affairs
DR. IMELDA PEREZ, Assistant Dean, Academic Affairs
DR. DAN WANNER, Assistant Dean, Academic Affairs
VACANT, Manager, Information Technology
SHAENA ENGLE, Manager, Public Relations
KAHLIL HARRINGTON, Director of College Facilities

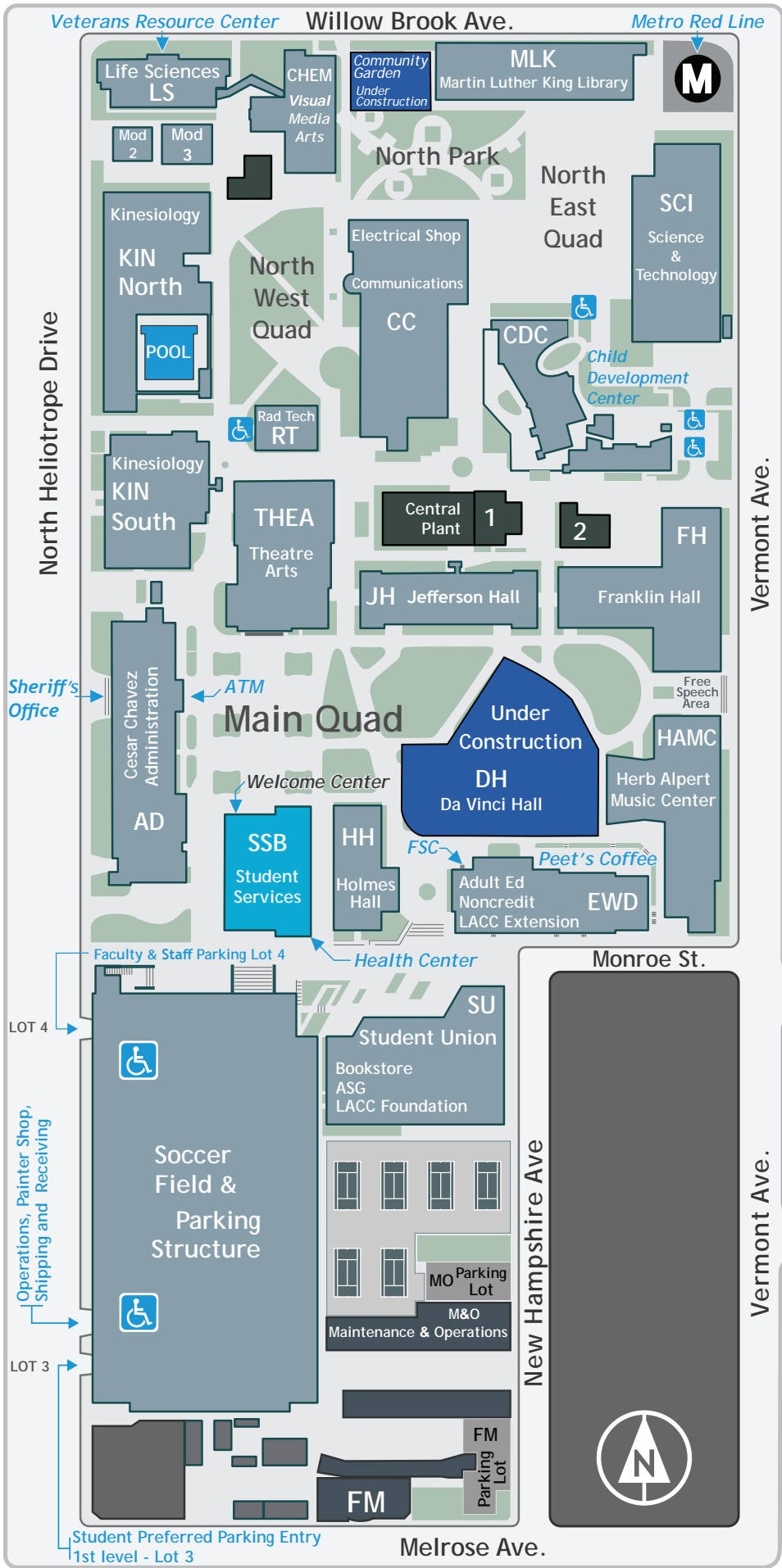
LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 Wilshire Boulevard, Los Angeles, CA 90017
(213) 891-2000

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Campus Map

Address: | 855 N. Vermont Ave.
 | Los Angeles CA 90029

Telephone: | (323) 953-4000

Call Center: | (888) 930 - LACC
 [1 (888) 930 - 5222]

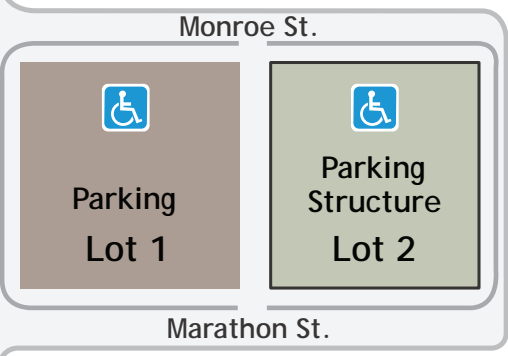
www.lacitycollege.edu

Note: We offer classes at various locations. Please check the schedule of classes and our website for more information.

For Los Angeles County Sheriffs
 (Campus Police): (323) 953-2911
 or dial #3 on any campus phone.

SSB - Student Services Building:

- Admissions & Records
- Business Office
- CalWORKs
- Career / Transfer Centers
- Counseling
- EOPS / CARE / NextUp
- ESL Assessment / Student Success
- Financial Aid
- First Year Experience
- Foster & Kinship Care Education
- Health & Wellness Center
- Ralph Bunche Honors Program
- International Students
- Office of Special Services
- TRIO
- Upward Bound
- Welcome Center



Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.
 Note: HAMC Building formerly called Clausen Hall (CH).

WELCOME TO LOS ANGELES CITY COLLEGE!

Dear Students and Prospective Students:

Welcome to Los Angeles City College! We are happy to have served our community for over 90 years. In keeping with our mission, LACC empowers students to achieve their educational and career goals in a learner-centered environment in the diverse communities we serve.

This catalog contains all of the information you need, including campus telephone numbers, student resources, course descriptions, and district, state, and federal policies. LACC courses and programs are designed to meet the needs of students. LACC offers the required undergraduate classes to prepare you for transfer to a four-year institution. The college also provides pathways for students to begin new careers, develop or upgrade occupational skills, improve basic skills, and/or to seek opportunities for personal enrichment and lifelong learning. Courses and programs are continuously reviewed to meet the criteria set forth by the California Education Code, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, and the California Community College Board of Governors.



To ensure that students have the opportunity to take advantage of quality educational experiences, LACC has created an environment that promotes student success, equity, diversity, and access. That environment, anchored by the excellent faculty and LACC support services, will assist each student to achieve his or her individual goals. The future looks very bright for LACC. We are about to embark upon a period of dramatic facilities upgrades and modifications in order to meet the needs of our dynamic community.

LACC is one of the nine colleges of the Los Angeles Community College District and is known by us as “The City’s College.” Ultimately though, our efforts are most evident in our graduates who go on to achieve and enhance the world around them. On behalf of the Los Angeles Community College District Board of Trustees, the chancellor, the faculty, and staff, I encourage you to visit us, talk with us, and choose LACC as your educational partner.

Yours in the Success of our Students,

Mary Gallagher, MBA, PhD

President

Los Angeles City College

855 North Vermont Ave. ~ Los Angeles, CA 90029

(323) 953-4010

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HOW TO USE THIS CATALOG



General Information

Contains general information about Los Angeles City College (LACC) and the Los Angeles Community College District (LACCD).

Admissions Policies

This section contains information on the admission process, residency requirements, international student admissions, matriculation, student fees, enrollment policies, auditing classes, and adding/dropping classes.

Student Equity and Achievement Program

The intent of the Student Equity and Achievement Program is to support the California Community Colleges in advancing the system-wide goal to boost achievement for all students with an emphasis on eliminating achievement gaps for students from traditionally underrepresented groups.

Financial Aid Policies

This section contains information on federal, state government, and private sources in the form of grants, scholarships, employment, loans, and qualifications.

Academic Policies

This section contains information on attendance policies, prerequisites and corequisites, grading policies, grade changes, repetition of courses, and credit by examination.

Student Services and Programs

This section contains information on different services and programs available for students. It includes office location, phone number, email address (if available), website address, and the services provided.

Graduation Requirements and Educational Programs

This section gives the procedures for students to apply for graduation and transfer, the requirements for graduation and transfer, and options for courses which must be taken to qualify for graduation and transfer. It also contains information about the different programs of study offered at LACC, including:

1. Contact information - department name, office, and phone number of the chairperson
2. Educational programs - associate degrees for transfer, associate degrees, certificates of achievement, skills certificates, and noncredit certificates offered by the department
3. Course descriptions - listed by subject

Faculty

This section lists full-time credit faculty of the college with the year of their first appointment, title, and degrees along with the institutions conferring the degrees. This section also contains a listing of emeriti faculty.

GENERAL INFORMATION

About LACC

Set on an attractive 49 acres, LACC was the original location for UCLA before it moved to Westwood, CA. The college facilities include more than a dozen multistory classroom buildings including a library, computer labs, fitness centers, theater, and TV/film studios.

Bond funding of approximately \$308 million is being utilized for the planning, development, and construction of improvements including a new fine arts building, theater arts building, cafeteria/foodservice area, administration building, and security improvements

Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from every ethnic group, culture, and country in the world.

Although LACC does not provide campus housing, inexpensive rentals are available in the surrounding community.

History

Los Angeles Junior College was established on September 9, 1929 by the Los Angeles Board of Education. Dr. William H. Snyder served as the institution's first director. During its first year, we offered only first-semester courses. The "semi-professional courses" were for students who wanted to limit their college education to two years, and the "certificate courses" were for those looking to continue toward university work. There were more than 1,300 students taught by some 54 faculty. The first Associate in Arts degrees were conferred June 19, 1931.

Governance of LACC has changed through the years. Until 1931, it was a division of the Los Angeles Secondary School District. In 1931, the electorate voted to establish a separate Los Angeles Junior College District. In 1938, the Board of Education changed the name to Los Angeles City College. In July 1969, the California State Legislature enacted legislation allowing the separation of the nine-campus Los Angeles Community College District from the Los Angeles Unified School District. A seven member Board of Trustees was elected and formally assumed governance. (The other eight colleges in the LACCD are East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Pierce College, Los Angeles Trade-Technical College, Los Angeles Valley College, Los Angeles Southwest College, and West Los Angeles College.)

The chief executive officers of Los Angeles City College since its founding have been:

Dr. William H. Snyder, Director	1929-1934
Dr. Rosco C. Ingalls, Director	1934-1945
Dr. Einar W. Jacobsen, President	1946-1948
Dr. Howard S. McDonald, President	1949-1955
Dr. John Lombardi, President	1955-1966
Dr. Glenn G. Gooder, President	1966-1970
Dr. Louis Kaufman, President	1970-1973



Dr. John H. Anthony, President	1973-1977
Dr. Stelle Feuers, President	1978-1989
Dr. Edwin Young, President	1989-1991
Mr. Jose L. Robledo, President	1991-1997
Dr. Mary Spangler, President	1997-2003
Dr. Doris Givens, President (Interim)	2003-2005
Dr. Steve Maradian, President	2005-2007
Dr. Jamillah Moore, President	2007-2012
Ms. Renee Martinez, President	2012-2018
Dr. Mary Gallagher, President	2018-Present

LACC Mission Statement

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

Accreditation and Professional Program Approvals

Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at <https://accjc.org/complaint-process>. Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly. The commission can be contacted at:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204 ~ Novato, CA 94949
Telephone: (415) 506-0234; Fax: (415) 506-0238

LACC programs are also accredited by the American Dental Association (Dental Laboratory Technician), the American Medical Association (Radiologic Technology), and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

Academic Calendars

Fall 2020 Semester: August 31 - December 20, 2020

Online Schedule Available	Friday, May 29, 2020
Registration begins	Monday, June 8, 2020

Winter 2021 Session January 4 - February 7, 2021

Online Schedule Available	Wednesday, September 30, 2020
Registration begins	Monday, October 19, 2020

Spring 2021 Semester: February 8 - June 7, 2021

Online Schedule Available	Wednesday, October 21, 2020
Registration begins	Monday, November 9, 2020

Dual enrollment and short-term classes with varying start and end dates may have a different calendar. To determine the dates for these classes, contact Admissions and Records at <https://lacitycollege.edu/Admissions/Admissions-Records/Department-Home>

For more details on the Academic Calendars, visit <http://www.lacitycollege.edu/Calendar/Academic-Calendars/Academic-Year-Calendar>

Assessment of Student Learning Outcomes

A student learning outcome (SLO) is a statement that describes specifically what students should be able to do after completing any set of college experiences, a course, an instructional program, or an interaction with a student support service. Students are advised to become familiar with the learning outcomes for each of their courses, their chosen program of study, and for the student services they utilize. Course SLOs can be found on the course syllabus that students receive in each class section. Program SLOs are listed in this catalog.

Students participate in outcomes assessments by completing assignments, portfolios, projects, and exams that are already part of the course requirements. LACC then engages in a systematic assessment process to evaluate how well students are achieving our defined outcomes. Results are used to modify programs and courses to improve student learning. Learn more about outcomes assessment at the SLO Guide for Students website at <http://effectiveness.lacitycollege.edu/senate/eppic/outcomes>.

Limited English Proficiency

Career training programs are open to all students. To be successful in these programs, students with Limited English Proficiency may need to enroll in English language support courses. Counselors are available to help students determine which support courses to take.

Los programas vocacionales estan abiertos para todos los estudiantes. Para tener exito en estos programas, las personas que no dominan el idioma inglés con fluidez pueden matricularse en cursos de inglés como segunda lengua. Hable con un consejero(a) para saber cual curso debe tomar.

Los Angeles County Sheriff

The Los Angeles Community College District has a contract with the LA County Sheriff's Office to provide services for the protection of students, staff, visitors, and other persons on campus which may include bodily harm or deprivation of their property. They are also responsible for the protection of the district's buildings and property. The sheriffs will respond to a variety of personal emergencies, including emergency notification (in compliance with the privacy act), lost and found property, and police escort upon request. For further information regarding their services, contact the Sheriff's Office at (323) 953-4005.

Campus Security Reports

Pursuant to the Cleary Act, the College's Security Reports are published on the web at: www.lacitycollege.edu/Campus-Life/Campus-Safety/Campus-Emergency-Information.

Students may obtain a paper copy of the report upon request from the Sheriffs Office.

Student Right-To-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Fall 2016 cohort (first-time, full-time students seeking a certificate, degree, or transfer; tracked over three years):

- Completion rate: 21.72%
- Transfer rate: 6.88%

More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-To-Know Rate Disclosure website at <http://srtk.cccco.edu>.

Additional information on student outcomes can be found at the California Community Colleges Chancellor's Office MIS Data Mart (<https://datamart.cccco.edu/>) and the California Community Colleges Student Success Metrics Dashboard (<https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>).

Student Responsibilities To Be Informed

It is the student's responsibility to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he or she is pursuing.

Regulations will not be waived and exceptions will not be granted if a student pleads ignorance of policies or procedures.

While LACC academic counselors are available to assist you in planning your schedule, and other instructors are available to assist you, it remains the responsibility of the student to follow all policies and to meet all requirements and deadlines. Students need to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree or certificate program. If a student is not in attendance for more than one consecutive semester, he or she must follow the catalog in effect when they return. New catalogs take effect in the fall semester of the year published.

Free Speech Area

The Free Speech Area is located at the entrance to the college in the Vermont breezeway. This area is designated as the Free Speech Area because there is normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such area shall govern only the time, place, and manner in which the area is to be used. All such rules shall be applied equally and fairly to persons desiring to operation of such area. For the free speech area specific location, see the campus map located at the beginning of this catalog.

About the LACCD

District Philosophy

The Los Angeles Community College District (LACCD) affirms the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to providing an education that benefits students and enables them to contribute to society. The LACCD colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the LACCD communities and to the growing diversity among students. The quality of the educational experience is judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

Functions of the LACCD Colleges

(Board Rule 1300)

To accomplish the educational philosophy and mission of the Los Angeles Community College District, LACC offers the following types of educational programs:

Transfer

A college transfer program which enables the students who complete two years of study to continue upper-division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

Occupational

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

General Education

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

Transitional Education

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

Continuing Education

A program of continuing education comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance. Title 5, C.C.R., Section 55001 (a)(2)(c).

Counseling and Guidance

A counseling and guidance program incorporating academic, career, and personal counseling, and assistance in matters of admissions, financial aid, job placement, and student activities; and to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with their interests, aptitudes, and abilities. EC 72620 et seq.

Student Services

A student services program assisting students in matters of admissions, financial aid, job placement, matriculation, and other related student services activities.

LACC Extension

A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those in attendance. EC 78300, Title 5, C.C.R., 55002 (d)

Joint Programs

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

ADMISSIONS POLICIES



Admission Application

The first step to becoming a college student is to submit a college application. The college application is available online at the college website <http://www.laccd.edu/Students/openccapply/applylacc/Pages/default.aspx>. After the submission of a college application, the applicant will receive a Student ID and instructions on how to login to the Student Information System portal and campus email account.

For assistance in completing the online application, prospective students should visit the campus Welcome Center located in the Student Services Building.

Re-Admission Policy

The college has a policy for readmission of students who missed two or more semesters of attendance. Students who missed two or more consecutive semesters (fall or spring) must file a new application.

Concurrent and Dual Enrollment

Concurrent and dual enrollment pertains to middle and high school students who wish to enroll in a college course. Middle and high school students must submit a "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they plan to enroll.

Students under the age of 14 must also request an interview with the Dean of Admissions and Records for approval prior

to admittance. In addition students must also provide a recommendation letter and academic transcripts from a middle or high school official.

Admissions Eligibility Requirements

Prospective college applicants must possess a high school diploma or its equivalent to meet the basic eligibility requirements for admission.

Prospective students who do not possess a high school diploma or its equivalent would be eligible for admission if they meet the following additional eligibility requirements:

- Be at least eighteen (18) years of age, or
- Be an apprentice, as defined by Section 3077 of the California labor Code, or
- Concurrently enrolled in K-12 under concurrent and dual enrollment status

Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay for course enrollment. In addition, the residency status is used to determine student eligibility for the California College Promise Grant (formerly known as the Board of Governor's BOGG Fee Waiver.)

California Residency

To be classified as a California resident, a prospective student must have resided in California for at least one year and one day preceding the student's Residence Determination Date. The Residence Determination Date is the day before the opening day of instruction at any given semester.

Non-Resident

A student who does not meet the California residency status requirement is classified as a non-resident. Students with non-resident classification must pay an additional non-resident fee established by the LACCD Board of Trustees.

International students with F1 or M1 Visa status are classified as non-resident and subject to the required non-resident fees.

Appeal of Residency Status

Except for international students, students with an initial determination of non-resident status have the right to appeal their residency status. To do so, the non-resident student must complete and submit a Residency Questionnaire form to Admissions and Records. The Residency Questionnaire form is available online on the Admissions and Records webpage. The form must be submitted within 30 calendar days of non-resident notification and before the start of the semester in which the student is requesting a reclassification.

Academic Year

The academic year is divided into 4 sessions:

- Fall Semester (16 weeks, August-December)
- Winter Session (5 weeks, January-February)
- Spring Semester (16 weeks, February-June)
- Summer Session (5 and 8 week sessions, June-August)

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at LACC in both day and evening classes.

Days, Evening, Weekends, and Online Education

Classes are taught from 7:00 a.m. to 10:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays. Some courses are available through online learning.

Summer and Winter Sessions

LACC offers summer and winter sessions. Summer sessions are subject to approval by the Board of Trustees.

Registration Information Open Enrollment

The policy of the Los Angeles Community College District is that, unless specifically exempted by statute or regulation, every course, course selection, or class offered and maintained by the District and reported for state funding shall be fully open to enrollment and participation by any person who has been

admitted to LACC and who meets the prerequisites established according to the regulations contained in the California Code of Regulations Title 5 §55200-55202.

Program Planning - Unit Limit

Working with an academic counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 19 units for the spring or fall semesters, and 9 units for summer or winter sessions.

Students may petition for additional units for spring and fall semesters only. Petition to enroll in additional units are available at the Counseling Office (in Student Services Building, 2nd Floor). Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

Admissions Requirements for Veterans

Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.
3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. Submit a GI Bill[®] Certification Request to the LACC Veterans Resource Center (this must be submitted EVERY semester for continuous VA educational benefits).

Veterans Services and Programs

The programs of this college are approved for the training of veterans and other eligible persons.

Provisions for Veterans under Public Law 358

To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one-month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

Program Planning for Veterans

Veterans are required to complete a Student Educational Plan (SEP) with an academic counselor.

This plan consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that are not included in a veteran's educational plan, and will not pay for out-of-state tuition fees.

1. 70 Unit Rule - Once a veteran has received an associate degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
2. If a veteran desires units beyond the associate degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

Credit for Military Service

Credit for military service will be awarded toward associate degree requirements as follows:

- Three units of credit towards LACCD associate degree general education Area E: Health and Physical Education (Board Rule 6201.14)
- Three units of elective credit toward the 60 units required for an associate degree

Application Requirements:

- Complete an LACCD Application
- Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
- Provide verification of U.S. military service, as follows:
 - a. Military Personnel on Active Duty: Documentation must verify at least 181 days of active duty
 - b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty

Acceptable Documentation for Verifying Military Course Completion:

- Army/American Council on Education Registry Transcript System (A/ASRTS)
- Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
- DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
- Course completion certificates
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Community College of the Air Force (CCAF) Transcript
- Defense Acquisition University (DAU) Transcript

There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

Transcript Annotation Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and drops for Veterans must be reported to the LACC Veterans Resource Center as soon as possible. Failing to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Academic Probation

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

Selective Service

Under Veterans Affairs, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

Elective Credit for Military Service

In accordance with Administrative Regulation E-118, using the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD21 4, school transcripts, and/or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive units of elective credit for 181 days or more of active-duty service; such petitions will also be

evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

AB 540 and 2000 Non-Resident Tuition Exemptions

California Education Code 68120.5 grants payment exemption to qualified non-resident students who attended and graduated from a California high school or the equivalent. The state regulation does not grant California residency status but only an exemption from paying non-resident tuition. To qualify for exemption of non-resident fees under Assembly Bill (AB) 540 and (AB) 2000, the student must meet the following eligibility requirements:

1. The student must have attended a California high school for three or more years.
2. Attainment of credit earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools.
3. The student must have graduated from a California high school or attained the equivalent, such as GED or passing of the CA High School Proficiency Exam.
4. A U.S. citizen or legal lawful immigrant from out of state who meets both of the above requirements may also qualify for exemption from non-resident tuition payment.
5. Undocumented students must certify that an application for legalization is currently in process or that will do so when they become eligible to do so.
6. To qualify for an exemption to payment of non-resident tuition, the student must complete and sign the LACCD Non-Resident Tuition Exemption Request form, otherwise known as the AB 540 Affidavit.

International Students

LACC is one of the most diverse campuses in the country, represented by every culture from around the world. The college is certified by the Department of Homeland Security to issue I-20's to non-immigrant visa students.

Effective April 12, 2002, the Department of Homeland Security has issued an Interim Rule which requires students with B-visas to change their visa status to either a F-1 or M-1 non-immigrant visa prior to pursuing a course of study at the college.

You may be considered for admission if you meet the following requirements:

- 18 years of age or older
- Proof of high school completion or equivalence
- Meet English language proficiency (3iTEP/4.5IELTS/2nd Grade A EIKEN/75MELAB/FCE Cambridge ESOL/45PTE/133CBT/45TOEFL, or completion of upper levels of ESL at a U.S. Language School, or equal or verified English at same level) or approval of Program Director
- Proof of financial ability to sustain study and living ability

- Show the ability to pay the nonresident tuition, currently \$311* per unit. (Immigration required to be enrolled in a minimum of 12 semester units to maintain visa status.)
- Show the ability to pay tuition, fees, living, and personal expenses for twelve (12) months, which are estimated to be \$22,000 per year (fees subject to change). Fees include mandatory medical insurance provided by LACCD with no substitution of other medical insurance coverage
- Have a valid non-immigrant visa
- International students must maintain a full-time academic load of 12 or more units per semester for the fall and spring semesters. Enrollment is permitted but not required during the winter and summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring), and an international student organization

Note: All costs and fees are subject to change at the discretion of the LACCD Board of Trustees without prior notice. Students are responsible to pay all the fees charged by the college.

International Student Medical Insurance Fee

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf. Medical insurance is non-refundable once a student begins the semester of study.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage.

The fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

1. Medical benefits of \$250,000 maximum benefit, with per incident maximum benefit of \$100,000.
2. Repatriation of remains in the amount of \$15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.
4. A deductible not to exceed \$500 per accident or illness. \$25 co-pay for physician and urgent care visits. \$100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is \$2,500 if the maximum out-of-pocket expense is \$2.

Course Registration

Course registration refers to the adding and dropping of classes during registration period. The open course registration period occurs through the end of day presenting the first day of the semester. During open course registration period, an active student is assigned an enrollment date to register for classes. Priority enrollment date is given to student who belong to certain groups, as mandated by the California Education Code and LACCD Board Rule.

Priority Registration

Priority registration is given in the following order to new and continuing students who are in good academic standing and completed the college orientation and educational plan.

Priority Registration Tier 1: CalWorks, DSPS/OSS, EOPS, Foster Youth, Active Duty/Veterans

Priority Registration Tier 2: Athletes, Promise, Completion

Registration Tier 3: Continuing and New, Fully Matriculated Students

Registration Tier 4: Students Who Lost Priority

Registration Tier 5: K-12 Special Admits

Loss of Priority Registration

With the exception of current and former foster youths, a student may lose their priority registration as follows:

1. Students who are placed on academic probation for two (2) consecutive semesters; or
2. Completed one hundred (100) or more degree applicable units within LACCD

Appealing Loss of Priority Registration and Loss of California College Promise Grant

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and California College Promise Grant (CCPG). Students may petition to appeal the loss of priority registration or CCPG by submitting a Petition to Appeal Loss of Enrollment and CCPG that comes with the notification.

A student may appeal on one or more of the following grounds:

- a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- b. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
- c. The student demonstrated significant academic improvement. Significant academic improvements is defined as achieving no less than a 2.0 grade point average in the prior term.

All petitions must be submitted by the established deadline as stated in the notification or in the college website. The college Priority Registration and Loss of CCPG Appeals Committee will review each petition and inform the student of the outcome

within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of CCPG Committee shall be final.

Late Registration

On or after the first day of the semester, a student may register for a class with permission from the instructor. The late registration process occurs during the first two weeks of the semester. Students wishing to add a class should show up on the first day of the class and obtain a add permission from the instructor.

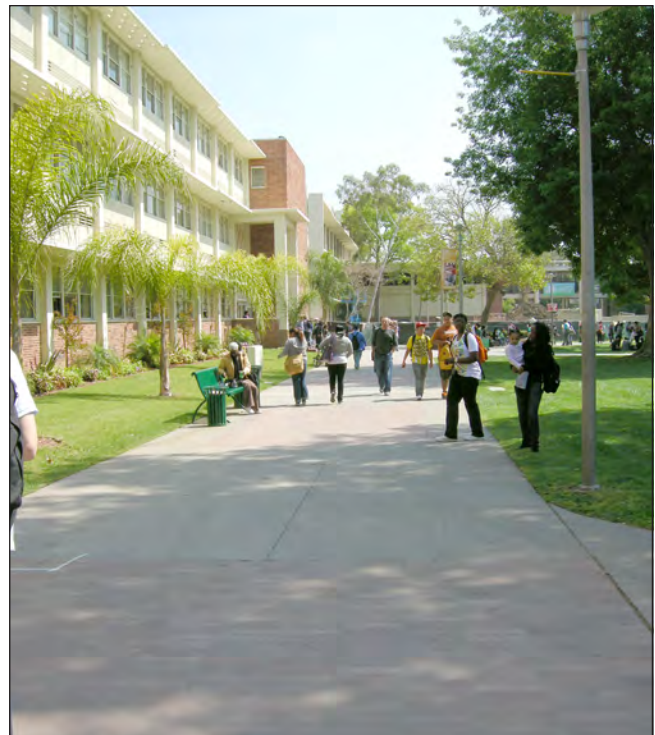
Section Transfer

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same course subject.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline. Visit the admissions office website for forms and deadlines at <https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home>.

Cancellation of Classes

The college reserves the right to cancel a class due to insufficient number of enrolled students prior to the end of the second week of the term.



Student Records and Directory Information and Family Education Right and Privacy Act (FERPA)

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college.

At the same time, the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. Requests for transcripts should be made at <http://www.lacitycollege.edu/Admissions/Admissions-Records/Grades-and-Transcripts>.

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

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

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Beginning in fall 2018, an official academic transcript may be requested in-person at any of nine Los Angeles Community College District (LACCD) college campuses. The transcript will include all coursework completed within LACCD.

Upon written request, a copy of students' academic records (transcripts) shall be forwarded by United States mail to the student or their designated addresses. Students and former students shall be entitled to two (2) free copies of their transcripts or two (2) free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of \$3.00 each. Students may request special processing to expedite their request for an additional fee of \$10.00 per request. Note that fees may vary depending on how the transcript requests is submitted. For example, transcript requests submitted online through the Student Clearinghouse may incur different charges.

Requests for transcripts or verifications must be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (Board Rule 8401.10).

Submission of Academic Transcripts

Students who wish to receive course credit for college and university work completed should submit a sealed copy of their official academic transcripts to the Admissions and Records Office for evaluation. The official academic transcripts must be sent directly from other colleges. All transcripts received becomes the property of the college and cannot be returned to the student.

Evaluation of Foreign and International Transcripts

Students who wish to receive course credit for college and university work completed from a foreign country must have their transcripts evaluated if the transcript is in foreign language. The course description must be submitted along with the evaluated transcript. To obtain more help, see an academic counselor.

Foreign Transcript Credit Policy

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

- a. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
- b. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
- c. No courses taken outside the United States may be used to satisfy the associate degree Reading and Written Expression or Oral Communication requirement.

- d. No course may be used to satisfy the associate degree American Institutions requirement.
- e. In cases where equivalent course credit is not granted, elective credit may be awarded.

Students should make an appointment with a counselor for a transcript evaluation.

Student Fees

Enrollment Fees for Students

California residents are required to pay \$46 per unit. For example, if you take 10 units, the cost is \$460.

Note: The fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

K-12 Students

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less.

Fee for Out-Of-State Non-Residents

United States citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$282 per unit and an enrollment fee of \$46 for a total of \$328 per unit.

Note: Fees subject to change by the California legislature.

Fee for Residents of a Foreign Country

Students with visas which require residency in a country outside the United States are required to pay a non-resident fee of \$282 per unit and an enrollment of \$46 per unit for a total of \$328 per unit.

Note: Fees subject to change by the California legislature.

Health Fee

The Los Angeles Community College District charges \$19.00 per semester (and a \$16.00 per summer or winter Session) mandatory health fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the health fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

8502. STUDENT HEALTH. The Board of Trustees shall give diligent care to the health, safety, and physical development of students enrolled in the public colleges under its jurisdiction. The Chancellor or designee shall establish such regulations as shall be necessary for the administration of college health program. The Board of Trustees shall require that each campus collect a mandatory fee for these services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, fee procedures, and specific allowable fee expenditures. Except in cases where it is allowable under the law, health services will

not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or online education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time Students (K-12) or special summer school Students under the provisions of Board Rule 81001.01 or 81001.02. Student exempted under the provisions of (b), (c), or (g) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program, unless they opt to pay the fee.

Parking Fee

The parking fee is \$20.00 per semester and \$10.00 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Business Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a parking permit may park in student lots. The Business Office is NOT responsible for parking citations given to any students parking in areas not designated as student parking. Read all posted signs.

Associated Student Organization Fee

LACC students are encouraged to join the ASG by paying the ASG fee of \$7.00 per semester. The membership benefits include participation in student government, preferred parking, book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks (weekly limit), discounted local faxing, free admission to ASG supported cultural and social events, discount and local amusement parks, and much more.

Service Fee

A \$25.00 non-refundable fee is added to the enrollment fee each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

Instructional Materials Fee

Students may be required to pay for instructional and other material required for some courses. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Enrollment Fee Waiver - California College Promise Grant

(Formerly known as Board of Governor’s (BOG) Fee Waiver)

If at the time of enrollment you are receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as deemed by the State of California and classified as a California resident, the enrollment fee may be waived by completing the Free Application for Federal Student Aid (FAFSA).

Loss of California College Promise Grant

With the exception of current and former foster youths, a student may lose their fee waiver when they are placed on academic probation for two (2) consecutive semesters.

Fee Table

TYPE OF FEE SUMMER	SUMMER/WINTER	FALL/SPRING
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee)	\$282/unit	\$282/unit
Non-Resident Tuition for International Student and/or F-1 VISA	\$282/unit	\$282/unit
Application Fee	\$50	\$50
SEVIS Processing Fee	\$25	\$25
International Student Medical Insurance (IMED)	\$351 (summer) \$183 (winter)	\$761
Audit Fee	\$15	\$15
Health Services Fee	\$16	\$19
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$2	\$2
Parking Fee –Standard All Student Lots	\$7	\$20
Parking Fee ASO Preferred	\$10	\$27
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Transcripts (All fees owed must be paid before transcripts will be released.)		
Regular Processing (Mailed out within 7 to 10 business days)	\$3/copy	\$3/copy
Rush Processing (Same Day Pickup)	\$10/copy	\$10/copy

Note: The fees listed above were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Fee Refund Policies

Full-Term Course Fees

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized,

except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped. For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units.

Short-Term Course Fee

A student will receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

Non-Resident Tuition Fee

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. Once the class is dropped prior to the deadline date, the non-resident student must request a refund in writing (a form is provided in the Business Office). All refunds for non-resident tuition will be by check and mailed to the student.

Audited Course Fee

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses no longer attended.

Student Representation Fee

Your \$2 student representation fee provides independent support for your student-elected governmental affairs representatives to express on your behalf the opinions and viewpoints of community college students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level.

These very modest fees help ensure students have a voice in the government process. Opting out of the \$2 Student Representation Fee reduces the ability for your local and state student body organizations to lobby in support or against education-related issues on your behalf. Should you still wish to opt-out, visit the Business Office.

Parking Fee

Parking permits may be returned and refunded within the first four weeks of school at the Business Office.

Prerequisites, Corequisites, and Advisories

PREREQUISITE: A condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

COREQUISITE: A course that a student is required to take simultaneously in order to enroll in another course.

ADVISORY: A course that a student is advised, but not required, to take in conjunction with or prior to a course or program.

Satisfactory Grade

Academic record with the symbol A, B, C, or “P”.

Student Prerequisite or Corequisite Challenge Policy

Students without prerequisites may be dropped from a course by the instructor or the dean of records.

It is the student’s responsibility to know and to meet any and all course prerequisites and corequisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a “C” or better may result in exclusion from the sequential course. Students challenging prerequisites or corequisites will be required to file proof of meeting these course requirements along with an appropriate “Challenge Form.” If a student has not met a prerequisite at either LACC or another college/university and qualifies for an exemption from the prerequisite requirement, a prerequisite challenge form should be submitted to the department chair or see a counselor.

In keeping with requirements and provisions of Section 55003 of Title 5 and Section I.B. 1-3 of the Los Angeles Community College District Model Policy, LACC has an established procedure by which any student who provides satisfactory evidence, may seek entry into a class according to the college’s challenge process.

Grounds for Student Challenges

(Title 5 55003)

1. Successful completion of a course similar to the one listed as the prerequisite and/or corequisite for the course in question (documentation must be provided). Such courses must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency.
2. Requirement (prerequisite or corequisite) not established by adopted LACCD process
3. Requirement established in violation of Title 5
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or corequisite is specified (documentation must be provided)
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or corequisite course has not been made reasonably available (documentation must be provided)*

*Note: A challenge using this portion of section 55003 will be considered valid only if:

1. Alternate LACC courses to fulfill degree and/or certificate requirements are not available.
2. Any campus established prerequisite and/or limitations on enrollment for a course that involves:
 - a. Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; documentation must be provided);
 - b. Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and
 - c. Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

Limitations on Enrollment

All courses shall be open to enrollment, however enrollment in specific courses or programs may be limited as follows:

- a. Students meeting prerequisites
- b. Health and safety considerations
- c. First come-first served basis
- d. Registration procedure
- e. Intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified, or
- f. Enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction
 - a. Students on probation or students or subject to dismissal
 - b. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan

Challenges to Limitations on Enrollment

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
2. The District is not following its policy on enrollment limitations.
3. Basis upon which the District has established an enrollment limitation does not exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.

Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful

discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

Full-Time Definition

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters.

Minimum study loads for specific programs:

1. Veterans and veterans' dependents: 12 units
2. Social security benefits: 12 units
3. Foreign students (F-1 visa): 12 units
4. Athletes: 12 academic units

Concurrent Course Enrollment

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

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in loss of transfer credit.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

Auditing Classes

Students who have completed an application and who are authorized to register may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Audit permits must be submitted to Admissions Office before the Audit deadline.

Registration Appointments

Students continuing from the prior semester will automatically receive registration notification through the district email. New and returning students are issued a Registration Appointment Card when the application for admission is approved.

Adding/Dropping Classes and Withdrawing From College

A student may add and drop classes between certain dates as published in the academic calendar section of this catalog.

The student is asked to consult with a counselor when considering withdrawing from the College. Clearance of the record in courses where equipment has been issued is required when the student separates from such classes. Individual classes may be dropped by presenting a drop card at the Admissions Office information window. Students who cease attending class or classes officially or unofficially are subject to the following regulations:

1. Dropping officially from a class or withdrawing from the College by the end of 20% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a "W" being recorded by the Admissions Office. IT IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES. Excessive "W" grades may lead to progress dismissal.
3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W" deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied: Verify cases of accidents, illness, or other circumstances beyond the control of the student (i.e., death of an immediate family member, natural disaster, and/or other extenuating circumstances that prevented a student from complying with college procedures for dropping a class).

Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.

IT IS THE STUDENTS RESPONSIBILITY TO DROP CLASSES HE/SHE NO LONGER WISHES TO ATTEND. FAILURE TO DROP A CLASS MAY RESULT IN FEE CHARGES AND/OR HAVING GRADES OF "W" OR "F" LISTED ON THE OFFICIAL TRANSCRIPTS.

"W" records count as attempted enrollment. Students are currently limited to three attempts in the same course.

STUDENT EQUITY AND ACHIEVEMENT PROGRAM/ MATRICULATION SERVICES

The goal of the Student Equity and Achievement Program is to boost achievement for all students with an emphasis on eliminating achievement gaps for students from traditionally underrepresented groups. LACC will work to ensure that students complete their educational goals and complete a defined course of study. This will be achieved by providing quality curriculum, instruction, and support services to students who enter LACC below college level in English and mathematics.

Matriculation supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Based on information provided by the student in the LACC application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are required to complete the core matriculation services. These include orientation, counseling and advising, referral to specialized student support services, and other education planning services needed to assist a student in making informed decisions about their educational goals and course of study.

Matriculating students must complete matriculation services in order to be eligible for priority registration.

Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate. (See matriculation exemptions listed at the end of this section).

Matriculation

Matriculation is defined as a process that brings a college and a student into an agreement for the purpose of achieving the student's educational goals and completing the student's course of study. The agreement involves the responsibilities of both parties to attain those objectives through the college's established programs, policies, and requirements including those established by the board of governors pursuant to California Education code Section 78212.

Admissions

Students can complete an admissions application online. Students can also speak to an Outreach staff member at the Welcome Center (located on the 1st floor of the Student Services building) or at their high school (as applicable in the LACC service area) for assistance in completing the admissions application and to receive general campus information.

Orientation

The LACC online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services, and college programs which are available to help you make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Students can complete the online orientation 24 hours a day/ 7 days a week from any computer with a browser and Internet access. Completing orientation is a necessary condition for priority registration.

Counseling/ Student Educational Planning

Student Services provides academic advisement and assistance in course selection, development of a student educational plan (SEP), career planning, referral to appropriate student services, and Counseling classes which are taught by counseling faculty.

Student Educational Plan (SEP)

Once students have completed the online orientation, they are strongly encouraged to meet with a counselor to create a student education plan (SEP). There are two types of student education plans:

1. **Abbreviated SEP:** One to two academic terms in length and designed to meet the immediate needs of the student. Appropriate for new students and those not sure about their specific pathway of study or career. No pre-scheduled appointment necessary in most cases.
2. **Comprehensive SEP:** Takes into account a student's educational and career goals in order to develop a course of study. The Comprehensive SEP includes all required courses including prerequisites and corequisites needed to complete the stated goal. The student's interests, skills, major, and desired transfer institution(s) are also considered in the creation of the education plan. Comprehensive SEPs may be required for certain programs and benefits, including certain Financial Aid circumstances, but are not typically required for new or undecided students, where abbreviated SEPs may be more suitable.

Group Counseling Sessions

Students who have completed no more than 12 units at any college or university can attend a Group Counseling Session. Group Counseling Sessions are in-person, counselor-led advisement sessions. In these sessions, students will learn tips and strategies for academic success, and learn about college support services and resources. Students will also learn about course requirements including general education needed for associate degrees and transfer. Students will work with the



counselor to develop an abbreviated student education plan (SEP). Visit the General Counseling on the 2nd floor of the Student Services Building for more information or to sign up.

Failure to complete a student educational plan will impact your priority enrollment.

Matriculation Exemptions

EXEMPTION CRITERIA - Students may be exempt from matriculation core services if they:

1. Have earned an associate degree or higher
2. Enrolled at the college for a reason other than career development, advancement, transfer, attainment of degree or certificate of achievement, or completion of basic skills English or English as a Second Language course sequences
3. Are taking classes to maintain a license
4. Are concurrently enrolled K-12 students

Appeal

Matriculation is a campus-wide effort of faculty, administrators, staff, and students. However, if for any reasons you feel that matriculation interferes with your rights as a student, forms for appeal are available in the Admissions Office (located on the 1st floor of the Student Services building).

ENGLISH, ESL, AND MATH PLACEMENT

California Education Code 78213 (formerly Assembly Bill or AB 705) took effect January 1, 2018 and requires California Community Colleges to use multiple methods of placing students into transfer-level English, English as a second language (ESL), and math courses. These methods must include the use of high school cumulative grade point average (HSGPA) and possibly high school courses taken and grades earned. The law also requires that the method that yields the highest placement overrides all other methods. For more information, visit <http://assessment.cccco.edu>

In response to this law, the California Community Colleges Chancellor's Office established "default" (standardized) HSGPA ranges for colleges to use as the basis for placing students in English and math courses.

Students who apply using CCCApply or update their placement information using the LACCD MMAP Web Form on their To-Do Checklist will be placed into tiers (groups) in English; math for business, science, technology, engineering, and mathematics (BSTEM) programs; and/or statistics or liberal arts math (SLAM). If students choose to complete ESL placement, they will be placed into an ESL tier. These tiers will be combined to produce an "E" placement level (English plus ESL, if completed) and "M" placement level (SLAM plus BSTEM), which will be displayed on a student's online Student Portal Assessment Page. Each level includes the transfer-level courses cleared for enrollment, as well as optional support courses/services intended to help students succeed at that level.

English Placement

All students who provide placement data may enroll in ENGLISH 101 with or without the optional support courses.

TIER	PLACEMENT CRITERIA	COURSE	RECOMMENDED SUPPORT COURSE
1	HSGPA greater than/equal to 2.6	ENGLISH101	ENGLISH 108
2	HSGPA between 1.9 and 2.6	ENGLISH101	ENGLISH 108 or ENGLISH 104
3	HSGPA less than 1.9	ENGLISH101	ENGLISH 104 (highly recommended) or ENGLISH 108
4	Insufficient data to apply the above (see Guided Self-Placement)		

HSGPA = U.S. high school cumulative grade point average

The following courses are part of the English sequence:

ENGLISH 101 College Reading and Composition I	A transfer-level English composition course that is required for all degrees and all transfer patterns. The course is also a prerequisite for all other transfer-level ENGLISH courses.
ENGLISH 104 College Writing Skills and Support and ENGLISH 108 Writing Workshop	Provide additional support for students who feel they may need it. The courses do not meet any transfer or degree requirement.
ENGLISH 028 Intermediate Reading and Composition	A below-transfer-level course that provides a review of topics at the high school level in preparation for ENGLISH 101. The course does not meet any transfer or degree requirement.
E.S.L. 008 Advanced ESL Composition	A below-transfer-level course intended to prepare English language learners. This course does not meet any transfer or degree requirement.

English as a Second Language (ESL) Placement

Any student who self-identifies as an English Language Learner may utilize the ESL Guided Self-Placement process. The process includes both an automated multiple-choice survey and a writing sample reviewed by ESL faculty, which results in recommendations into a choice of two levels of ESL coursework, or a possible recommendation for the English sequence. For information about and/or to participate in the ESL Guided Self-Placement process, contact General Counseling or the English/ESL department. Visit www.lacitycollege.edu/Admissions/SSSP/2-Assessment.

Math Placement

A. Business, Science, Technology, Engineering, and Mathematics (BSTEM)

The following criteria are used for placement into BSTEM math courses.

TIER	PLACEMENT CRITERIA
1	HSGPA greater than/equal to 3.4 or HSGPA greater than/equal to 2.6 and HS Calculus
2	HSGPA greater than/equal to 2.6 or HS Precalculus (or equivalent)
3	HSGPA less than 2.6
N	Use Guided Self-Placement

HSGPA = U.S. high school cumulative grade point average

The following courses may satisfy requirements for business, science, technology, engineering, and mathematics programs:

- MATH 236 Calculus for Business and Social Science
- MATH 245 College Algebra
- MATH 258 Geometry and Trigonometry
- MATH 260 Precalculus

MATH 100 and MATH 202 (Mathematics Workshops) are available for students who feel they need additional support.

B. Statistics and Liberal Arts Math (SLAM)

The following criteria are used for placement into statistics or liberal arts math courses:

TIER	PLACEMENT CRITERIA
1	HSGPA greater than or equal to 3.0
2	HSGPA between 2.3 and 3.0
3	HSGPA less than 2.3
N	Use Guided Self-Placement

HSGPA = U.S. high school cumulative grade point average

The following courses may satisfy requirements for programs requiring statistics and liberal arts math:

- MATH 215 Principles of Mathematics I
- MATH 227 Statistics
- MATH 230 Math for Liberal Arts Students

MATH 100 and MATH 202 (Mathematics Workshop) are available for students who feel they need additional support.

Guided Self-Placement

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

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

Continuing Students

For students who started prior to fall 2019, maintained continuous enrollment, and have placed into any transferable-level math, they have met math competency for all eligible associate degrees. For students admitted in fall 2019 or later, they will have met competency by verifying earning a C- grade or

better in intermediate algebra, its equivalent or higher at a U.S. regionally accredited high school or college, or by other means defined in LACCD Administrative Regulation 79.

Pre-/Corequisites and Major Requirements

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

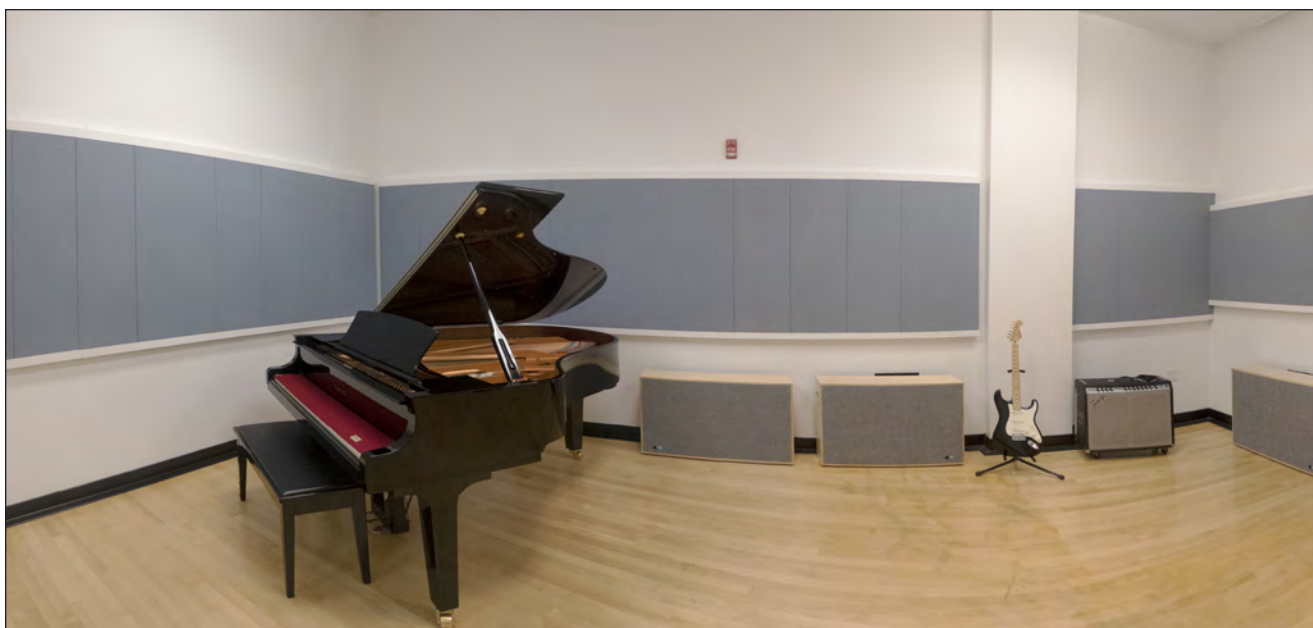
Math

Students who place into any transfer-level math course are not required to take any lower level math course. Students who plan to earn an associate degree and cannot meet math competency through any other approved means are required to pass a college course prior to graduation. (Placement into a course approved for a general education area without passing that course may not be used to satisfy any part of that area.)

English

Students who place into ENGLISH 101 are not required to take any lower level English course. Students who plan to earn an associate degree and cannot meet English competency through any other approved means are required to pass a college course prior to graduation. (Placement into a course approved for a general education area without passing that course may not be used to satisfy any part of that area.)

See a counselor for more information regarding English, ESL, and math placement.



FINANCIAL AID

Financial Aid Office

Student Services Building

(323) 953-4000 ext. 2010

<http://www.lacitycollege.edu/Admissions/Financial-Aid/Department-Home>

What is Financial Aid?

Financial Aid is monies made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the postsecondary school they choose to attend.

Eligibility for Financial Aid

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for Undergraduate Students) at any school attended
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs
- Be registered with the Selective Service, if male between the ages of 18 and 26 years old
- Be enrolled as a regular student in an eligible program.
- Have a valid social security number
- Demonstrate an Ability to Benefit (as defined in this section)

Ability to Benefit (ATB)

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

- Received a high school diploma; or Passed a high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 credit towards a bachelor's degree)

Education Status

Students requesting a change in education status must submit a general petition with explanation. This is consistent with our office policy that, like residency changes, the burden of proof lies with the student.

The general petition may be evaluated for change by the Dean, registrar, and supervisor. Changes can only be made if the petition supports the claim that the student did not earn the equivalent of an associate degree or higher in the United States. Acceptable forms of documentation include but are not limited to a college transcript from the institution in question or a student record evaluation from a credential agency. Since the Department of Education and the Financial Aid Office use the information collected on the admissions application to determine a students' financial aid eligibility, it is important that any changes made must be supported with documentation.

Admissions and Records assistants who process paper applications are responsible for reviewing the application for consistency of information before entering the application into the Student Information System. If the change is being made at the time of application, the student must date and initial to indicate they are making a change to verify they have not completed a college or university degree.

Apply for Financial Aid

U.S. Citizens, and aliens that hold eligible immigration documents apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.gov. Students that are classified AB540 by the college's Admissions Office may apply for state of California financial aid programs by completing a CA Dream Act Application. Available online at <https://dream.csac.ca.gov>. The process is free. Never pay for federal or state financial aid.

You will need an FSA User ID and password to "sign" your application, and make corrections to the application. If you are a dependent student, your parent will also need an FSA User ID and password. The option to create your FSA User ID and password will be presented to you when you first begin your FAFSA. If you choose not to create your FSA User ID and password at the beginning of the application the option will be presented to you again when you get ready to submit it.

Students applying for federal direct loans, emergency loans, or scholarships must complete additional applications and/or forms that may be requested from the Financial Aid Office.

Note: Financial Aid applicants must use their own student identification number on all college records.

Priority Dates and Deadlines

In general, the institution must have on file a valid Institutional Student Information Record (ISIR) by the last day of enrollment for a term.

To receive a Pell Grant, financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.

To receive a Cal Grant, the FAFSA must be submitted no later than March 2, 2020 for the 2020-2021 award year. Students planning to attend a community college have a secondary deadline of September 2, 2020 to apply for Cal Grant.

The priority processing date is May 1, 2020 for the 2020-2021 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds will still be available.

Consult the LACC Financial Aid Office for more information regarding priority and deadline dates.

Verification

For students selected for verification by the Department of Education, the Financial Aid Office will request additional documents, such as Federal Tax Transcripts, to process the application.

Federal Refund Requirements

Students who receive federal financial aid and withdraw from ALL classes at the institution in the first 60% of the term may have to repay the “unearned” federal funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid.

Post-Withdrawal Disbursements

Students who have completed their financial aid files but withdrew from all of their courses before receiving any disbursements from federal aid may be eligible for a post-withdrawal disbursements. Students that are eligible for such a disbursement will be notified by email.

Students are advised to contact the Financial Aid Office before withdrawing from all of their classes.

Federal Recalculation Requirements

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) awards must be recalculated if the student's information changes after the initial calculation or disbursement. The three factors that are most likely to change are enrollment status, expected family contribution (EFC), and cost of attendance.

Awards will be calculated during each term, based on the student's enrollment status for that term. If the student's enrollment status changes up to the date of the second disbursement run date, the Financial Aid Office will recalculate the student's federal financial aid grants. A recalculation may result in a decreased or increased award.

Federal Financial Aid

Federal Pell Grants

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2020-2021 is \$6,345. During his or her lifetime a student's eligibility is limited to the full-time equivalent of 12 semesters.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need. A student must file a FAFSA by May 1, 2020 and must have completed his/her financial aid file by June 1, 2020 in order to qualify.

Federal Work Study (FWS)

FWS enables a student to earn part of his/her financial aid award through campus employment. A student must have filed a FAFSA by the May 1, 2020 and indicate on the FAFSA that he/she was interested in work-study. Also, the student must have completed his/her financial aid file by June 1, 2020 in order to qualify.

Federal Loans

Federal Direct Loans (Subsidized and Unsubsidized)

Freshmen may be eligible to borrow up to \$9,500. Sophomores may be eligible to borrow up to \$10,500 per academic year from the Direct Loan Program. The student's annual borrowing limit may also vary based upon the following:

- The amount of unmet need after other federal assistance is considered; and
- The applicant's aggregate student loan debt; and
- The applicant's previous delinquent or defaulted loan history.

Federal Direct Subsidized Loan

A low interest loans for students that demonstrate financial need. Students are not charged interest as long as they are enrolled at least half-time. The amount that a student may borrow is based upon unmet need and the student's progress in an academic program. Also, loan amounts are constrained by federally mandated annual and aggregate limits. In general, a student's eligibility for subsidized loans is limited to 150% of student's published program length.

Federal Direct Unsubsidized Loan

A low interest loan for which a student is not required to demonstrate financial need. Students are responsible for the interest charges while they are in school. Interest begins to accrue when the first disbursement is made. The amount that a student may borrow is based upon unmet costs and the student's progress in an academic program. Also, loan amounts are constrained by federally mandated annual and aggregate limits.

Bureau of Indian Affairs Grants (BIA)

The Bureau of Indian Affairs grants provide money to help defray the costs of education for students with American Indian heritage. Students may apply if they:

- Are a member of, or at least one-quarter American Indian blood or a descendant of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians
- Have been accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the associate of arts or bachelor's degree
- Demonstrate financial need as determined by the financial aid officer of the post-secondary institution

To obtain an application, send your request to the Office of Indian Education Program, 2800 Cottage Way, Sacramento, California 95825.

State Financial Aid

CA College Promise Grant

(formerly BOG Fee Waiver)

Under this program enrollment fees are waived for students who meet qualification criteria. Applicants do not have to be enrolled in a specific number of units or courses to receive the waiver and no repayment of funds is required. California residents who are enrolled in at least one (1) unit may apply for a fee waiver. There are two methods to qualify:

Method A

At the time of enrollment you are a recipient of benefits under the TANF/CalWORKS Program (formerly AFDC), SSI (Supplemental Security Income), and General Assistance (also known as General Relief).

Method B

You meet the following 2020-2021 income standards:

HOUSEHOLD SIZE (INCLUDING YOURSELF)	TOTAL 2016 FAMILY INCOME (ADJUSTED GROSS INCOME AND/OR UNTAXED INCOME)
1	\$18,735
2	\$25,365
3	\$31,995
4	\$38,625
5	\$45,255
6	\$51,885
7	\$58,515
8	\$65,145
Each additional Family Member	\$6,630

The Financial Aid Office determines that the student has a financial need that is at least \$1,104. This can be only be determined if the student has submitted a FAFSA or CA Dream Act Application, or CA College Promise Grand Application.

In addition to the income standards, students may also demonstrate eligibility by having a zero EFC (Expected Family Contribution) under federal methodology.

Note: Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are eligible to participate in the CA College Promise Grant.

If you qualify after you have paid your enrollment fees, you should complete a "Request for Refund" form available in the college Business Office.

Cal Grant Programs

Cal Grant A

Although Cal Grant A is only for use at a four-year college, students should apply while attending LACC. The California Student Aid Commission (CSAC) will reserve grants for students who qualify until they transfer to a four-year college, but will not hold them for more than two years.

Cal Grant B

Cal Grant B provides a living allowance for entering college freshman. At a community college, students receive up to \$1,672 per academic year. Students with dependents are awarded \$6,024. Students must be enrolled in a minimum of six (6) units to be eligible.

Cal Grant C

Cal Grant C is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families. Grants are limited to \$1,148 per year at community colleges for programs ranging in length from four months to two years. Students with dependents are awarded \$1,148. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

Student Services Completion Grant

The SSCG is a supplemental grant with the purpose of providing students with additional financial aid to help offset the total cost of community college and to encourage full-time attendance and successful on-time completion. Students must be receiving a Cal Grant B or C and be enrolled at least full-time per term. A maximum of \$1,298 annual at \$649 per term for eligible students who enroll and attend 12 through 14.99 units per term. A maximum of \$4,000 annually at \$2,000 per term for eligible students who enroll and attend 15 units per term.

Chafee Grant Program

The California Chafee Grant Program gives up to \$5,000 annually of free money to foster youth and former foster youth to use for college courses or vocational school training. The student must be enrolled in an eligible college or vocational school, enrolled at least half-time and an eligible course of study that is at least one year long. To get additional information, contact the California Chafee Grant Program at 1-888-224-7268 or write to California Student Aid Commission, Specialized Programs, Attn: California Chafee Grant Program P.O. Box 419029 Rancho Cordova, CA 95741-9029.

Law Enforcement Personnel Dependents Scholarship

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty. For more information and application materials, write directly to: California Student Aid Commission, 1515 S. Street, Suite 500, P.O. Box 510624, Sacramento, California 94245 – Attention: LEPD Program.

Determining Financial Need

The type of financial aid and amount received will be determined by the LACC Financial Aid Office. Financial aid awards are based on demonstrated financial need, which is the difference between allowable educational expenses and the expected family contribution (EFC) and/or the student's resources. Resources may include, but are not limited to: employment earnings, veteran benefits, Social Security benefits, TANF/CalWORKS benefits, JTPA benefits, and CARE benefits. Expected family contribution and resources are then measured against the institutional student Cost of Attendance to determine financial need.

2020-2021 Cost of Education: Living at Home

	9 MONTHS	12 MONTHS
Fees	\$1,222	\$1,830
Books and Supplies	\$1,080	\$1,620
Room and Board	\$8,780	\$11,707
Transportation	\$938	\$1,251
Personal Expenses	\$3,225	\$4,300
TOTAL	\$15,245	\$20,708

2020-2021 Cost of Education: Living Away From Home

	9 MONTHS	12 MONTHS
Fees	\$1,222	\$1,830
Books and Supplies	\$1,080	\$1,620
Room and Board	\$16,580	\$22,107
Transportation	\$858	\$1,144
Personal Expenses	\$3,784	\$5,045
TOTAL	\$23,524	\$31,746

* Subject to change without notice by the California Legislature.

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

Dependent/Child Care is provided to students requiring child care up to a maximum of \$1,000. A student with a spouse attending the same school will receive one child care allowance per family.

Satisfactory Academic Progress Policy

General Information

Effective July 1, 2011, Los Angeles Community College District has adopted a new Satisfactory Academic Progress (SAP). In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Work Study (FWS)
- Federal Direct Student Loan (FDSL)
- Cal Grant B and C
- Student Services Completion Grant
- Child Development Grant

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

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

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

Consortium Classes

All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student's aid).

General Requirements

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

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

Satisfactory Academic Progress Standards

- Maintenance of a 2.0 cumulative GPA
- Fewer than 150% of the units required to complete a student's program
- ESL and Basic Skills/Remedial classes are excluded from the units that count towards the maximum timeframe when determining units attempted

- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure
- Completion of 67% cumulative units attempted
- Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), No Pass (NP), and/or Withdrawal (W) or Excused Withdrawal (EW) are considered non-grades and must be 33% or less than the cumulative units attempted.

Application of Standards

Satisfactory academic progress for financial aid students will be determined at the end of each payment period/semester.

Students who are disqualified from financial aid will be notified by email and receive the procedure for appeal.

A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.

Disqualification

Students will be disqualified if they have one or more of the following academic deficiencies at the end of spring semester:

- Total units attempted (excluding ESL and Basic Skill/ Remedial classes) are equal to or greater than 150% of the units required to complete a student's program
- Cumulative GPA is less than 2.0 for two consecutive semesters in which the student was enrolled
- Cumulative Non-Grades are more than 33% for two consecutive semesters in which the student was enrolled
- Warning Probation Letter - Students will receive a Warning Probation Letter at the end of the first semester that they have one or more of the following academic deficiencies:
 - » Cumulative GPA is less than 2.0
 - » Cumulative non-grades are greater than 33%
 - » Advisory Letter Number of units attempted reaches forty-five (45).

Maximum Time Length

Students must complete their objectives within 150% of the published units that are required for its completion.

Summer and winter financial aid

Summer and winter terms are included in the evaluation of Satisfactory Academic Progress standards.

Fraud

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

Scholarships

Many scholarships are available to LACC students. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability.

Additional information about scholarships is available through the Financial Aid Office, academic department chairpersons, or through the LACC Foundation.

LACC Foundation

Each year, the LACC Foundation provides students with scholarships and awards to allow them to continue to excel in their educational endeavors. These scholarships vary in their fields, award amounts, and application requirements, including evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability. Scholarships are the result of the generosity of private donors, LACC alumni, and the campus community. Students are encouraged to visit individual department websites and the LACC Foundation site for detailed information regarding available scholarships and awards. All award and scholarship applications normally become available during the beginning of the spring semester, and are awarded to students towards the end of the spring semester. The LACC Foundation is located on the 3rd floor of the Student Union building.



ACADEMIC POLICIES

Attendance

The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered goes against the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class.

The instructor may exclude students who have enrolled for a class but do not attend or who are late or absent from the first meeting of the class.

Student Responsibilities

Students will only be able to enroll in or attempt a course three times. Students who stay in a course past the “no penalty” withdrawal date and then drop it or are excluded, will receive a grade of “W” and have used one of their three attempts.

Any student who has three attempts at any given class (i.e., with any combination of W, D, or F grades) will not be able to register for the class again, and will need to complete its equivalent at a college outside the Los Angeles Community College District.

Students may petition for a fourth attempt by citing “extenuating circumstances,” however, extenuating circumstances that are allowed must be verified cases of accidents, illness, or other circumstances beyond the control of the student.

It is the responsibility of the student to notify the instructor of any circumstances which will prevent his/her attendance at any meeting of the class. Students may notify instructors by e-mail

or by phone using the number listed on the course syllabus. If the number is not listed, contact the department chair and ask that the message be forwarded.

Whenever absences in hours exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

IT IS THE STUDENT’S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 30% and 75% of the term will result in a “W” on the student’s record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade (“A”, “B”, “C”, “D”, “F”, “P”, or “NP”) will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of approved extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class verifying extenuating circumstances.

For further details, refer to “W” section of “Grading Symbols and Definitions.”

Tardies

Three tardies will be considered the equivalent of one hour of absence. A tardy is defined as coming in to class after the class officially begins.



Final Examinations

Final examinations are given in all courses and are available for print at the following website: <http://lacitycollege.edu/Calendar/Academic-Calendar/Final-Exam-Schedule>.

Grading Symbols and Definitions and Conditions for Use

(Title 5, 55022; Board Rule 6700)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

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

GRADE	SYMBOL DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory – units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007). Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory – units awarded but not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol	

The following non-evaluative symbols may be entered on a student's record, but have no impact on the GPA calculation.

I - Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the “I” is made up and a final grade assigned, or when one year has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

IP - In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await the course completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit

credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages.

RD - Report Delayed

The “RD” symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The “RD” may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

W - Withdrawal

(Board Rule 6700; Administrative Regulation E-69)

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

No notation (“W” or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a “W”, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a “W.”

For purposes of withdrawal policies, the term “appropriate faculty” means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

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

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

A “W” shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a “W” symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course

after having previously received the authorized number of “W” symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

MW - Military Withdrawal

The MW symbol may be used to denote military withdrawal.

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

Military withdrawals shall not be counted in progress probation and dismissal calculations. “MW” shall not be counted for the permitted number of withdrawals. The District shall refund the entire enrollment fee unless academic credit has been awarded.

EW - Excused Withdrawal

(Title 5 55022 and 55024)

The EW symbol may be used to denote excused withdrawal.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region
- Illness in the family where the student is the primary caregiver
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term. (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer.)
- The student is the subject of an immigration action
- Death of an immediate family member
- Chronic or acute illness
- Verifiable accidents
- Natural disasters directly affecting the student

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office. A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after

the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student where the student fails to meet a prerequisite.

An EW may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused withdrawal shall not be counted in progress probation or dismissal calculations, nor shall it be counted toward the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

The student with an approved “EW” grade may file a petition with the District requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

Pass/No Pass Option

(Title 5, 55022; Board Rule 6701)

Colleges may designate courses in the college catalog wherein all students are evaluated on a “Pass/No Pass” basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be “Pass/No Pass” or a letter grade. These courses will be noted in the college catalog as being eligible for the “Pass/No Pass” option.

The Pass/No Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass shall be assigned for meeting that standard (earning 70% or higher), and a grade of No Pass shall be assigned (earning a grade below 70%) for failure to do so.

The student who is enrolled in a course on a “Pass/No Pass” basis will be held responsible for all assignments and examinations required in the course and must meet the same standards of evaluation as required for all students.

Effective fall 2020:

- All classes can be taken either Graded or as Pass/No Pass
- Courses that are already designated as Pass/No Pass can remain Pass/No Pass only
- Students to apply a maximum of 14 semester units of general education or elective courses taken Pass/No Pass towards the minimum 60 units required for a local associate degree (local AA, AS). The limit of 14 units of Pass/No Pass will not apply to ADTs.
- Students are required to take all courses towards certificates of achievement and all courses required for the major as part of local associate degrees (local AA, AS) as Graded only
- A course taken as a replacement/repeat of a previously graded course may be taken Pass/No Pass. (Note that a grade of “Pass” will replace a previous grade, while a grade of “No Pass” will not replace a previous grade.)
- Students are highly encouraged to speak with a Counselor to discuss the possible impact of taking a course Pass/

No Pass towards their academic standing, transfer and financial aid, among other areas. The following are LACC's Pass/No Pass courses:

Credit courses

SUBJECT	NUMBER
CAOT	064
CH DEV	084-1, 084-2, 085-1
E. S. L.	004A, 004B
ENGLISH	067, 068, 094, 104, 108
ESL	003A, 003B, 003C, 004C
LRNFDTN	001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071
MATH	010, 100, 157, 158, 202, 245L
MUSIC	180-1, 180-2, 180-3, 180-4
RAD TEC	280, 281, 282, 283
REGNRSG	104L, 105L, 106L, 107L, 108L, 109L, 110L, 111L

Noncredit courses

SUBJECT	NUMBER
BSICSKL	006CE, 007CE, 023CE, 034CE, 035CE, 037CE, 052CE, 053CE, 067CE, 070CE, 072CE, 075CE, 076CE, 079CE, 083CE, 084CE, 085CE, 086CE, 118CE, 200CE, 201CE, 202CE, 203CE
ESL NC	002CE, 050CE, 360CE
ESLCVCS	010CE, 011CE, 012CE, 013CE, 014CE, 015CE, 030CE, 031CE, 032CE, 033CE
VOC ED	002CE, 003CE, 053CE, 054CE, 055CE, 056CE, 059CE, 060CE, 078CE, 079CE, 084CE, 092CE, 093CE, 094CE, 095CE, 103CE, 104CE, 105CE, 128CE, 129CE, 171CE, 230CE, 231CE, 232CE, 233CE, 234CE, 235CE, 236CE, 237CE, 238CE, 239CE, 240CE, 241CE, 242CE, 243CE, 244CE, 245CE, 246CE, 247CE, 248CE, 249CE, 250CE, 253CE, 254CE, 279CE, 294CE, 300CE, 381CE, 382CE, 400CE, 404CE, 435CE, 460CE

Recording of Grade

(Title 5 55022; Board Rule: 6701.11)

A student who is enrolled in a course on the "Pass/No Pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion (earned 70% or higher) is equivalent to the grade of "C" or better. A student with unsatisfactory performance (earned less than 70%) will be assigned a "No Pass" grade.

Grade Point Calculation

(Title 5 55022; Board Rule: 6701.12)

Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Conversion to Letter Grade

(Title 5 55022; Board Rule: 6701.13)

A student who has received credit for a course taken on a "Pass/No Pass" basis may not convert this credit to a letter grade.

Courses with To Be Arranged (TBA) Hours

Some or all of the class hours for courses may be offered using the "To Be Arranged" (TBA) course scheduling option. Refer to the class schedule listing for sections of courses for specific TBA weekly or daily class hour requirements that may apply.

Previously Earned College Units

(Administrative Regulation E-79, 93, 101, 119)

College credits earned at any accredited institutions of higher education may be evaluated for credit. Students must request copies of official sealed transcripts be mailed to the Office of Admissions and Records from each college attended.

Acceptance of Courses to Meet Associate Degree and General Education Requirements

The colleges within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be associate degree-applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.
5. Courses taken at the originating institution that do not appear on that college's general education pattern will be applied to an LACCD general education area based on content equivalency to a general education course offered at an LACCD campus.
6. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content review and regulations as specified in E-Reg 119.
7. Courses Taken at Institutions of Higher Learning Outside the U.S. may be applied to an LACCD general education area or major and/or elective requirements based on content review and regulations as specified in E-Reg 101.
8. A minimum grade of "C" (2.0) is required in each course used to fulfill the English and Mathematics competency requirement as specified in E-Reg 79.

The Articulation Officer has final review and determination of all external coursework and how such can garner credit towards graduation, IGETC and CSU GE-Breadth. Contact the Articulation Office if you have any questions.

Grades and Grade Changes

(Title 5 §55025; Board Rule: 6703)

The Instructor of Record for the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

If you have any questions, contact the campus Ombudsperson.

Transcripts

Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

Upon written request of the student, a copy of the student's academic record (i.e., LACC transcripts) shall be forwarded by the Admissions Office to a designated addressee via by U.S. mail or electronically, when available.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee. This option is subject to the college's ability to provide this service.

The student's transcript may be withheld if there are any unpaid fees or charges due to the College or other restrictive holds or discipline.

Academic Renewal

(Title 5 55046; Board Rule: 6705)

(See an Academic Counselor for advisement.)

Students may petition for an academic renewal action in order to alleviate substandard academic performance under the following conditions:

- A. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units, completed at any accredited college or university, subsequent to the coursework to be alleviated and

- B. At least one calendar year must have passed since the course work to be removed was completed.

Granted, academic renewal shall result in:

- A. Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
- B. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

Repeatable Courses

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of this Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods.

Limits on Active Participatory Courses

(Admin. Reg. E-103)

Students may not repeat repeatable courses more than three times (i.e., for a total of four enrollments). The grade received each time shall be included for purposes of calculating the student's grade point average.

Active participatory course which do not fall under Section 2(a), (b), or (c) above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

COURSE FAMILY	COURSES
Art - Ceramics	ART 708, 709, 710, 711, 712, 713, 714
Art - Design	ART 501, 502, 503, 504, 505, 520
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202, 203, 209, 620, 621
Art - Life Drawing	ART 204, 205, 206, 207, 215
Art - Oil Painting	ART 307, 308, 309, 310, 311, 312
Art - Printmaking	ART 400, 401, 402, 407, 408, 411, 626
Art - Sculpture	ART 700, 701, 702, 703, 706, 707
Art - Water Color and Acrylic	ART 213, 300, 301, 301A, 302, 303, 304, 305, 306
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114, 434, 466
Dance - Cultural and World Dance	DANCETQ 440, DNCESPC 321, 440, 459
Dance - Dance Choreography	DANCEST 301, 302, 303, 304, 452
Dance - Dance Performance	DANCEST 822, 823
Dance - Dance Productions	DANCEST 814
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124, 437, 468
Dance - Modern Techniques	DANCETQ 141, 142, 143, 144, 431, 462, 467
Dance - Special Projects	DANCEST 185, 285
Dance - Tap Dance	DANCETQ 446, DNCESPC 331, 446
Dance - Yoga/Stress Management	DANCETQ 221, 222, 223, 224, 241, 242, 469
KIN - Acrobatics	KIN 206

COURSE FAMILY	COURSES
KIN - Aerobics, Circuit Trng	KIN 045, 229, 230, 246, 250, 250-1, 250-2, 250-3, 326, 327, 329-2, 329-3, 330-2, 330-3, 331, 333
KIN - Aquatics	KIN 201, 201-1, 202, 204, 205, 300, 300-1, 300-2, 300-3, 301, 301-1, 301-2, 301-3, 303, 303-1, 303-2, 303-3, 303-4
KIN - Court Sports	KIN 266, 266-1, 266-2, 271, 271-1, 271-2, 291, 291-1, 291-2
KIN - Directed Studies	KIN 185, 285
KIN - Individual Activities	KIN 268, 328, 328-1
KIN - Martial Arts/Combatives	KIN 215, 215-1, 215-2, 215-3, 217
KIN - Mind/Body Conditioning	KIN 249, 249-1, 249-2, 251, 251-1, 251-2, 251-3, 265
KIN - Team Sports	KIN 287, 287-1, 287-2, 289, 289-1, 289-2, 290
KIN - Track and Field	KIN 180, 237, 272, 307, 307-2, 307-3, 334, 334-2, 334-3, 334-4
Music - Brass Instruments	MUSIC 601, 602, 603, 604
Music - Classical Guitar	MUSIC 650, 651, 652, 653, 654, 661, 662, 663, 664
Music - Percussion Instruments	MUSIC 631, 632, 633, 634
Music - Piano	MUSIC 311, 312, 313, 314, 321, 322, 323, 324, 341, 341-1, 341-2, 341-3, 341-4, 351, 361, 361-1, 361-2, 361-3, 361-4
Music - String Instruments	MUSIC 611, 612, 613, 614
Music - Voice	MUSIC 400, 401, 402, 403, 404, 411, 412, 413, 414, 431, 432, 433, 434, 441, 453
Music - Woodwind Instruments	MUSIC 621, 622, 623, 624
Theater - Acting	THEATER 185, 278, 285, 385
Theater - Acting Study and Prof	THEATER 200, 270, 271, 272, 273, 274, 274-1, 274-2, 275
Theater - Analysis of Theater	THEATER 105-1, 105-2, 105-3, 105-4
Theater - Directing	THEATER 225, 227
Theater - Ensemble Performance	THEATER 232, 233, 235, 250, 262, 291, 292, 293, 294, 295
Theater - Ensemble Vocal	THEATER 246-1, 246-2, 246-3, 246-4
Theater - Movement	THEATER 265
Theater - Musical Theater	THEATER 210, 212, 279, 280
Theater - Performance Prep.	THEATER 205, 276, 276-1, 276-2, 277
Theater - Voice Theory	THEATER 240, 242, 242-1, 242-2, 242-3, 242-4

Course Repetition Rules

(Title 5 55041; Board Rule: 6704)

(See an Academic Counselor for advisement)

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades (“D”, “F” or “NC”, “NP”) were awarded provided they have not already attempted the same course three times.

When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student’s cumulative grade point average.

Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Duplicative Credit

Duplicative credit in non-repeatable courses should not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

Repetition of Courses In Which a Satisfactory Grade Was Recorded

- Repetition of courses for which a satisfactory grade (“A”, “B”, “C”, “CR”, “P”) has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.
- When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- Grades awarded for courses repeated under the provisions of subsection “a” and “b” of this section shall not be counted in calculating a student’s grade point average.
- When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student’s grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college’s process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- Academic Senate and Board of Trustees shared governance policy.
- A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been “significant lapse of time.” In no instance shall this be less than three years.
- A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.
- A student who receives a grade of Satisfactory Progress (SP) in a noncredit course pursuant to repeatability regulations governing noncredit courses.

Credit Limitations

Duplicate credit is not allowed. We will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted. Note for transfer students, the CSU and

UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the special regulations for courses in specific subject areas UC Transfer Articulation website at <https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>. The following courses or scenarios constitute duplicate credit:

- Accounting - ACCTG 021 and 022 are equivalent to ACCTG 001 combined: maximum credit 5 units
- Art/Art History
 - » ART 633 and 639 are equivalent to ART 250 combined: maximum credit 6 units
 - » Only one course credit for ARTHIST 103 or ART 103
 - » Only one course credit for ARTHIST 110 or ART 101
 - » Only one course credit for ARTHIST 120 or ART 102
 - » Only one course credit for ARTHIST 130 or ART 105
 - » Only one course credit for ARTHIST 140 or ART 109
- Chemistry - Students may take one introductory series (e.g., credit for either CHEM 060 or 065): maximum credit 5 units
- Computer Science - Students may take one introductory series (e.g., credit for either CIS 101 (formerly CO SCI 101) or CS 101 (formerly CO SCI 103): maximum credit 4 units
- Counseling - COUNSEL 40A/B/C are equivalent to COUNSEL 40 combined: maximum credit 3 units
- Foreign Languages
 - » Only one course credit for SPANISH 002 or 035
 - » Only one course credit for SPANISH 003 or 036
 - » Only one course credit for ARMEN 002 or 035
 - » Only one course credit for ARMEN 003 or 036
 - » CHINESE 021 and 022 is equivalent to CHINESE 001: maximum credit 5 units
 - » FRENCH 021 and 022 is equivalent to FRENCH 001: maximum credit 5 units
 - » JAPAN 021 and 022 is equivalent to JAPAN 001: maximum credit 5 units
 - » KOREAN 021 and 022 is equivalent to KOREAN 001: maximum credit 5 units
 - » SPANISH 021 and 022 is equivalent to SPANISH 001: maximum credit 5 units
- Health - Only one course credit for HEALTH 051 or PSYCH 064 or ADDICST 001
- Humanities
 - » Only one course credit for HUMAN 020 or JAPAN 009
 - » Only one course credit for HUMAN 041 or CHINESE 010
 - » Only one course credit for HUMAN 042 or FRENCH 010
 - » Only one course credit for HUMAN 044 or ITALIAN 010
 - » Only one course credit for HUMAN 045 or KOREAN 010
 - » Only one course credit for HUMAN 047 or SPANISH 009
 - » Only one course credit for HUMAN 048 or SPANISH 010
- Math – Students may take one intermediate algebra series (e.g., credit for either MATH 125 or 134 or MATH 124A and 124B): Maximum credit 6 units
- Microbiology - Students may take one introductory series (e.g., credit for either MICRO 001 or 020): maximum credit 5 units
- Music
 - » Only one course credit for MUSIC 211 or 217-2
 - » Only one course credit for MUSIC 212 or 218-2
 - » Only one course credit for MUSIC 211 or 219-2
 - » Only one course credit for MUSIC 135 or AFRO AM 060
- Photography – Only one course credit for PHOTO 501 or CINEMA 501
- Physics - Students may take one introductory series (e.g., credit for either PHYSICS 011 or PHYSICS 012 and 014): maximum credit 4 units
- Sociology – Only once course credit for SOC 012 or FAM & CS 031
- Statistics - Students may take one series (e.g., credit for either MATH 225, 227, or BUS 15): maximum credit 4 units
- Honors - Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of C or better.
- Repeatable courses - Duplicate credit will not be awarded for both the repeatable and sequence versions of a course (e.g., THEATER 294 vs. 294-1; KIN 250 vs 250-1, 250-2; MUSIC 180 vs. 180-1, 180-2; and so on)
- AP, IB, CLEP, A-Level
 - » Students should be advised that college courses taken may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).
 - » If the student does duplicate an exam with another exam of the same subject content, and/or an exam with a college course, we will award credit only once.

Contact the Articulation Office for further details or questions.



Advanced Placement Credit

(Administrative Regulation E-110)

Course Equivalency

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associates Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

Use of Advanced Placement

Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in the chart below.

Advanced Placement Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE-Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined and governed by the University of California and California State University systems respectively; therefore, it is not necessary for the college to grant course equivalency for this to occur. The chart below indicates how AP tests are used to meet these requirements.

If you have any questions, contact the Articulation Office.

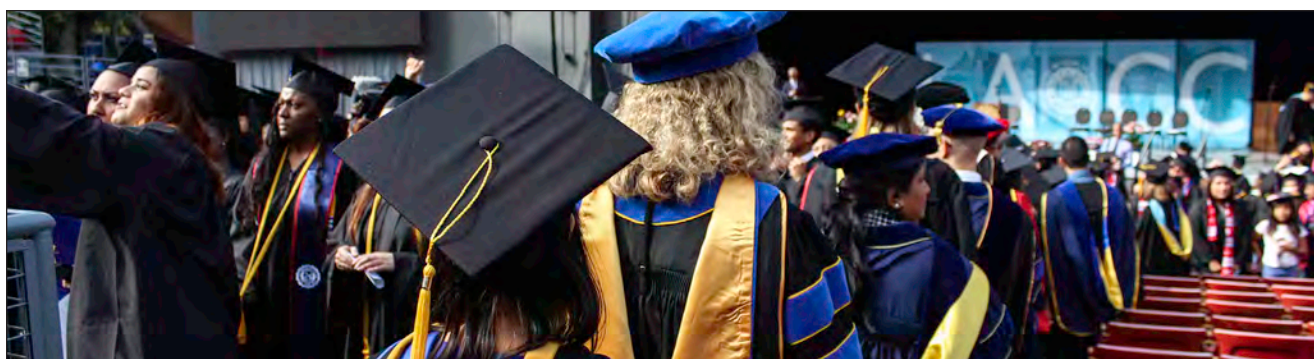
LACCD Credit for Advanced Placement Exams

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Principles	3, 4, 5	6	0	NA			NA	NA
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
European History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 12)
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	C1 3 semester units (removal fall 09)
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (removal fall 13)
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity and Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	NA

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 semester units/ 4 quarter units	D8+US-2 3 semester units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units

NOTE: Under the CSU GE column where an exam shows a removal date, it means the exam is no longer offered by the College Board. However, the exam may still be used towards CSU GE areas.



College Level Examination Program (CLEP) Credit

(Administrative Regulation E-123)

Course Equivalency

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting the LACCD General Education Plan and Graduation Competency requirements for the associate degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit.

Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate Degree

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in the chart below.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

CLEP Unit Credit

For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses.
- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college-level foreign language course work.

LACCD Credit for College-Level Examination Program (CLEP) Exams

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE ¹	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
BUSINESS EXAMS						
Financial Accounting	50	3	N/A			
Information Systems and Computer Applications	50	3	3	Section D2: Communication and Analytical Thinking		
Introductory Business Law	50	3	N/A			
Principles of Management	50	3	N/A			
Principles of Marketing	50	3	N/A			
COMPOSITION AND LITERATURE						
American Literature	50	3	3	Section C: Humanities		
Analyzing and Interpreting Literature	50	3	3	Section C: Humanities		
College Composition replaces English Composition w/ essay effective 07/01/10	50	6	3	Section D: Language and Rationality: Area 1. English Composition		
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	3	3	Section D: Language and Rationality: Area 1. English Composition		
English Literature	50	3	3	Section C: Humanities		
Humanities	50	3	3	Section C: Humanities		
FOREIGN LANGUAGES						
French Language, Level 1	50	6	3	Section C: Humanities		
French Language, Level 2	59	9	3	Section C: Humanities		
German Language, Level 1	50	6	3	Section C: Humanities		
German Language, Level 2	60	9	3	Section C: Humanities		
Spanish Language, Level 1	50	6	3	Section C: Humanities		
Spanish Language, Level 2	63	9	3	Section C: Humanities		
Level 1 - equivalent to the first two semesters (or 6 semesters hours) of college-level foreign language course work						
Level 2 - equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work						
HISTORY AND SOCIAL SCIENCES						
American Government	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States I: Early Colonization to 1877	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States II: 1865 to present	50	3	3	Section B1: American Institutions		American Institutions Satisfied
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences		

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE ¹	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Social Sciences and History	50	6	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences		
SCIENCE AND MATHEMATICS						
Biology	50	6	3	Section A: Natural Sciences		
Calculus	50	4	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Chemistry	50	6	3	Section A: Natural Sciences		
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Natural Sciences	50	6	3	Section A: Natural Sciences		

The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of "C" in the corresponding course. The credit in this table is applicable for local associate degrees only. For credit hours that apply toward CSU associate degrees for Transfer (ADTs), refer to CSU coded memorandum AA-2015-19.

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and LACCD general education (GE) requirements. (See a counselor for applying AP credit towards AA or ADT major requirements.)

Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted).

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	6	Area C: Humanities. 3 semester units	C1 or C2 3 semester units	6 semester units	3A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Biology	6	Area A: Natural Science 3 semester units	B2 and B3 4 semester units	6 semester units	5B and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Calculus AB	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Calculus BC ^A	6	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	6 semester units	2A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Calculus BC/AB Subscore	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
AP Calculus Credit Limitations:				If a student passes more than one AP exam in Calculus, only one exam may be applied to the baccalaureate degree.		Maximum credit 8 qtr./5.3 semester units for AB and BC exams; 4 qtr. /2.6 sem. units for both the AB and AB subscore exams.
^AUC Credit Note:	Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive 4 quarter units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.					
Chemistry	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Chinese Language and Culture	6	Area C: Humanities. 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Comparative Government and Politics	3	Area B2: Social and Behavioral Sciences 3 semester units	D8 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Computer Science Exam A	3	Area D2: Communication and Analytical Thinking 3 semester units	N/A	3 semester units	N/A	2 quarter /1.3 semester units
Computer Science Exam AB (exam no longer offered)	6	Area D2: Communication and Analytical Thinking 3 semester units	N/A	6 semester units	N/A	4 quarter /2.6 semester units
Computer Science Principles	6	N/A	N/A	N/A	N/A	8 quarter /5.3 semester units
AP Computer Science Exam Credit Limitations:				If a student passes more than one AP exam in Computer Science, only one exam may be applied to the baccalaureate degree.		Maximum credit 4 quarter/2.6 semester units for both Computer Science A and AB exams. (Computer Science AB no longer offered.)
English Language and Composition ^A	6	Area D1: English Composition Reading and Written Expression Competency Satisfied 3 semester units	A2 3 semester units	6 semester units	1A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units ^A
English Literature and Composition ^A	6	Area C: Humanities or Area D1: English Composition Reading and Written Expression Competency Satisfied 6 semester units	A2 and C2 6 semester units	6 semester units	1A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units ^A
^AUC Credit Note	8 quarter unit/5.3 semester unit maximum for both English exams.					
Environmental Science	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (eff. F09)	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
European History:	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
German Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Human Geography	3	Area B2: Social and Behavioral Sciences 3 semester units	D5 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Italian Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Japanese Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER #	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Latin	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units (test offered May 2013 and beyond)
Latin Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Latin: Vergil	3	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '12)	3 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Macroeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Microeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Music Theory ^A	6	Area C: Humanities 3 semester units	C1 3 semester units (removal Fall '09)	6 semester units	N/A	8 quarter /5.3 semester units ^A
^AUC Credit Note:	Credit is granted only for the full Music Theory exam. Students who earn a subscore will not receive exam credit.					
Physics 1: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics 2: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics B	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (removal Fall '13)	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics C: Mechanics	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Physics C Electricity and Magnetism	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
AP Physics Exam Credit Limitations:				If a student passes more than one AP exam in Physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE Breadth.		8 qtr./5.3 sem. unit maximum for all Physics exams.
Psychology	3	Area B2: Social and Behavioral Sciences 3 semester units	D9 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Spanish Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Spanish Literature and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Statistics	3	Area D2: Communication and Analytical Thinking 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Studio Art: Drawing	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units ^A
Studio Art: 2-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units ^A
Studio Art: 3-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units ^A
^AUC Credit Note	8 qtr./5.3 sem. unit maximum for all Studio Art exams.					
United States Government and Politics	3	Area B1: American Institutions 3 semester units	D8 + US-2* 3 semester units	3 semester units	4 and US-2 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
*CSU Note:	*Exam does not fulfill CSU US-3: California state and local government requirement. Students can satisfy this requirement after transfer.					
United States History	6	Area B1: American Institutions or Area C: Humanities 3 semester units	C2 or D6 + US-1 3 semester units	6 semester units	3B or 4 and US-1 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
World History	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

AA: GE and elective credit awarded by the LACCD for Advanced Placement exams is noted and listed on a student's transcript under the memorandum section, with units awarded and GE area fulfilled. Note: Course equivalency credit given (if any) for AA degree **major requirements** must be determined by appropriate subject faculty. Course equivalency does not award unit credit. Students must petition for this type of credit.

Associate Degrees for Transfer (ADT): Major course credit substitutions (if any) is determined subject to the LACCD Associate Degree for Transfer (ADT) Reciprocity Guidelines. AP credit for CSU GE or IGETC is determined by CSU and UC policies referenced below.

Transfer Credit: Each college and university has its own policy for awarding credit for passed AP exams. **Caution:** Transfer students must check with the college or university they plan to transfer to for the institutions Advanced Placement policy.

The University of California Advanced Placement Policy can be found on their website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

The California State University Advanced Placement Policy can be found on their website: <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

CSU GE: The Advanced Placement examinations may be used towards certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements. Complete details of the official CSU AP Policy can be found on CSU Chancellor's website: <http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf>

IGETC: AP exams must be applied in the subject area indicated regardless of the certifying CCC's corresponding discipline. Complete details of the official IGETC AP Policy can be found in the IGETC Standards: <http://icas.ca.org/standards/policies-and-procedures-manual>

Private Institutions: The University of Southern California (USC) Advanced Placement policy: http://arr.usc.edu/services/articulation/adv_placement_exam_credit.html; Loyola Marymount University (LMU) Advanced Placement policy: <http://academics.lmu.edu/undergraduate/overview/corecurriculum/advisinginformation/advancedplacementcredits/> For additional private institutions, please check with a counselor for more information.

Transfer Major Requirements: It is rare that colleges and universities will allow a passed AP exam to fulfill a course requirement that is needed for the major. In these cases, students may be advised to complete the course(s) to fulfill major requirements. Please check with a counselor for more information.

Sources: LACCD Board Rule, Chapter VI: 6201; LACCD Administrative Regulation E-110; CSU Coded Memo AA-2019-03; IGETC Standards v.1.9; University of California AP Test Credit policy

LACCD Credit for International Baccalaureate (IB) Exams

IB SUBJECT AREA	MINIMUM PASSING SCORE A.A./A.S. CSU GE IGETC	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.3	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2010-09
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			5B 3 semester units/ 4 quarter units	B2 3 semester units
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			5A 3 semester units/ 4 quarter units	B1 3 semester units
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4B 3 semester units/ 4 quarter units	D2 3 semester units
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4E 3 semester units/ 4 quarter units	5D 3 semester units
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			3B or 4F 3 semester units/ 4 quarter units	C2 or D6 3 semester units
IB Language A1 (ENGLISH) HL	4 (A.A./A.S.)	6	3	Section D: Language and Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A1 (any language) HL for IGETC Area applicability	Refer below to IB Language A1 (any language) HL for CSU GE Area applicability
IB Language A2 (ENGLISH) HL	4 (A.A./A.S.)	6	3	Section D: Language and Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A2 (any language) HL for IGETC Area applicability	Refer below to IB Language A2 (any language) HL for CSU GE Area applicability
IB Language A1 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A2 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A1 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language A2 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6		Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language B* (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			6A Meets proficiency reg.	N/A
IB Mathematics HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section D: Language and Rationality: Area 2 Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
IB Physics HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester units/ 4 quarter units	B1 3 semester units
IB Psychology HL	5 (ALL)	3	3	Section B2: Social and Behavioral Sciences			4I 3 semester units/ 4 quarter units	D9 3 semester units
IB Theater HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3A 3 semester units/ 4 quarter units	C1 3 semester units

Credit By Examination

A student can receive college credit for prior learning by demonstrating mastery of course outcomes—skills and knowledge—by taking an exam. Some exams may require performance of a skill set, while other exams may be written tests covering course content. (Board Rule 6702)

- Credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
- The nature and content of the examination will be determined by faculty in the discipline who normally teach the course. The faculty will determine that the examination adequately measures mastery of the course content set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.
- A separate examination will be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning of individually identified courses for which examinations are conducted.
- The student's transcript will be clearly annotated to reflect credit was earned by examination.
- Grading will be the same as the regular grading system, except that students will be offered a Pass/No Pass option if that option is ordinarily available for the course.
- Units will not be counted in determining the 12 semester units in residence required for an associate degree.
- The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee for the course it is in lieu of.

Credit for Courses Completed at Non-Accredited Institutions

(Administrative Regulations E-118 and E-12)

Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.

1. Credit for military service will be awarded toward associate degree requirements as follows:
 - Three units of credit towards LACCD associate degree general education Area E: Health and Physical Education (Board Rule 6201.14)
 - Three units of elective credit toward the 60 units required for an associate degree.
2. Application Requirements.
 - Complete an LACCD Application
 - Arrange for all transcripts (including AARTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
 - Provide verification of U.S. military service, as follows:

- » Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
 - » Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty
3. Acceptable Documentation for Verifying Military Course Completion.
 - Army/American Council on Education Registry Transcript System (AARTS)
 - Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service."
 - DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge."
 - Course completion certificates
 - Sailor/Marine American Council on Education Registry Transcript (SMART)
 - Community College of the Air Force (CCAF) Transcript
 - Defense Acquisition University (DAU) Transcript
 4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
 5. Transcript Annotation.
 - Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.
 - Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - a. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:
 - » Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission
 - » Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline
 - » 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent
 - b. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
 - c. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test (e.g. Advanced Placement) equivalencies.

Credit for Courses Taken at Institutions of Higher Learning Outside the United States

(Administrative Regulation E-101)

The intent of this policy is to provide a process for granting LACCD associate degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to associate degrees for Transfer (ADTs), IGETC or CSU GE. Refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
 2. Students may receive credit for the following:
 - a. LACCD General Education Plan, excluding Area B1 American Institutions.
 - b. LACCD Competency Requirement, excluding Reading and Written Expression.
 - c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
 - d. LACCD Course Credit
 - Each college may develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy
 - Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy
 3. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities.
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Standards for Probation

(Board Rule 8200)

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation and loss of fee waiver

A student enrolled in the LACCD shall be placed on academic or progress probation, under the following conditions:

Academic Probation

The student has attempted at least 12 semester units of work and has a grade point average of less than a "C" (2.0).

Progress probation

The student has enrolled in a total of at least 12 semester units and the percentage of all units in which they enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit), or "NP" (No Pass) reaches or exceeds fifty percent (50%).

Units Attempted

For purposes of determining probation status only, "Units attempted" means all units of credit in the LACCD.

Units enrolled

Units enrolled means all units of credit in the LACCD for which the student is enrolled after census.

Dismissal of Students on Probation

(Board Rule 8202)

Students on academic or progress probation are subject to dismissal, as follows:

Dismissal - Academic Probation

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

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

As used in this Rule, "consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term. Title 5, C.C.R., Section 55756.

Dismissal - Progress Probation

A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received "W", "I", "NC", and "NP" reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters.

As used in this Rule, "consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term. Title 5, C.C.R., Section 55756.

Appeal of Dismissal

Students who are subject to dismissal and wish to remain on probation must file a petition/appeal with the college that notified the student that they are subject to dismissal. See an academic counselor for information. Title 5, C.C.R., Section 55756.

Re-Admission After Dismissal

A student who has been dismissed must wait two (2) semesters before requesting readmission. The student shall submit a written petition requesting re-admission to his/her home college. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status. See an academic counselor for information. Title 5, C.C.R., Section 55033.

Limitations on Enrollment

(Board Rule 8603)

All courses shall be open to enrollment, however, enrollment in specific courses or programs may be limited as follows:

- a. Students meeting prerequisites and corequisites established pursuant to Title 5, and Board Rule 8600.
- b. Health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
 1. Limiting enrollment to a "first-come, first-served" basis, or
 2. Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
 3. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
 4. Limiting enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.
 5. Students on probation or subject to dismissal, consistent with the provisions of Title 5, and Board Rule 8200 et seq., may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.

Challenges to Limitation on Enrollment

(Board Rule 8604)

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

2. The District is not following its policy on enrollment limitations; or
3. The basis upon which the District has established an enrollment limitation does not in fact exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed within 5 working days and, if the challenge is upheld, the enrollment limitation shall be waived.

The college shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempted to informally resolve the complaint.

Types of Limitations on Enrollment

(Board Rule 8605)

Prerequisites, Corequisites, and Advisories

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling a course or educational program. Corequisites are courses that a student is required to take simultaneously in order to enroll in another course. An advisory is a course that a student is advised, but not required, to take in conjunction with, or prior to, a course or program. Colleges shall ensure that course pre- and corequisites are properly validated pursuant to Title 5, Section 552001, and Board Rule 8600 et seq.

Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Kinesiology classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses. Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators may be subject to disciplinary action.

Dual Enrollment

The Dual Enrollment Program is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college or vocational credits toward a certificate, diploma or college degree. LACC offers a variety of college courses that are conveniently offered at our local high schools. Students and counselors should note these classes should be taken by students ready for college level work. Our goal is to allow high school students exposure to college level curriculum and prepare them for post secondary education. Research has shown that Dual Enrollment classes can be used effectively to promote post secondary education and success, expand rigor and breadth of high school curriculum, and provide access to challenging the college preparatory curriculum to students who might otherwise have

deterred of such curriculum through the traditional high school system. Classes are open to LACC students who are willing to travel to the local high school.

Dual Enrollment classes are scheduled through the LACC administration by request of the high school principal or college counselor. Applications are available for high school staff by contacting Juan Alvarez at alvarezjf@lacitycollege.edu.

Directed Study Courses

Directed Study courses are offered by several academic and vocational departments. They are designed for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or the development of skills and competencies under faculty advisement and supervision. Directed Study courses are available in a wide variety of disciplines. Students wishing to enroll in a Directed Study course should contact the appropriate department chair.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:

- Directed Study 185 (1 unit) = 48 hours per semester
- Directed Study 285 (2 unit) = 96 hours per semester
- Directed Study 385 (3 unit) = 144 hours per semester

Students should note that there are limitations as to the allowable maximum number of Directed Study units. For all Directed Study Courses transferring to the University of California, the maximum credit allowed is 3 semester units per term or 6 units total in any and all appropriate subject areas combined. The granting of transfer credit for Directed Study courses is contingent upon review of the course outline by the appropriate UC campus.

It is recommended that students consult with a College Counselor and with the appropriate instructor and/or department chairperson before enrolling in Directed Study courses. Refer to the current Schedule of Classes for information regarding specific Directed Study classes being offered.

During the first two weeks of the term, available classes are posted by section number in an area near the Office of Admissions in the Administration building. As with other LACC classes, the available classes listed at the Add Card Center are available to add by telephone.

Online Education

LACC's Online Education courses include lectures, discussion, assignments, and tests delivered via the Internet with regular opportunities for electronic interaction with instructors and other students. To enroll in online classes you must have access to a computer, the Internet, and an e-mail account. LACC guarantees instructor initiated contact via the learning management system and email that is commiserate with the type of instruction found in the traditional classroom. Contact with the instructor may include weekly chat rooms, discussion forums, personalized assignments, and digital office hours.

LACC may be required to receive state authorization to enroll students who do not reside in California. Many states have

either given the college this authorization or do not require authorization. However, some states require significant fees to receive state authorization. Due to the significant and/or recurring fees for state authorization, LACC no longer permits a student to enroll if he/ she resides in one of the following states: Alabama, Arkansas, Maryland, Minnesota, Utah, or Wisconsin. For more information, including an online learning readiness assessment and a list of current online courses, visit <http://lacitycollege.edu/Academics/Distance-Education/Home>.

Auditing

(Board Rule 6706)

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

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.
2. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.

Deans' and President's Honors

Students with outstanding scholastic achievement are given public recognition through the LACC Deans' List. Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 or more graded units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC, during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" (Pass/No Pass) will not be counted in meeting the unit requirement for the Deans' or President's Honor List.

Students who have appeared on the college's full-time or part-time Deans' Honor list for three (3) consecutive semesters will be placed on the President's Distinguished Honor List. Students who think they qualify for either of these honors can go to the Admissions Office and request an unofficial transcript of their records, or use an electronic kiosk, or access the college's website and print out their transcript. Bring the unofficial transcript to the Office of Student Life and Leadership Development, located in the Student Union for verification.

The Deans' Honor Program is held annually each spring semester to acknowledge the students who earned their honors the prior spring and fall semesters.

Campus Life Policies - Code of Conduct

Standards of Student Conduct

(Board Rule 9803)

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

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

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff, or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Willful Disobedience

(Board Rule 9803.10)

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

Violation of College Rules and Regulations

(Board Rule 9803.11)

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

Dishonesty

(Board Rule 9803.12)

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

Unauthorized Entry

(Board Rule 9803.13)

Unauthorized entry to or use of the college facilities.

College Documents

(Board Rule 9803.14)

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

Disruption of Classes or College Activities

(Board Rule 9803.15)

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

Theft of or Damage to Property

(Board Rule 9803.16)

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

Interference with Peace of College

(Board Rule 9803.17)

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

Assault or Battery

(Board Rule 9803.18)

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

Alcohol and Drugs

(Board Rule 9803.19)

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:

- a. opiates, opium, and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

Lethal Weapons

(Board Rule 9803.20)

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

Discriminatory Behavior

(Board Rule 9803.21)

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los

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

Unlawful Assembly
(Board Rule 9803.22)

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

Conspiring to Perform Illegal Acts
(Board Rule 9803.23)

Any agreement between two or more persons to perform illegal acts.

Threatening Behavior
(Board Rule 9803.24)

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

Disorderly Conduct
(Board Rule 9803.25)

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

Theft or Abuse of Computer Resources
(Board Rule 9803.26)

Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose, (b) Unauthorized transfer of a file, (c) Unauthorized use of another individual's identification and password, (d) Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records, (e) Use of unlicensed software, (f) Unauthorized copying of software, (g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus, (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

Performance of an Illegal Act
(Board Rule 9803.27)

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

Academic Dishonesty
(Board Rule 9803.28)

Violations of Academic Integrity include, but are not limited to, the following sections: cheating on an exam, plagiarism, working together on an assignment, paper project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

Interference with Classes
(Board Rule 9804)

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

Interference with Performance of Duties by Employees
(Board Rule 9805)

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

Assault or Abuse of an Instructor
(Board Rule 9805.10)

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

Unsafe Conduct
(Board Rule 9806)

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: (a) Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); (b) Failure to follow safety directions of District and/or College staff; (c) Willful disregard of safety rules as adopted by the District and/or College; and/or (d) Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

(Board Rule 91101)

Purpose and Scope

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030, and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Board Rule shall relate to an alleged violation of appropriate standards of student conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

General Policy

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior (Board Rule section 9803 et seq.) or other college property or at a college-sponsored activity or event.

Disciplinary Action

The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct in Board Rule 9803.

Address questions pertaining to student conduct to Dean Jeffrey Holmes: holmesj@lacitycollege.edu, ext. 2280.

For student discipline procedures, go to:
<https://www.lacitycollege.edu/Students/Student-Conduct/Student-Conduct>

Title IX

Title IX of 1972 Education Amendments is a powerful tool for combating campus violence. The law requires colleges and universities receiving federal funding to combat gender-based violence and harassment, and to respond to survivors' needs in order to ensure that all students have equal access to education.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

- Title IX is a landmark federal civil right that prohibits sex discrimination in education. Title IX is not just about sports; it is a prohibition against sex-based discrimination in education. It addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal and physical sexuality-based threats or abuse, and intimate partner violence.
- Title IX does not apply to female students only. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. All female, male, and gender non-conforming individuals are protected from any sex-based discrimination, harassment or violence. It relates to the educational setting and does not just apply to students.
- The College has an established procedure for handling complaints of sex discrimination, sexual harassment or sexual violence.
- The College may not retaliate against someone filing a complaint and must keep a victim safe from other retaliatory harassment or behavior.
- College administrators may issue directives or take other temporary measures while a complaint is pending.

Reporting an Incident

When calling to report a crime or incident, be ready to give information such as:

- A brief description of the occurrence
- When and where the incident occurred
- Weapons the suspect(s) carried
- Where and when the suspect(s) was last seen
- Description of the suspect(s), including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars

In addition to the importance of reporting, timely information assists in developing information and warnings for the campus.

Who to Contact

In an emergency situation on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

To report an incident or occurrence, contact LACC's Title IX Coordinator, Camille Goulet by email to gouletca@lacitycollege.edu, at (323) 953-4000 ext. 2758, or by cellphone at (213) 949-2394. The office is in Holmes Hall 200, Room G, and regular drop-in hours are available.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the LACC Title IX Office website (www.lacitycollege.edu/Campus-life/Gender-Equity-Title-IX) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the LACC community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Title IX Officer, (323) 953-4000 ext. 2758.

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy

(Board Rule 15001)

- a. It is the policy of the Los Angeles Community College District to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- b. The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.
- c. Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College

President or at the Educational Services Center ("ESC") by the Deputy Chancellor as set forth in the Administrative Regulations which compliment this policy.

Academic Freedom

(Government Code Section 11135, AB 803, Board Rule 15002)

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior, or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn.

Student Grievance Procedures

(Administrative Regulation E-55)

The purpose of the E-55 regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe to have been subject to unjust action or denied rights involving their status or privileges as students.

It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final.

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance.

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

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from Mr. Edward Bird Song, at (323) 953-4000 ext. 2062 or Dr. Jeremy Villar (323) 953-4000 ext. 2011, both serving as campus ombudspersons.

Family Education Rights and Privacy Act

(Administrative Regulation E-105)

In accordance with the Federal Educational Rights and Privacy Act ("FERPA") (20 U.S.C. 1232g et seq.) and implementing regulations (34 CFR section 99.1 et seq.), each college shall provide the following notice to students on an annual basis:

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los

Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- a. The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
- b. Student employee records may be released in order to comply with collective bargaining agreements;
- c. The names, addresses, and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- d. At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office ~ U.S. Department of Education ~ 400 Maryland Avenue, SW ~ Washington, DC 20202-4605

Other College Policies

Drug-Free Campus

LACC adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct:

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

Educational Environment Policy

Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eye ware, and other articles, should be worn during all class hours.

Health Risks

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

Legal Sanctions

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

Other Risks

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

Sex Offender Registration

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

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff, and/or administrators.

Workforce Diversity

(Board Rule 101301)

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

Inquiries regarding Workforce Diversity at LACC should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

Counseling, Treatment, and Rehabilitation

Students should contact the LACC Student Health Center at (323)-953-4000 ext. 2485 for assistance and referrals.



STUDENT SERVICES AND PROGRAMS

Academic Counseling

Student Services Building, Second Floor
(323) 953-4000 ext. 2250

<https://www.lacitycollege.edu/Academics/Counseling/Department-Home>

The LACC Counseling Department is committed to assisting our diverse student population achieve their educational and career goals. Whether the educational goal is taking one course, earning a certificate or an associate degree, or transfer to a four-year institution, LACC counselors are available to assist.

The counseling faculty at LACC advises students with respect to course selection pertaining to their educational goals (e.g., certificate program, associate degree, transfer to a university). Counselors provide career/major exploration for students from diverse backgrounds. Our trained staff supports students in their academic, career, and personal endeavors. We encourage students to become vested members in the academic community and utilize the vast resources at LACC.

Admissions and Records

Student Services Building, First Floor
(888) 930-LACC or (888) 930-5222323

Email: admissions@lacitycollege.edu

<https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home>

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students.

The Admissions and Records Office processes admissions applications, maintains student academic records, collects and distributes faculty attendance documents, processes transcript and enrollment verification requests, residency reclassifications, IGETC and CSU certifications, assigns student ID and PIN numbers, and processes graduation petitions.

Articulation Office

Administration Building, AD 205B
(888) 953-4000 ext. 2062

Email: songeb@lacc.edu

<https://lacitycollege.edu/Academics/Articulation/Department-Home>

The Articulation Office has final review of transferable courses, including IGETC and CSU GE-Breadth, and maintains LACC's official repository of equivalent and comparable courses from other accredited institutions (U.S. and foreign) as well as external exams such as AP, IB and CLEP. Namely, how such courses and exams garner credit for local graduation and towards baccalaureate granting institutions. Referencing governing LACCD board rules, administrative regulations, California Educational Codes, CSU, UC, and private university transfer policies, the Articulation Office is a destination that provides resources

and analysis to help students clarify their coursework, graduation and transfer questions. Your comments and criticisms are always welcome.

Assessment

Student Services Building, Second Floor
(323) 953-4000 ext. 2264

Email: assessment@lacitycollege.edu

<https://www.lacitycollege.edu/Admissions/SSSP/2-Assessment>

The mission of Assessment is to identify new non-exempt and returning students to schedule and complete placement test(s) for course placement into English, Math, or ESL.

The Assessment Office schedules and administers placement tests for new non-exempt students, continuing students who are eligible for re-assessment, and returning students who need to retake the placement test for course placement into ESL courses. You will lose your place in priority enrollment if you do not participate in orientation, assessment, and educational planning services.

Associated Student Government (ASG)

Student Union Building, Office of Student Life
(323) 953-4000 ext. 2450

Email: deregha@lacitycollege.edu

<https://www.lacitycollege.edu/Campus-Life/Associated-Student-Government>

The LACC Associated Student Government (ASG) is the officially designated student organization that represents students' needs and concerns. The ASG is a significant component of LACC's shared governance process. The governing body of the ASG is the Student Senate, composed of officers elected annually by the student body at large, following requirements of LACCD Administrative Regulation S-9.

LACC students are encouraged to join the ASG by paying the ASG fee of \$7.00 per semester. The membership benefits include participation in student government, preferred parking, book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks (weekly limit), discounted local faxing, free admission to ASG supported cultural and social events, discount tickets to theaters and local amusement parks, and much more.

The ASG represents students on college, district and state-wide issues. It provides students with leadership opportunities through involvement on the Student Senate and Club Council, and by appointment to various LACC, ASG, regional, and state committees. It provides funding support for a variety of campus activities including Dean's Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events. Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASG member can start a club—it just takes eight ASG

members who share an interest and a faculty advisor—to be chartered by the ASG. Information on joining or starting a club is available in the Office of Student Life. All student clubs must be chartered by the ASO in order to be recognized and officially function on campus.

The Student Senate is composed of the elected, or appointed, student leaders. It meets regularly, with agendas posted in advance in accordance with the Brown Act. It is composed of the President, Executive Vice President, Vice President of Finance, Vice President of Clubs, and nine Senators. The Associate Dean of Student Life serves as the advisor. Qualifications to hold student government office, as stated in S-9, include maintaining a minimum unit enrollment and GPA, as well as limits to the number of units completed and semesters holding office.

More information on student government, joining and/or starting a club, holding an activity, eligibility for office, and the many benefits offered. All students are encouraged to get involved.

Student Trustee

One student is elected, from all nine colleges within the LACCD, to represent all of the District's students on the Board of Trustees. The Student Trustee sits on the Board, attends meetings, and has an advisory vote. There is an annual election, held in conjunction with the Associated Student Organization election, whereby each student in the District has an opportunity to cast a vote to select the Trustee. LACCD Board rule 2100 details the process for selection and the qualifications for candidacy and insures an equal opportunity for any student from any LACCD campus to seek the position of Student Trustee.

In accordance with existing law, candidates for Student Trustee must:

1. Be currently enrolled at an LACCD college
2. Be enrolled in a minimum of five (5) units
3. Maintain enrollment in a minimum of five (5) units through the one-year term of office
4. Have completed a minimum of 12 units and no more than 80 transferable units
5. Have and maintain a minimum 2.0 GPA

Bookstore

Student Union Lobby
(323) 953-4000 ext. 2142
Email: bookstore@lacitycollege.edu
www.laccbookstore.com

The mission of the LACC Bookstore is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The LACC Bookstore (Cubstore Bookstore) offers a wide variety of textbooks, supplies and materials that assist LACC students in reaching their full educational potential. The Cub store obtains information from faculty for needed textbooks and material and provides these items for purchase by LACC students and the LACC community. In addition, there is the

opportunity for the students to sell authorized textbooks back to the Cub store during the last week of each major term and other posted dates.

Visit our website and/or see a cashier for refund policy and more information.

Business Office

Student Services Building, Second Floor
(323) 953-4000 ext. 2180
<https://www.lacitycollege.edu/Administrative-Services/Business-Office/Department-Home>

The mission of the Business Office is to provide support and guidance relative to all financial needs and obligations of our students and to view our interactions with them as a part of their positive learning experience at LACC.

We offer the following services:

- Collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking, and transcripts
- Assistance with student account balances and refund requests.

CaWORKs

Student Services Building, 3rd Floor
(323) 953-4000 ext. 2599/2856
(next to the Chemistry Bldg)
(323) 953-4000 ext. 2586
<https://www.lacitycollege.edu/Resources-Services/CaWORKs/Department-Home>

The California Work Opportunities and Responsibility for Kids (CaWORKs) will provide access to educational programs for student-parents receiving financial aid. We will help empower students to embrace their dreams, achieve their academic and career goals, and succeed in long-term economic self-sufficiency.

The CaWORKs program is an innovative program that provides FREE workforce training, education, and childcare services for students receiving public assistance.

Students receive assistance in completing:

- Greater Avenues for Independence (GAIN) paperwork to receive all books and supplies free of cost.
- Childcare paperwork to receive excellent care for their child/children while in classes.
- Financial Aid application, which will pay the tuition for classes.

In addition, the CaWORKs program offers individualized academic counseling to help students choose classes, a career, and obtain a certificate, degree, or prepare for transfer to a four-year college.

The CaWORKs staff is always prepared to assist students in completing their educational goals, resolving issues as they arise, and celebrating academic success.

Career Center

Student Services Building, 35
(323) 953-4000 ext. 2210
<https://www.lacitycollege.edu/Resources/Career-Center/Department-Home>

The mission of the Career Center is to educate and serve students in their career education, planning, and development process.

The Career Center at LACC provides students with individual and group counseling, vocational testing services, exploration of career options, and information on occupational fields and employment trends. A career coach and assistants are available to assist students in developing skills for self-assessment, information gathering and goal-setting as part of their career development and planning. Services also include, career workshops, resume assistance, interviewing techniques, and computer resources for the latest career information.

Child Development Center

Child and Family Studies Building, First Floor
(323) 953-4000 ext. 2220
<https://www.lacitycollege.edu/campus-life/Child-Development-Center/Department-Home>

The Campus Child Development Center provides child care for student parents to assist them in completing their educational goals. The Center offers a preschool program for children 2 to 5 years of age. The Campus Child Development Center provides a Californian State Preschool Program and a General Child Care Program.

Child Development majors and other students participate in the program under the direct supervision of a Child Development Center Master Teacher. Employment opportunities for teacher's assistants are available for those who qualify. Applications for teacher's assistant positions are available in the Campus Child Development Center office.

We welcome and encourage you to visit our center. It is recommended that you make an appointment a day or two in advance so that someone will be available to give you a tour and answer your questions.

Compliance Officer

Los Angeles Community College District Office
(213) 891-2000 ext. 2315

LACC prohibits discrimination based on sex (including sexual harassment, sexual orientation), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and State law and District College policy. The policy applies to admission, access and treatment in College programs and activities for all full-time and part-time students.

Sexual harassment is one form of discrimination. It is generally defined as unwelcome sexual advances and/or requests for sexual favors by a male or female. Sexual harassment is physical, verbal, or visual behavior that is sexual in nature, repeated, and interferes with your ability to study or work. It is conduct that has created a hostile or intimidating environment.

The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee compliance, investigate and recommend resolutions to discrimination and/or sexual harassment complaints, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office.

Copies of the Discrimination and Sexual Harassment Policy and relevant compliant forms may be obtained upon request from the Compliance Office or online.

Computer Labs

Open labs are available to faculty, staff, and students enrolled at LACC at the following locations. Note that many labs require students to log in with their username and password.

AREA	LAB INFO
<i>All-College Computer Lab</i>	MLK Library, 2nd Floor Ext. 2396 Open to all students in all disciplines.
<i>Art</i>	CHEM 112 For Art Design students only.
<i>Business Administration</i>	AD 305 and AD 316 Ext. 2549 For Business students only.
<i>Cinema, Film and Media Center</i>	CC 118, 147, and 220 For cinema, TV and Photo students only.
<i>CAOT</i>	FH B04, FH B06, AD 305 and AD 319 For CAOT students only.
<i>CSIT</i>	FH 201, FH 202, FH 204A, FH 206 and FH 208 Ext. 2676. For CSIT students only.
<i>The High Tech Center (Disabled Students)</i>	Office of Special Services SSB 1st Floor Ext. 2278 For OSS students only.
<i>English Writing Center</i>	JH 318 Ext. 2726. For English 067 and 108 students only.
<i>Modern Language</i>	JH 115 For Modern Language students only.
<i>Math</i>	FH 104 Ext. 2815 For Math students only.
<i>Music</i>	HAMC 120 and HAMC 130 Ext. 2880 For Music students only.
<i>PI Shoppe</i>	FH 104 Ext. 2676 For Math Tutoring only.
<i>Speech</i>	LS 105 Ext. 2963 For Speech students only.

Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor
(323) 953-4000 ext. 2300
<https://www.lacitycollege.edu/Resources/EOPS-CARE-CAFYES/Department-Home>

The mission of EOPS is to assist students challenged by language, economic, and educational disadvantages. The program provides services to facilitate the successful completion of their academic goals. Services provided by EOPS include priority registration, EOPS orientations, academic counseling, book services, individualized tutoring, transfer information, meal voucher, and much more contingent upon funding.

The CARE program is an extension of EOPS for single parents/heads of household receiving CalWORKS/TANF who have at least one child under the age of 18. The services provided are transportation passes/parking permits, books, supplies, meal voucher, and technology assistance.

The NextUp program (also known as CAFYES) is another extension of EOPS specifically for current or former foster youth under the age of 26. NextUp students receive academic counseling, priority registration, book/meal vouchers, and other services.

Along with supporting students, the program has participation requirements that need to be met in order for students to continue their EOPS/CARE/NextUp services.

Financial Aid

Student Services Building, First Floor
(888) 930-LACC or (888) 9305222
Email: finaid@lacitycollege.edu
www.lacitycollege.edu/Admissions/Financial-Aid/Home

The mission of Financial Aid programs is to make college education accessible to individuals who would otherwise be unable to attend college.

The Financial Aid Office administers federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

First Year Experience (FYE)

Student Services Building, Second Floor
(323) 953-4000 ext. 2266
Email: cerdaj@lacitycollege.edu
<http://www.lacitycollege.edu/Resources/First-Year-Experience/Department-Home>

The First Year Experience (FYE) program is designed to help you be successful in your first year of college by providing a supportive, nurturing environment complete with educational and career guidance, so you may achieve your educational and career goals. We offer:

- Priority registration
- College Promise - First year of classes is free for qualifying students

- Guaranteed enrollment in Math and English classes
- Dedicated faculty members committed to your success
- Math and English Supplemental Instruction (SI) tutors
- Special FYE social and extracurricular activities
- Committed counselors to help you create an educational plan for transfer to university and/or LACC graduation
- Success coaches to help answer general questions, refer you to resources, and support you on your college journey
- Book loans for English and Math courses

Foster and Kinship Care Education

Student Services Building, Third Floor
(323) 953-4000 ext. 2335
Email: LACC-FosterCare@lacitycollege.edu
<https://www.lacitycollege.edu/Community-Business/Foster-Kinship-Care/Department-Home>

The Foster and Kinship Care Education Program provides quality education and support opportunities for caregivers of children and youth in out-of-home care so that these providers may meet the educational, emotional, behavioral and developmental needs of children and youth.

We offer continuous support for our Resource Parents (Foster, Kinship, and Adoptive) through several workshops and classes in areas such as:

- Parenting skills (child development, behavior management, grief and loss, cultural diversity, self-esteem, safety issues, CPR and first aid)
- Permanency planning (reunification, emancipation, guardianship, adoption, working with birth parents, visitations)
- Working with the system (roles, responsibilities, and rights of resource parents; accessing community resources)
- Specialized areas (prevention of teen pregnancy, prenatal drug and alcohol exposure, child abuse, physical disabilities, learning disabilities, substance abuse issues, attachment issues, etc.)

Foster Youth Programs (Guardian Scholars/NextUp)

Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: Multicultural@lacitycollege.edu

Guardian Scholars

The LACC Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth who are pursuing a path within higher education. GSP's mission is to provide academic and personal guidance to help empower students on their educational journeys to earning a Career Technical Certificate, Associate Degree, and/or transfer to a university.

The program supports current former and emancipated foster students as they transition into adulthood and pursue their educational/vocational goals. GS provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The program's primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

NextUp

The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at LACC. All NextUp students are also concurrently enrolled in Guardian Scholars program for further support and access to resources. The NextUp program (also known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered: Academic/transfer counseling, priority enrollment/registration, book and supply grants, meal vouchers, unmet need grants (if budget permits), transportation assistance, health and mental health service referrals, career/life skills workshops, field trips and networking opportunities.

Qualification requirements:

- Must be a resident of California
- Must be enrolled in 9 units (6 if in OSS)
- Must qualify to receive a BOG fee waiver (low-income) and be educationally disadvantaged
- Must be a current or former foster youth in California whose dependency was established or continued by the court on or after the student's 16th birthday, and be younger than 26 years of age at the beginning of the academic school year
- Must provide a copy of the "Dependency Verification Letter" (also known as Ward of the Court Letter)

Genderversity and Multicultural Center

Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: Multicultural@lacitycollege.edu
www.lacitycollege.edu/Campus-Life/Genderversity-Multicultural-Center/Department-Home

The mission of the Genderversity and Multicultural Center is to acknowledge and promote cultural enrichment and gender diversity while focused on closing the achievement gaps within our targeted disproportionately impacted student groups.

Health and Wellness Center

Student Services Building, First Floor 120
(323) 953-4000 ext. 2485
Email: hernana@lacitycollege.edu
www.lacitycollege.edu/Campus-Life/Health-Wellness-Center/Department-Home

We are dedicated to provide basic, high quality and cost-effective services in a comfortable and compassionate environment. We provide enrolled students with physical and mental health services to facilitate academic success at LACC by promoting healthy lifestyles and caring for your physical and/or psychological needs.

The Health Center services all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, and other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

A mandatory Student Health Fee of \$11.00 per semester is payable at the time of registration.

International Student Program

Administration Building, AD 109
(323) 953-4000 ext. 2470
Email: iss@lacitycollege.edu
<http://www.lacitycollege.edu/Resources/International-Students/Department-Home>

The mission of the International Student Program (ISP) is to provide international students with assistance and support to facilitate their successful integration into LACC as well as fulfilling educational outcomes. We seek to enhance our international students' academic and cultural experience in the U.S. by providing high-quality services, including academic counseling, immigration advisement, and cultural enrichment programs. We believe that international students serve as a vital "bridge" in cross-cultural understanding in our diverse societies. Our goal is to promote positive international educational exchange through all of our programs and interactions. The multifunctional role of the ISP also includes servicing as the primary liaison for community contacts, governmental (federal, state, and local) agencies, and university departments, which interface with international students.

Our Purposes

- Provide international students with academic counseling to help them maintain good academic standing and achieve their educational goals
- Provide international students with immigration advisement/documentation necessary to maintain their legal status in the U.S
- Represent LACC to the U.S. Department of Homeland Security, the U.S. Department of State, and other government agencies involved with international students
- Guide international students in their adaptation to the American culture and the campus life.

LACC Extension

Administration Building, AD 112
(323) 953-4000 ext. 2651
Email: comsvcs@lacitycollege.edu
<https://www.lacitycollege.edu/Community-Business/LACC-Extension/Department-Home>

LACC Extension is a not-for-credit program that offers classes, workshops, seminars, clinics, field-trips, and other offerings open to the community and supported by the fees paid by students attending each offering.

In a nutshell, LACC Extension offers classes, events, and other offerings for just about anyone in the community-old or young, resident or not, training for a career or just looking to have a good time. Our offerings are not-for-credit (no transcripts, degrees, or CA Community College certificate programs), and are supported by fees or donations/contributions.

LACC Foundation

Student Union Building, Third Floor
(323) 953-4000 ext. 4011
www.laccfoundation.org

The LACC Foundation was established in 1968 as a non-profit, tax-exempt corporation, designated to receive gifts for LACC from individuals, corporations, and foundations.

The LACC Foundation develops philanthropic support to increase capacity for accessible educational opportunities that provide academic and vocational excellence for the students of LACC, and that enrich the cultural, economic, and civic life of Los Angeles. The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the spring semester. For application, criteria and requirements visit the foundation website: www.laccfoundation.org. The specific and primary purposes for which the Foundation is formed are:

1. To promote, foster, encourage, and provide scientific, literary, educational, and recreational facilities at LACC.
2. To provide for scholarships, fellowships, grants in aid, loans, and other financial assistance to worthy students and members of the faculty.
3. To further research and provide for associated facilities.
4. To receive gifts, bequests, or devise either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks, and bonds, and all other evidences of value.
5. To expend moneys for the general welfare of the students and faculty of LACC.
6. To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the college from individuals, corporations, and foundations. Our taxpayer ID# is 95-6207819.

Library

Martin Luther King, Jr. Library
(323) 953-4000 ext. 2400
www.lacitycollege.edu/Resources-Services/Library/Library-Home

The mission of the Martin Luther King, Jr. Library is to provide user-oriented quality services, instruction, and resources to support the mission and goals of the College and the curriculum, and the educational and research/information competency needs of students, faculty, staff, and administration.

The Martin Luther King, Jr. Library offers:

- 192 computers for students (including 5 ADA Stations and 2 tables with low/high adjustability)
- Wireless access on all floors
- Photocopy Center (1st Floor) with 6 B&W copiers
- Print station (1st Floor) with B&W printing and copying
- Print station (2nd Floor) with B&W/color printing and copying

- 18 Group study rooms
- Circulation/periodicals desk with textbooks, reserve material, magazines, and newspapers
- Reference Center with faculty Librarians for research assistance
- 150,000 Print books + 230,000 eBooks
- 100 Magazine and newspaper subscriptions
- The Library is located in the North-East corner of the campus, on the corner of Willow Brook Avenue and Vermont Avenue, next to the Metro Station.
- Online databases with remote access

A library brochure and instructor-requested orientations are available through the Reference Center. A one-unit course is offered: LS 101 College Research Skills. Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. Students must use their valid college identification card to qualify for library privileges. When the library is closed, materials may be returned through the outside chute located on the front of the building.

Lost and Found

Cesar Chavez Administration Building, Room 111
(323) 953-4005 or #3 from an on campus telephone
<https://www.lacitycollege.edu/Campus-Life/Campus-Safety/Sheriffs-Office/Lost-and-Found>

Inquiries about personal belongings lost on campus should be directed to the Sheriff's Office. The sheriffs will attempt to give notification if items turned in have identification. Property held for over 30 days will be sent to Central Property, where it is destroyed.

Noncredit/Adult Education Program

Economic Workforce Development, EWD 100
(323) 953-4000 ext. 2230
<http://www.lacitycollege.edu/Departments/NonCredit-Adult-Education/Department-Home>

The LACC Noncredit /Adult Education Program prepares Basic Skills learners, English as a Second Language learners, disadvantaged populations, and other non-traditional college students to attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to college, and/or effectively explore, plan, and establish career pathways leading to growth opportunities in high demand occupations.

Our classes are open entry/open exit which allow students to register anytime during the school year. Day, evening, and Saturday classes are offered to meet the needs of all students, specifically the working adult. All of the courses are free.

Citizenship fairs are calendared throughout the academic year to assist students with N-400 documents for naturalization process towards U.S. citizenship.

Specific information regarding the program overview, certificates and courses offered can be found in the Noncredit / Adult Education section of this catalog.

Office of Economic Development and Workforce Education

Administration Building, AD 208A
(323) 953-4000 ext. 2594
www.lacitycollege.edu/Academic-Info/Workforce-Education/Home

The mission is to link education, work, and training to improve the competitiveness within the workforce.

Economic Development at LACC is supported through the administration of grants from federal, state, and local levels as well as various workforce related projects that enhance the delivery of programs and services. These grants empower the Office of Economic Development and Workforce Education to continuously improve its services, such as:

- The delivery of customized training classes and vocational skills certificate programs to meet the needs of business and industry
- Enhancing workplace skills
- Student assessments
- Internships
- Career technical education
- Welfare to work
- Career advancement and pathways training
- Job preparation and readiness
- Citizenship and civics training classes
- Technical preparation for high school students

Office of Special Services (OSS)

Student Services Building, First Floor Room 100
(323) 953-4000 ext. 2270 (Same number for TDD/TTY)
Email: oss@lacitycollege.edu
<http://www.lacitycollege.edu/Resources/Office-Special-Services/Department-Home>

The Office of Special Services (OSS) mission is to facilitate equal access for enrolled students with disabilities, allowing full participation in educational programs, services, and campus activities through appropriate and reasonable academic adjustments.

OSS facilitates equal access for LACC students with disabilities to participate in educational programs, services, and campus activities through appropriate and reasonable academic adjustments. Academic adjustments and auxiliary aids and services are determined on a case-by-case basis by an OSS professional in conjunction with student dialogue, professional documentation, identified educational limitations, and the degree or extent of functional limitation associated with the student's disability.

Some of the accommodations OSS may authorize include, but are not limited to, the following:

- Help with adaptive technology
- Sign Language interpreter services
- Assistive technology
- Assistive/adaptive technology training
- Alternate-text production
- Braille transcription
- Large-print magnification
- Learning disabilities assessment

- Priority registration
- Referrals (on/off campus support)
- Specialized academic counseling
- Specialized instruction (Learning Foundation classes)
- Student educational plans/Student educational contracts
- Testing and exam services
- Specialized tutoring
- USC Occupational Therapy Residency

Disability Parking

(Not administered by OSS)

Accessible parking spaces are available in designated parking lots on campus. Any vehicle parked in an accessible space designated for individuals with disabilities on campus must display a state of California placard and a valid LACC student/staff parking sticker.

Closed Captioning/Accessible Videos

(Not administered by OSS)

Federal and State law requires that instructional or informational publications, videos or films, and materials purchased or used by the college for student or public use be accessible.

Service Animal Accommodation

Any student with a verifiable disability who would like to bring a service animal on the LACC campus is encouraged to contact the Office of Special Services.

Online Education

Administration Building, AD 300
Teaching and Learning Center
(323) 953-4000 ext. 2480
<https://www.lacitycollege.edu/Academics/Distance-Education/Home>

Online Education is a way for students who work and/or have family obligations to earn college credits without coming to campus for classes. If you are independent, self-directed, and self-motivated, then an online or hybrid course may be for you. Online Education courses may include hybrid courses in which any portion of the in-person instructional classroom time is conducted using online activities. Or classes may be offered fully online with instruction, distribution of course materials, discussions, assessments, and other course related activities conducted outside the classroom environment using Internet based technology.

Outreach and Recruitment

Student Union, 2nd floor - Room 219
(323) 953-4000 ext. 2450
Email: outreach@lacitycollege.edu
<http://www.lacitycollege.edu/Resources/Outreach-Recruitment/Department-Home>

The Outreach and Recruitment office at LACC serves as a liaison to the local community. Our office is responsible for disseminating information to high school students, teachers, counselors, parents and the public about educational partners for K-12 school districts. We facilitate the transition of students from area high schools to LACC or other colleges and universities through regular academic advertisement and other

pre-graduation activities. Our office provides access to educational programs, establishing LACC as a path to a four-year degree or a successful career.

Our office provides prospective, new, and current students with information regarding all academic and non-academic aspects of LACC.

Services listed below require a minimum of two weeks in advance for scheduling (visit our website for more information):

- LACC application for admissions
- Online or group orientation
- Navigating the student portal
- Registering for classes
- Instruction on how to make fee payments
- Information regarding student services and programs
- Education on financial aid resources
- Concurrent enrollment (for High School Students)
- Identifying registration holds
- Student photo ID (Cub Card)
- College fairs
- Campus tours
- High school visits
- Workshops/presentations
- Referrals

Pi Shoppe (Math Tutoring)

Franklin Hall, FH104

(323) 953-4000 ext. 2810

Email: medniks@lacitycollege.edu

<https://lacitycollege.edu/Departments/Math-CSIT-CT-CAOT/Student-Support/Pi-Shoppe>

Pi Shoppe is a state-of-the-art Mathematics tutoring lab that helps students learn how to succeed in mathematics, provides tutoring for all math levels, and helps students develop the study skills that make learning math easier and more enjoyable. Visit our website if you wish to enroll.

Our goals:

- Increase retention, success, and enrollment rates
 - Help students improve performance and grades in the Math classes they are taking
 - Help students understand concepts needed to solve Math homework and assignments
 - Provide different ways of learning Math concepts to increase the degree of student understanding
 - Provide a friendly and helpful environment conducive to student learning
 - Help students overcome math anxiety
 - Provide math skills for competency in the technical workplace.
-

Ralph Bunche Scholars Program

Student Services Building, SSB234

(323) 953-4000 ext. 2340

Email: LACC-RBScholars@lacitycollege.edu

www.lacitycollege.edu/Academic-Info/Ralph-Bunche-Scholars/Department-Home

The Ralph Bunche Scholars Program is committed to meeting the needs of academically motivated and intellectually curious students whose main purpose is to transfer to a four-year school.

Additional benefits of participating:

- Priority consideration to certain four-year universities
- Increased collaboration with faculty and scholars
- Participation in a learning community
- Academic advising from our Honors Counselors
- Scholar's designation on transcripts
- Opportunity to present research at annual Honors Research Conference at UC Irvine (Spring), and other conferences
- Library privileges at UCLA
- Specialized meetings, get-togethers, trips, seminars

Successful completion of the requirements provides the best pathway for transfer to many of the most competitive colleges and universities in the nation. Scholars are given top priority for admission to major public and private universities.

STEM Pathways

Franklin Hall, FH304

(323) 953-4000 ext. 2923

Email: bhaktaj@lacitycollege.edu

www.lacitycollege.edu/Academic-Info/STEM-Pathways/Department-Home

LACC received funding from the Department of Education to implement the STEM Pathways Program to support academic success and rate of transfer of Science, Technology, Engineering, and Math (STEM) students.

The program provides the following benefits to student participants:

- Math preparation and support – Free math review boot-camps for pre-calculus and calculus during the winter and summer intercessions
- STEM Learning Center – Group study space, just for STEM students, with tutoring and supplemental instruction in STEM courses available
- STEM-Specific Individualized Counseling and Peer Mentoring - participants have access to a dedicated STEM Counselor and also have the opportunity to be assigned a Peer-Mentor
- Faculty Mentoring – Participants join a group led by a Faculty Mentor to engage in extracurricular enrichment and to provide academic and career support
- Undergraduate Research Experiences – Students will have access to paid summer research experiences at CSULA and CSUF. Funding will be available for students to present their undergraduate research work at conferences
- University and Industry Field Trips - Free travel to field trips to university open days and industry tours

- Book Loan Program - Participants will have access to a STEM textbook book loan program.

The Writers' Block

Cesar Chavez Administration, AD 100
 Email: writersblock@lacitycollege.edu
<https://lacitycollege.edu/Resources/Writers-Block/Department-Home>

The Writers' Block offers online support for all writers on campus with one-on-one tutoring, faculty-led workshops, and our writing-skills software program, LaunchPad. We provide help with writing assignments and help enhance the student's writing confidence.

Services include:

- One-on-one tutoring with a peer writing coach
- Weekly faculty-led online writing workshops
- LaunchPad software for independent study

The Writing Center and ESL Lab

Jefferson Hall, JH318 (The Writing Center), JH 310 (ESL Lab)
 Email: nishimjm@lacitycollege.edu
<http://www.lacitycollege.edu/Departments/English-ESL/Labs-Support-Services>

Online tutoring is available for ALL students enrolled in any English or ESL class. The only requirement is that the English or ESL student must be enrolled in one of the following lab classes: TUTOR 001, ENGLISH 067, ENGLISH 068, or ENGLISH 108.

Services include:

- Paper submission via Canvas: Visit your E67, E68, E108, or Tutoring 001 Canvas Page for information on how to submit a paper online through Canvas. If you submit your papers and questions Monday through Thursday, we will try to get back to you within a day.
- Questions/Help via email: You can also send an essay or a message directly to a tutor through Canvas email; however, it might take the labs a day or two to respond to an email.
- Live Conferencing with English/ESL tutors: If you would like to have a live conference to work one-on-one with a tutor to discuss a paper or any other concerns, visit your Canvas Page for a Zoom link.

Transfer Center

Student Services Building, Second Floor
 (323) 953-4000 ext. 2215
<https://www.lacitycollege.edu/Resources/Transfer-Center/Department-Home>

The mission of the Transfer Center is to meet the needs of students preparing to transfer to a four-year college or university by providing accurate, up-to-date information and a set of coordinated resources, activities, and services that support the transfer process.

Some of our services include:

- Advising and Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. Call or visit office for availability.
- Application assistance - Get help with admissions and supplemental applications

- College brochures - Review printed pamphlets and flyers with information for CSU, UC, and private colleges
- Workshops - Presentations on a variety of topics including UC/CSU transfer requirements, admissions applications, and the UC personal insight, and transfer guarantee are available throughout the year*
- Representatives visits - College representatives from various four-year colleges and universities visit the Center to provide one-on-one advising to LACC students*
- Annual Transfer Day - Every fall the Center organizes a college Transfer Day with representatives from local and out-of-state universities

Visit our website to check our online calendar frequently for an updated list of scheduled events and activities.

TRIO/Student Support Services

Student Services Building, Third Floor
 (323) 953-4000 ext. 2466
 Email: aaptrio@lacitycollege.edu
www.lacitycollege.edu/Resources/TRIO-SSS/Department-Home

The Trio/SSS program provides services that assist students in obtaining an associate degree and transfer to four-year institution.

Services include:

- Tutoring
- Workshops
- Cultural activities
- Computer lab access
- Calculator loan
- University field-trips
- Grant aid awards
- Free printing
- Academic and personal counseling
- Assistance with transfer and financial aid application

TRIO/Upward Bound

Student Services Building, Second Floor Room 242
 (323) 953-4000 ext. 2315
 Email: lopezme@lacitycollege.edu
www.lacitycollege.edu/Resources/Upward-Bound/Department-Home

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from under-represented backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation students and students with disabilities to progress through the academic pipeline.

Upward Bound serves high school students from low-income families in which neither parent holds a bachelors degree (first-generation potential-college student). We guide program participants through their high school years, providing academic skills development, information on college admissions and financial aid, career exposure, and first-hand experience of college life. Our objective is to prepare our students for success not only in high school but also in a post-secondary educational institution of their choosing.

UMOJA

Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: Multicultural@lacitycollege.edu
www.lacitycollege.edu/Campus-Life/Genderiversity-Multicultural-Center/Department-Home

Umoja (a Kiswahili word meaning unity) is a learning community dedicated to the academic success, personal growth, and self-actualization of African-American and other students.

Services include:

- Supportive environment
- Counseling
- Tutoring
- Cultural workshops and events
- Leadership development
- Academic workshops
- Faculty and staff mentoring
- Historically Black Colleges and Universities (HBCU) tours
- Transfer agreements with UCs and HBCUs

Office of Student Life

Student Union Building, 219
(323) 953-4000 ext. 2450
Email: deregha@lacitycollege.edu
<https://www.lacitycollege.edu/Campus-Life/Office-of-Student-Life/Department-Home>

The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to LACC student development through trainings, workshops, strategic co-curricular programming, and access to resources. We are dedicated to meeting each student's needs in order to develop transferable skills for their personal, academic, and professional lives.

Services include:

- Peer 2 Peer mentor program
- Dean's Honor Tea
- Student Leadership Academy
- Intramural sports
- Commencement information

Veterans Resource Center

Life Sciences Building, Room 101
(323) 953-4000 ext. 2125
Email: veteransaffairs@lacitycollege.edu
<https://www.lacitycollege.edu/Resources-Services/Veterans>

The Veterans Resource Center (VRC) promotes an attitude of collaboration within the campus and surrounding community to increase awareness and sensitivity to issues concerning veterans. The goal of the program is to create an encouraging environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon LACC having current articulation agreements with the universities offering the transfer programs. Contact the Transfer Center for more information about

approved transfer programs. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in the College Catalog.

Services include:

- Book rental
- Campus service referrals
- Computer lab
- Housing assistance through PATH
- Mental health services through U.S. Vets
- Orientation
- Peer mentoring
- Priority registration
- VA educational benefits certification
- VA educational benefits counseling through VSOC
- Veterans Club
- Disability services through the Office of Special Services (OSS)

Welcome Center

Student Services Building, SSB180
(323) 953-4000 ext. 2455
www.lacitycollege.edu/Resources-Services/Welcome-Center/Department-Home

The Welcome Center is a one-stop location where students can find information about academic programs, access computers to apply for LACC, and complete the necessary steps to enrollment as a student.

Current and prospective students receive assistance with a variety of services such as:

- Application for admission to the college
- Online orientation and information regarding biweekly virtual workshops
- Registration for classes
- Information and referral to student services and programs
- FAFSA completion
- Concurrent/dual enrollment class information for high school students
- Identifying registration holds
- Obtaining a student photo ID (Cub Card)
- Navigating the student portal
- Paying tuition fees
- General questions about the college and how to find employment opportunities for students who wish to work on campus
- Access virtual or in-person tours of the LACC campus
- Providing instructions for password resets

GRADUATION REQUIREMENTS AND EDUCATIONAL PROGRAMS

Graduation Requirements

Authorization Board Rule

(Board Rule 6200, 5 C.C.R. Section §55806)

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

Catalog Rights

(Board Rule 6203)

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

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

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

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

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

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

Continuous Attendance

(Board Rule 6204)

“Continuous attendance” means no more than one semester absence within a school year, excluding summer sessions and winter intersession.

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

Associate Degree Requirements (AA or AS)

(Title 5, Section §55063, Board Rule 6200)

Associate in Science (AS) and Associate in Arts (AA) degree programs are comprised of two parts: major program requirements and general education program requirements. LACC will grant an associate degree to any student who successfully completes specified courses established by the department and approved by the college curriculum committee in certain designated programs; meets all graduation requirements; and is in good academic standing.

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

Associate degrees have the following common requirements:

Unit Requirement

(Board Rule 6201.10)

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

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

Residency Requirement

(Board Rule 6201.11)

- a. Students must complete no fewer than 12 units at the college conferring the degree.
- b. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.
- c. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

Scholarship Requirement

(Board Rule 6201.12)

A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the fall 2009 semester or any semester thereafter, each course counted toward the major requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass/no pass” basis.

English and Math Competency

(Administrative Regulation E-79)

Continuing students with catalog rights from prior to fall 2019 who place into any transfer-level math course have met math competency for all AA/AS degrees. Students admitted fall 2019 or later may meet competency by verifying earning a grade of C- or higher in Algebra 2 or equivalent or higher at a US regionally accredited high school or college, or through other means as defined below.

1. The competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees are met by the following criteria.
 - a. Mathematics Competency

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

- 1) Verification of passing with a grade of C or P or higher any course from a California Community College with a California Community College Chancellor’s Office (CCCCO) Course Basic (CB) Code of “One Level Below Transfer” or higher with a TOP code beginning with 17.

- 2) Verification of passing with a grade of C- or higher a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post-secondary institution.

- 3) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.

- 4) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.

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

- b. Written Expression Competency

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

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

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

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

General Education Requirement

(Board Rule 6201.15)

General education is designed to introduce students to the variety of means through which people comprehend the modern world. For every major, students must complete a series of courses that make up the general education requirement of the degree.

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

Local policy on general education fulfillment for students with prior associate degree or higher from a U.S. regionally accredited college: Students who have fully satisfied general education requirements for an associate, baccalaureate, or higher degree from a United States regionally accredited institution of higher education shall be required to complete only the coursework that is unique and exclusively required for the major or area of emphasis at LACC. The student must meet the current math and English competency requirements (governed by LACCD Board Rule 6201.13, Administrative Regulation E-79 and Title 5, CCR § 55063) at the time of his/her graduation from LACC. These students are not to be required to complete any other courses required by the college for an associate degree (except for ADTs, which require CSUGE Breadth or IGETC for CSU). All applicable board rules, administrative regulations, and approved local and district Academic Senate policies are in effect during the academic year in which the student is to graduate.

Effective fall 2019 for Area E: Health and Physical Education, Area E shall be waived for degrees in Nursing. For other “high-unit” degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas:	Units in LACCD Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

Course Equivalency

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations CLEP can be used to satisfy the general education and graduation competency requirements for the associates degree. Refer to the LACCD AP, IB, and/or the CLEP credit chart located in the Academic Policy section of this catalog. If you have any questions, consult with the college’s articulation officer.

Double-Counting of Coursework

(Board Rule 6201.18)

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

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

Additional and Concurrent Associates Degrees

(Board Rule 6205)

Additional Associate Degrees

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. For local associate degrees, completion of a minimum of six (6) units in the major at the college awarding the degree. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree.
3. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
4. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
5. There is no limit to the number of additional associate

degrees that can be awarded provided that all the above requirements have been met.

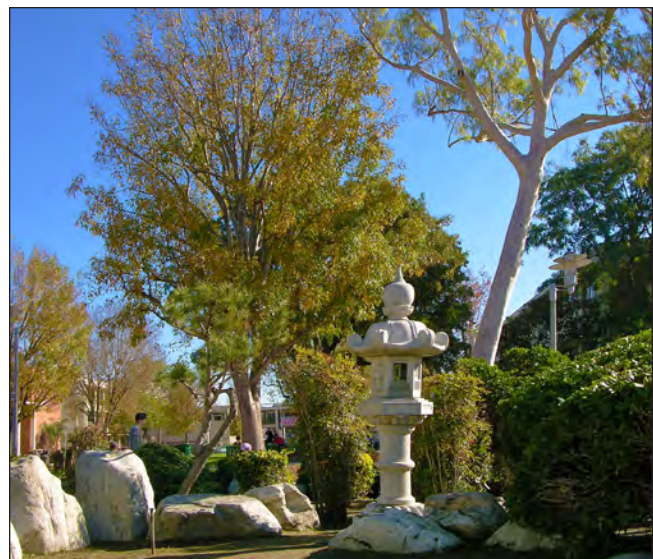
6. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

Concurrent degrees

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

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

Refer to the LACC General Education Pattern For Associate Degree 2020-2021 for the list of courses (effective fall 2020). If you have any questions, consult with the college’s articulation officer.



Student Name _____ SID _____ Counselor _____ Date _____

LOS ANGELES CITY COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE DEGREE 2020–2021 (Effective Fall 2020)							
N = NEED		IP = IN PROGRESS		C = COMPLETED			
N	IP	C					
A. NATURAL SCIENCES		Complete 1 course from below				3 UNITS	
Anatomy 1	Electronics 101	Oceanography 1					
Anthropology 101	Environmental Science 1	Physical Science 10					
Astronomy 1, 5, 11	Family & Consumer Studies 21	Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103					
Biology 3, 6, 7, 25, 46	Geography 1, 15	Physiology 1					
Chemistry 60, 65, 101, 102, 211, 212, 221	Geology 1, 2, 6, 7	Psychology 2					
Earth Science 1	Microbiology 1, 20, 40						
B. SOCIAL AND BEHAVIORAL SCIENCES		(TOTAL 6 UNITS FROM B1 and B2)				3 UNITS	
1. American Institutions		Complete 1 course from below				3 UNITS	
African American Studies 4, 5, 7	History 11, 12, 13, 81, 82	Political Science 1, 19					
Chicano Studies 7, 8							
2. Social and Behavioral Sciences		Complete 1 course from below				3 UNITS	
Administration of Justice 1, 2	Computer Science (CS) 101	Journalism 105					
Anthropology 102, 103, 121, 151	Economics 1, 2	Law 3, 7					
Business 1	Family & Consumer Studies 31	Linguistics 2, 3					
Chicano Studies 7, 8, 44	Geography 2, 14	Political Science 1, 2, 5, 7, 14, 19					
Child Development 1, 11, 42	History 1, 2, 3, 4, 5, 6, 7, 11, 12, 13, 40, 59,	Psychology 1, 3, 13, 14, 41, 52, 74					
Communications 100, 121, 122, 190	73, 81, 82, 86, 87	Sociology 1, 2, 11, 12, 22, 31, 32					
C. HUMANITIES		Complete 1 course from below				3 UNITS	
African American Studies 20, 60	Communication Studies 130	Japanese 1, 2, 3, 4, 9, 21, 22					
American Sign Language 1, 2, 3, 40	Dance Studies 805	Korean 1, 2, 3, 4, 10, 21, 22					
Arabic 1, 2	French 1, 2, 3, 4, 10, 21, 22	Linguistics 1					
Armenian 1, 2, 35, 36	English 102, 203, 204, 205, 206, 207, 208,	Music 101, 111, 116, 121, 122, 135, 136, 141,					
Art 201, 250, 501	211, 212, 214, 215, 216, 218, 219, 239,	200					
Art History 103, 110, 120, 130, 139, 140,	240, 252, 255, 270	Philosophy 1, 14, 20, 30, 32, 40					
151, 171	History 1, 2, 3, 4, 5, 6, 7, 11, 12, 13, 40, 59,	Photography 10, 34, 501 (same as Cinema 501)					
Chicano Studies 44	73, 81, 82, 86, 87	Political Science 5					
Chinese 1, 2, 3, 4, 10, 21, 22	Humanities 6, 8, 30, 31, 61	Russian 1, 2, 3, 4, 10					
Cinema 3, 4, 18, 501 (same as Photo 501)	Italian 1, 2, 10	Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36					
		Theater 100, 110, 114, 338, 400					
D. LANGUAGE AND RATIONALITY		(TOTAL 6 UNITS FROM D1 and D2) Complete with a grade of "C" or better				3 UNITS	
1. English Composition		Complete 1 course from below				3 UNITS	
English 101							
2. Communication and Analytical Thinking		Complete 1 course from below				3 UNITS	
1. Demonstrate math competency using appropriate placement (returning students only prior fall 2019), per Title 5, one level higher than intermediate algebra (e.g., university level math courses); or 2. Submit official transcripts that a math course is equivalent to intermediate algebra or higher and was completed with a grade of "C-" or better at a regionally accredited college or high school; submit official external exams with a satisfactory score (e.g., AP, IB, CLEP); or 3. Complete one of the following LACC math courses with a grade of "C" or better: Mathematics 124A & 124B, 125, 134, 215, 216, 227, 227S, 230, 236, 240, 245, 258, 260, 260S, 261, 262, 263, 270, 272, 275; Business 15							
Computer Science (CS) 101, 103, 111	Comm Studies 101, 104, 121, 151	Business 15					
Computer Information Systems (CIS) 101	English 102, 103	Mathematics 124A, 124B, 125, 134, 215, 216,					
Computer Technology 1, 2	Philosophy 5, 6, 8, 9	227, 227S, 230, 236, 240, 245, 258, 260, 260S,					
	Psychology 66, 74	261, 262, 263, 270, 272, 275					
E. HEALTH AND PHYSICAL EDUCATION		Must include 1 unit of P.E. Activity* (Health 2 includes a P.E. Activity)				3 UNITS	
*Exemption from the P.E. requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions Office **The entire area is waived for Veterans with a DD214 - honorable discharge ***Degrees with high units may be exempt from E1 and/or E2. Please see a counselor for more information ****Nursing degree students are exempt from both E1 and E2							
1. Health Education: (classroom)		2. Physical Education Activity: (non-classroom)					
Health 2, 8, 11, 12, 101 KIN Major 117		Dance Studies, Dance Techniques, Dance Specialties					
Family & Consumer Studies 21		Kinesiology (Formerly P.E.)					

Student Name _____ SID _____ Counselor _____ Date _____

Los Angeles City College
ASSOCIATE DEGREE – GRADUATION REQUIREMENTS (2020 - 2021)

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (Board Rule 6201.10)
- II. **Scholarship Requirement:** A "C" (2.0) grade average or higher in all work attempted in the curriculum upon which the degree is based. (Board Rule 6201.12)
- III. **Competency Requirements:**
 The following courses and examinations are approved to meet the competency for the Associate Degree for all students entering fall 2009 and after. (Board Rule 6201.13; Administrative Regulation E-79)
 - A. **Reading and Written Expression**
 1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of "C-" or better in English 101 or its equivalent at any other regionally accredited college.
 2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through external exams as determined by the college (e.g., AP, IB, CLEP).
 - B. **Mathematics**
 1. Competence in Mathematics shall be demonstrated by achieving a grade of "C-" or better in Math 125, equivalent or higher (i.e., university transferable math) at any U.S. regionally accredited college or high school.
 2. For continuing students only prior fall 2019, the competency requirement in Mathematics may also be met by completing a college assessment exam and achieving a score determined to be comparable to satisfactory completion of intermediate algebra.
 3. Students may achieve a satisfactory score on an external exam as determined by the college (e.g., AP, IB, CLEP). Students may also take a district-wide (DAS) approved math exam to demonstrate meeting math competency under Title 5 language.
- IV. **Residence Requirement:** Completion of at least 12 units of work in residence and attendance at the college. Exceptions may be made for injustice or undue hardship. (Board Rule 6201.11)
- V. **Major Requirements:** Per Title 5, must consist of a minimum of 18 units in a single or related field. Specific courses for the major are determined each year by the Academic Department and approved by the College Curriculum. For all students entering fall 2009 or after, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better. (Board Rule 6201.10)
- VI. **General Education Requirements:** Effective fall 2015 students may satisfy their associate degree general education requirements by completing either the LACC G.E. pattern, IGETC, or CSU GE Breadth. (Board Rule 6201.15). We will also accept full completion of IGETC for STEM, CSUGE for STEM or an associate degree or higher from a U.S. regionally accredited institution.
- VII. **Catalogue Year and Concurrent Enrollment:** Please see a counselor for review of Board Rule 6203.

SUMMARY

1. Minimum of 60 degree applicable units with a cumulative grade point average of 2.0 or higher (12 units must be completed at LACC).
2. All required courses for the major, as approved by Curriculum, must be completed with grade of "C" or better or "P" if taken on a Pass/Non-Pass basis. All substitutions for major courses must be approved in writing by the appropriate academic department chair or faculty designee (Articulation Officer).
3. Completion of G.E. requirements for the associate degree listed above, *regardless of effective dates*, will be honored (Note: a course listed in more than one subject area may only be applied once). Competency requirement for English and Math courses must be completed with a grade of "C-" or better.
4. Faculty evaluation of outside transcripts or external exams (e.g., AP, IB, CLEP) are not approved until official records are mailed to LACC Admissions.
5. This advisement sheet may be modified or updated from time to time. Please consult with an academic counselor.

Certificate of Achievement Requirements

A certificate of achievement is issued in state-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 16 or more semester units, and may be pursued on a full-time or part-time basis. Career and Technical Education (CTE) certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A certificate program is specific, and no course substitution will be permitted unless approved by the appropriate academic department. A grade of "C" or better is required in each course required for the major.

Residency Requirement

Students must complete a minimum of one-fifth of the units required for a certificate at the college conferring the certificate (Board Rule 6202.10).

Scholarship Requirement

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

The CSU GE-breadth certificate of achievement is exempt from this requirement (Board Rule 6202.11).

Conferring the certificate when offered at multiple LACCD Colleges

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

The CSU GE-Breadth certificate of achievement and IGETC certificate of achievement are exempt from this requirement. The college that certifies completion of either of these plans may award the certificate of achievement to the student regardless of the number of units completed at the certifying college (Board Rule 6202.12 and Administrative Regulation E-66).

Automatic Awarding of Certificates of Achievement

Students who have completed the degree requirements for which there is a paired certificate of achievement or other state-approved and transcribed certificate(s), will be awarded the certificate(s) automatically (Board Rule 6202.13).

Skills Certificate Requirements

A skills certificate is issued by the department offering the certificate for programs. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a skills certificate may apply toward a certificate program or associate degree. A grade of "C" or better is required in each course required for the major. Consult with a counselor for requirements.

Departments offering skills certificates are responsible for requirement verification and issuance.

Noncredit Certificate Requirements

Noncredit instruction is one of several educational options offered within the California Community College System. It offers students access to a variety of no-cost courses that can assist them in reaching their personal and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer, and career preparation opportunities. Although students may not need or desire unit credit, noncredit often serves as a first point of entry for many underserved students as well as a transition point to credit instruction.

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Degree Requirements

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an Associate Degree for Transfer, a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed priority consideration for admission to the CSU system, but not necessarily to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated as a high-unit major). These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements.

Requirements

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

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade-point average (GPA) of a least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors such as impacted majors may require a higher GPA. Consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an ADT major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass/No Pass" basis (Title 5, §55063).
4. Completion of the California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. Students should refer to www.assist.org to confirm how each college's course will be credited at a particular CSU or UC for transfer credit.

ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

- Art History
- Communication Studies
- English
- Journalism
- Kinesiology
- Music
- Philosophy
- Political Science
- Psychology
- Social Justice Studies: General
- Spanish
- Studio Arts
- Theatre Arts

ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

- Administration of Justice
- Biology
- Business Administration
- Early Childhood Education
- Geology
- Mathematics
- Nutrition and Dietetics
- Physics
- Public Health Science
- Film, Television, and Electronic Media

Students who plan to earn a bachelor's degree should take courses designed to complete the lower-division preparation for their major and the general education subject areas of the college to which they will transfer.

Students also have the option of following the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU campuses, or the CSU GE-Breadth requirements which will enable them to complete their lower-division general education courses at LACC.

For students who do not transfer to the CSU, but meet all of the major requirements for the ADT and the IGETC pattern, are exempt from completing IGETC Area 1C: Oral Communication eligible to earn a local associate degree. This district policy was approved and endorsed by the District Academic Senate on 12/12/2019. If you have any questions, consult with the college's articulation officer.

California State University (CSU) Admission

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with an academic counselor.

Applicants who are California residents and who have completed 60 to 70 transferable semester units are eligible for admission if (a) they are in good standing at LACC, and (b) have achieved a minimum 2.0 grade-point average in all transferable college units attempted (non-residents, 2.4 or better). Any student applying for admission must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning with a grade of C- or higher.

Departmental Majors

LACC does not offer all courses required by the California State University departmental major. It is necessary to refer to the appropriate California State University catalog for lower division major requirements. Students are also urged to consult with a counselor for current information and to check www.assist.org.

General Education Requirements

To be eligible for the bachelor's degree from a California State University, the candidate must have completed a minimum of 48 semester units of general education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree.

CSU GE-Breadth certification is the process by which the community college verifies that a student has completed all the required coursework for the CSUGE pattern (partial completion is possible for each Area), which is sent directly to the transfer institution. If CSU GE-Breadth is not certified, students will be subject to the lower-division general education requirements at the campus to which they transfer. Effective July 1, 2018 the CSU GE-Breadth certification shall be completed by a Counselor and approved/signed off by the articulation office to be official. Make an appointment with your counselor or go online to the Articulation Office at <http://www.lacitycollege.edu/Academics/Articulation/CSUGE-IGETC-Cert-Request>.

Student Name _____ SID _____ Counselor _____ Date _____

California State University General Education (GE) Breadth Requirements Los Angeles City College 2020 - 2021 (Effective Fall 2020)				
N = NEED IP = IN PROGRESS C = COMPLETED		N	IP	C
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING Select at least 1 course from each Group below. Must be completed with a grade of C- or better. 9 sem / 12 qt units min				
A1: Oral Communication	Communication Studies 101, 121			
A2: Written Communication	English 101			
A3: Critical Thinking	Communication Studies 104 ¹³ English 102, 103 Philosophy 5, 6, 8, 9 Psychology 66			
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING Select at least 1 course from each Group listed below. B4 must be completed with a grade of C- or better. 9 sem / 12 qt units min				
B1: Physical Science Astronomy 1, 5, 11 Chemistry 60, 65 ¹⁷ , 101, 102 ¹³ , 211 ¹³ , 212 ¹³ , 221 Earth Science 1 Environmental Science 1 ¹⁷ Geography 1, 15 Geology 1, 2 ¹³ , 6, 7 ²⁰ Oceanography 1 Physical Science 10 ¹⁷ Physics 6, 7, 11, 12, 14, 21, 22 ¹⁴ , 101, 102, 103	B2: Life Science Anatomy 1 Anthropology 101 Biology 3, 6, 7, 25, 46 ¹⁷ Microbiology 1, 20 Physiology 1 Psychology 2	B3: Laboratory Activity At least one of the courses selected from group B1 or B2 must include a lab. <u>Courses with labs are indicated by an underline.</u> The chosen lab must correspond to the lecture course.	B4: Mathematics/ Quantitative Reasoning Select 1 course; must be completed with a grade of C- or higher. Mathematics 215, 216, 227, 230, 236, 240, 245, 258 ²⁰ , 260, 261, 262, 263, 270, 272, 275 Business 15 ²⁰	
AREA C: ARTS AND HUMANITIES Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area 9 sem / 12 qt units min				
C1: Arts Select at least 1 course from below African American Studies 60 (same as Music 135) Art 201, 209, 501 Art History 103, 110, 120, 130, 139 ¹³ , 140, 151 ¹³ , 171 ¹³ Cinema 3, 4, 18 ¹⁶ , 501 ¹⁶ (Same as Photo 501) Dance Studies 805 Music 101, 111, 116 ¹⁶ , 121, 122, 135 (same as Af Am 60), 136 ¹⁶ , 141 ¹⁷ , 200 Photography 10, 34, 501 ¹⁷ (Same as Cinema 501) Theater 100, 110, 338, 400	C2: Humanities Select at least 1 course from below African American Studies 20 American Sign Language 1, 2, 3, Arabic 1, 2 Armenian 1, 2, 35 ¹⁷ , 36 ¹⁹ Chicano Studies 44 Cinema 18 ¹⁵ Chinese 1, 2, 3, 4, 10, 21 ¹⁷ , 22 ¹⁷ Comm Studies 130 ¹³ English 203, 204, 205, 206, 207 ¹⁵ , 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270 French 1, 2, 3, 4, 10, 21 ¹⁶ , 22 ¹⁷ History 3, 4, 7, 86, 87 Humanities 6, 8, 30, 31, 61 Italian 1, 2, 10 ¹⁷ Japan 1, 2, 3, 4, 9, 21 ¹⁷ , 22 ¹⁷ Korean 1, 2, 3, 4, 10, 21 ¹⁷ , 22 ¹⁷ Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40 Political Science 5 ¹² Russian 1, 2, 3, 4, 10 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11 ¹⁷ , 15 ¹⁷ , 21 ¹⁶ , 22 ¹⁶ , 35, 36			
AREA D: SOCIAL SCIENCES Select 3 courses from below, from at least 2 disciplines. 9 sem / 12 qt units min				
African American Studies 4, 5, 7 Anthropology 102, 103, 121 ¹¹ , 151 ¹¹ Business 1 Chicano Studies 7, 8 Child Development 1, 11 ¹² , 42 ¹² Computer Science 101 (formerly Co Sci 103) Communication Studies 121, 122 Economics 1, 2	Geography 2, 14 ²⁰ History 1, 2, 3, 4, 7, 11, 12, 13, 59 ¹⁰ , 73 ¹⁰ , 81 ¹⁰ , 82 ¹⁰ , 86, 87 Journalism 105 Law 3, 7 ¹⁵ Linguistics 2, 3 ¹³ Political Science 1, 2, 7, 14 ¹² , 19 ¹² Psychology 1, 13, 14 ¹⁹ , 41 ¹⁹ , 74 ¹³ Sociology 1, 2, 11, 12, 22 ¹⁹ , 31 ¹⁷ , 32			
US History, Constitution, and American Ideals: Complete 1 course from each group below: Completion of the United States History, Constitution, and American Ideals is a CSU graduation requirement at all campuses. (Note: Courses below can also fulfill G.E. Breadth Requirements in Area D: Social Sciences)				
GROUP 1 – African American Studies 4, 5 Chicano Studies 8 History 11, 12, 13, 81¹¹, 82¹¹				
GROUP 2 – African American Studies 7 Political Science 1				
AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. 3 sem / 4 qt units min				
Child Development 1 Counseling 20 ¹⁹ , 40 (or 40ABC combined) Family & Consumer Studies 21, 31 (same as Soc 12)	Health 2, 8, 11, 101 ²⁰ Psychology 41, 43, 60 Kinesiology / Dance (Up to 2 units of any PE Activity)			

Student Name _____ SID _____ Counselor _____ Date _____

California State University General Education (GE) Breadth Requirements Los Angeles City College 2020 - 2021 (Effective Fall 2020)

IMPORTANT INFORMATION: Courses on this list are approved for a specific academic year, which begins with the fall 2020 semester and remains valid through summer 2021.

The general education courses listed for the CSU system are specified within subject areas that satisfy lower division general education requirements for the CSU campuses. Students wishing to use a course to fulfill a CSU General Education requirement must be sure that the course is approved for the academic year in which it is taken. The CSU general education form changes each year. It is advised that students meet with a counselor regularly to review any changes. A course must be on the CSU GE Breadth during the term in which it is taken. If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the area requirement.

CSU GE Breadth certification is available to community college transfer students who satisfy the general education requirements in each subject area. To be "Certified" means that LACC has verified that a student has completed the lower division General Education requirements listed in each subject area A-E of the CSU GE Breadth pattern. Students who are CSU GE certified will only be responsible for an additional 9 semester units of upper division general education at their transfer CSU campus. To request CSU GE Breadth certification, the student must set up an appointment with a counselor to complete the request and the Articulation Office sign off for official approval. Or please have students go to the [Online Petition](#)

Students who have taken courses at other California community colleges (CCCs) can have these courses "passed along" in the certification process. Los Angeles City College will certify courses taken at other CCCs in the subject areas designated by the offering college. Courses taken at other regionally accredited colleges (in-state, out-of-state, private, public) will be evaluated by counseling faculty and approved by the Articulation Office. Courses from foreign institutions cannot be used in the certification process.

ADDITIONAL INFORMATION

- A course cannot satisfy more than one General Education area requirement (even if listed under multiple areas).
- Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.
- LACC recommends that students complete as many lower division requirements for the major before transfer. Major preparation requirements can be accessed on www.assist.org, the official source for California articulation and student transfer information. Other lower division courses that are not offered at LACC may be required for the major after transfer.
- Students who certify with full CSU GE Breadth are eligible for a local certificate of achievement.
- Completion of the General Education requirements is not a guarantee of admission into a university but can increase the student's chances for acceptance.
- Courses from foreign institutions cannot be used in the certification process; however, approved international courses can be evaluated at the receiving CSU and applied to CSU Campus-specific requirements.
- The CSU GE Breadth pattern may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to discuss an appropriate plan to meet your educational goals.
- Eligible students who transfer with the CSU GE Breadth for STEM will need to complete 6 semester units of lower-division GE and 9 units of upper-division GE after transfer. Students may be held to other campus specific graduation requirements outside of general education and major coursework.

SUMMARY

1. Minimum of 60 semester or 90 quarter CSU transferable units with a cumulative grade point average of 2.0 or higher.
2. Courses satisfying Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. CSU GE certification is governed by the CSU system. The Articulation Office has final review of all courses applied toward CSUGE and must sign off to be officially certified.
5. This advisement sheet can be modified or updated from time to time. All CSU transferable courses can be verified at www.assist.org

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. This policy is governed by the Intersegmental Committee of the Academic Senators (ICAS). Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the UC-breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation (for example, Engineering or Business majors at UC Berkeley), may not find the IGETC option appropriate.

The IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. See a counselor for more information.

Students planning to transfer to the University of California are required to complete 60 semester or 90 quarter units of transferable work with a minimum 2.4 grade-point average (minimum 2.8 G.P.A. for out of state or international students). All courses must be completed with a grade of "C" or better. In addition, credit is allowed for having completed exams administered by the College Board such as Advanced Placement and International Baccalaureate.

IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern, which is sent directly to the transfer institution. (Partial completion is possible if the student is missing up to two courses or areas, e.g., sciences and lab.) If IGETC is not certified, students will be subject to the lower-division general education requirements at the campus to which they transfer. Effective July 1, 2018 the IGETC certification shall be completed by a counselor and approved/signed off by the articulation office to be official. Make an appointment with your counselor go online to the articulation office at <http://www.lacitycollege.edu/Academics/Articulation/CSUGE-IGETC-Cert-Request>.

Independent Universities

Transfer admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the catalog of their intended transfer institution for specific transfer admission requirements. General education and major preparation requirements, as well as course transferability topics, should be consulted with and verified by a counselor. Visit the Transfer Center (Student Services Building, 2nd Floor) for more information.

Historically Black Colleges & Universities Transfer Information

The Historically Black Transfer Project was developed to offer a clear and seamless student pathway from California Community Colleges to targeted Historically Black Colleges and Universities. By preparing to transfer to the University of California or the California State University systems, students may also be eligible for admissions to targeted HBCUs.

Students completing California State University General Education Breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC) with full certification, an Associate degree and a 2.5 or higher Grade Point Average are guaranteed admissions at the junior level to HBCU partners.

Students with 30 or more CSU or UC transferable units and a 2.5 or higher grade point average are also guaranteed admissions with full acceptance of transferable units.

Historically Black Colleges and Universities are typically much smaller in student size than most of the California public institutions. The majority of classes are taught by professors rather than teaching assistants, in a nurturing and supportive environment. There also tends to be more opportunities for student leadership development.

All of the HBCUs that have partnered with California Community Colleges are private (except for Lincoln University in Missouri). The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California. (Lincoln University will offer in-state tuition for California Community College student.)



Student Name _____ SID _____ Counselor _____ Date _____

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) LOS ANGELES CITY COLLEGE 2020-2021 (EFFECTIVE FALL 2020)						
N = NEED IP = IN PROGRESS C = COMPLETED			N	IP	C	
AREA 1: ENGLISH COMMUNICATION						
CSU: Select 3 courses, one from Group 1A and one from Group 1B, and one from Group 1C for a total of 9 sem / 12 qt units required						
UC: Select 2 courses, one from Group 1A and one from Group 1B for a total of 6 sem / 8 qt units required						
GROUP 1A: English Composition (3 sem units)			English 101			
GROUP 1B: Critical Thinking/English Composition (3 sem units)			English 102, 103 Philosophy 5			
GROUP 1C: Oral Communication - CSU only (3 sem units)			Communication Studies 101, 121			
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING						
Select 1 course from below 3 sem / 4 qt units min						
Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275 Business 15 ²⁰						
AREA 3: ARTS AND HUMANITIES						
Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities and 1 from either area. 9 sem / 12 qt units min						
3A: ARTS <i>Select at least 1 course from below:</i>			3B: HUMANITIES <i>Select at least 1 course from below:</i>			
African American Studies 60			African American Studies 20			
Art History 103, 110, 120, 130, 139 ¹³ , 140, 151 ¹³ , 171 ¹³			American Sign Language 3,			
Cinema 3, 4, 18 ¹⁶ , 501 ¹⁶ (Same as Photo 501)			Chicano Studies 44 Chinese 3, 4, 10 Cinema 18 ¹⁶			
Dance Studies 805			English 102, 203, 204, 205, 206, 207 ¹⁶ , 208, 211, 212, 214,			
Music 111, 116 ¹⁶ , 121, 122, 135, 136 ¹⁶ , 141 ¹⁷			215, 216, 219, 239, 240, 252, 255, 270			
Photography 34, 501 ¹⁷ (Same as Cinema 501)			French 3, 4, 10 History 3, 4, 7, 86, 87			
Theater 338, 400			Humanities 6, 8, 30, 31, 61			
			Italian 10 ¹⁷ Japanese 3, 4, 9 Korean 3, 4, 10			
			Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40			
			Political Science 5 Russian 3, 4, 10			
			Spanish 3, 4, 5, 6, 9, 10, 11 ¹⁷ , 15 ¹⁷			
			Theater 100, 110			
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES						
Select 3 courses from below, from at least 2 different disciplines 9 sem / 12 qt units min						
African American Studies 4, 5, 7			History 1, 2, 3, 4, 7, 11, 12, 13, 59 ¹⁰ , 73 ¹⁰ , 81 ¹⁰ , 82 ¹⁰ , 86, 87			
Anthropology 102, 103, 121, 151			Journal 105 ²⁰			
Chicano Studies 7, 8			Law 3			
Child Development 1			Linguistics 2, 3			
Communication Studies 121, 122			Political Science 1, 2 ¹⁹ , 7 ¹⁹ , 14, 19			
Economics 1, 2			Psychology 1, 13, 14 ¹⁹ , 41 ¹⁹ , 74			
Geography 2, 14 ²⁰			Sociology 1, 2, 11, 12, 22 ¹⁹ , 31 ¹⁷ , 32			
AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE						
Select 1 Physical Science Course and 1 Biological Science Course from below. 1 course must include a lab 7 sem / 9 qt units min						
5A: PHYSICAL SCIENCE			5B: BIOLOGICAL SCIENCE		5C: Laboratory Science	
Astronomy 1, 5, 11			Anatomy 1		At least one course selected from group 5A or 5B must include a lab.	
Chemistry 60, 65 ¹⁷ , 101, 102, 211, 212, 221			Anthropology 101		<u>Lab courses are indicated by an underline.</u> The chosen lab must correspond with appropriate lecture course.	
Earth Science 1 Environmental Science 1 ¹⁷			Biology 3, 6, 7, 25, 46 ¹⁷			
Geography 1, 15			Microbiology 1, 20			
Geology 1, 2, 6, 7 ²⁰			Physiology 1			
Oceanography 1			Psychology 2			
Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103						
AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY						
Proficiency in a language other than English may be met in one of the ways listed below.						
1. Satisfactorily complete LACC courses Level 2, 35 or higher in any of the following foreign language courses: American Sign Language, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish; or						
2. Satisfactorily complete 2 years or through the 2nd level of U.S. high school LOTE coursework with a grade of "C-" or better; or						
3. Demonstrate language proficiency other than English according to IGETC Standards Section 10.6. Please consult with a counselor.						
AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY						
Complete 1 course from each Group below. (Note: Courses below can also fulfill subject requirements in Area 4.)						
GROUP 1 – African American Studies 4, 5 Chicano Studies 8 History 11, 12, 13, 81 ¹¹ , 82 ¹¹						
GROUP 2 – African American Studies 7 Political Science 1						

Student Name _____ SID _____ Counselor _____ Date _____

FAQS Intersegmental General Education Transfer Curriculum (IGETC)

Q: What is the Intersegmental General Education Transfer Curriculum (IGETC)?

A: IGETC is a general education pattern which community college transfer students can follow to fulfill lower-division general education requirements for either the UC or CSU systems. This pattern is advisable for students who are undecided about their transfer goals because it keeps their options open. Many private/independent colleges/universities also recognize or accept IGETC.

Q: Is IGETC an admission requirement?

A: Not a requirement, but a consideration. IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements — whether through IGETC or the campus-specific requirements — may be considered by the campus in selecting among qualified applicants.

Q: What alternatives are there to IGETC?

A: Community college students who are CSU bound have the option to complete the CSU General Education Breadth requirements. Students who are UC bound have the option of completing the general education requirements of the specific UC campus or complete the minimum UC transfer admission requirements (7 course breadth requirements) as listed on assist.org.

Q: Is it advisable for all transfer students to follow IGETC?

A: NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (e.g., Engineering, Physics, Chemistry, Computer Science, etc.) may not find IGETC advantageous, and the transfer institution may advise following the minimum 7-course pattern for UC eligibility. For more info please visit the UC Admissions website.

Q: Will all UC and CSU campuses accept IGETC?

A: Requirements vary. Each school and college at every UC and CSU have their own general education requirements. With careful planning, students can meet many of the lower-division requirements before they transfer. Students at a California community college also have the option of completing the Intersegmental General Education Transfer Curriculum (IGETC) to satisfy the lower-division general education requirements at UC campuses. For more info please visit the UC Admissions website.

Q: Can I use Advanced Placement (AP) exams for IGETC?

A: YES. AP exams may be applied to IGETC with passing scores. For details, see the UC AP Chart or LACCD EREG-110.

Q: Can I use evaluated foreign college transcripts for IGETC certification?

A: NO. Courses from foreign institutions cannot be used in the certification process; however, approved international courses can be evaluated at the receiving UC and applied to UC Campus-specific breadth requirements.

Q: What is "IGETC Certification" and how do I request it?

A: IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible, if missing up to two courses). Documentation is sent directly to the transfer institution. If IGETC is not certified, students will be subject to the lower-division general education requirements of the UC campus. To request IGETC certification, the student must set up an appointment with a counselor to complete the request and have the Articulation Office sign off for official approval. Or please have students go to the Online Petition.

SUMMARY

1. Minimum of 60 semester or 90 quarter UC transferable units with a cumulative grade point average of 2.4 or higher.
2. All courses taken to meet IGETC requirements must be completed with a grade of "C" or better.
3. The minimum UC 7-course pattern includes 2 courses in English composition; 1 course in Mathematical Concepts & Quantitative Reasoning; 4 courses chosen from at least 2 of the following subject areas: Arts & Humanities, Social & Behavioral Sciences, and Physical and Biological Sciences.
4. Students are highly encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
5. IGETC certification is governed by the CSU/UC systems. The Articulation Office has final review of courses applied toward IGETC and must sign off to be officially certified.
6. This advisement sheet can be modified or updated from time to time. All UC/CSU transferable courses can be verified at www.assist.org

LIST OF CREDIT PROGRAMS

Award Title	Award Type	Academic Plan Code	GE	Major Units	FA*
Accounting					
Accounting	AA	C002719C	Any GE**	40-41	Y
Computerized Bookkeeping and Accounting Technician	C	C008211D	-	21	Y
Income Tax	CS	C050210J	-	9	N
Administration of Justice					
Administration of Justice	AS-T	C033121H	IGETC/CSUGE	18-19	Y
Administration of Justice	AA	C002759C	Any GE**	36	Y
Administration of Justice	C	C019591D	-	36	Y
Fingerprint Expert	CS	C210501J	-	6	N
African-American Studies					
African American Studies	CS	C220302J	-	15	N
American Sign Language					
American Sign Language	C	C036007D	-	18	N
Art					
Art - General	AA	C002735C	Any GE**	27	Y
Graphic Design	AA	C002739C	Any GE**	33	Y
Studio Arts	AA-T	C033120G	IGETC/CSUGE	24	Y
Animation	C	C038605D	-	27	Y
Arts Graphic Communication	C	C035349D	-	24	Y
Art History					
Art History	AA-T	C032832G	IGETC/CSUGE	18	Y
Business Administration					
Business Administration	AS-T	C033156H	IGETC/CSUGE	29	Y
Business Administration	AA	C002718C	Any GE**	38	Y
Business Administration	C	C021609D	-	22	Y
Chemistry					
Chemistry	AS	C002756C	Any GE**	40	Y
Child Development					
Early Childhood Education	AS-T	C031030H	IGETC/CSUGE	25	Y
Child Development	AA	C010783C	Any GE**	36	Y
Child Development Associate Teacher	C	C008236D	-	16	N
Child Development Master Teacher	C	C008238D	-	40	Y
Child Development Site Supervisor	C	C008239D	-	36	Y
Child Development Teacher	C	C008237D	-	28	Y
Children with Special Needs	C	C038856D	-	18	Y
Infant & Toddler Studies	C	C038156D	-	21	Y
Chinese					
Chinese	AA	C002745C	Any GE**	20-26	Y
Cinema					
Film, Television, and Electronic Media	AS-T	C037221H	IGETC/CSUGE	18	Y
Cinema Production	AA	C002729C	Any GE**	36	Y
Cinema Production	C	C021620D	-	33	Y
Cinema/Video Production	C	C010773D	-	33	Y
Cinematography	CS	C061220J	-	24	N
Directing	CS	C060423J	-	24	N
Post Production	CS	C060420J	-	24	N
Producing	CS	C061221J	-	27	N
Communication Studies					
Communication Studies	AA-T	C030996G	IGETC/CSUGE	18	Y
Computer Applications & Office Technologies					
Administrative Office Assistant	AA	C002727C	Any GE**	39	Y
Computer Applications Specialist	AA	C008216C	Any GE**	33	Y
Administrative Office Assistant	C	C021614D	-	30	Y
Clerical Office Assistant	C	C008215D	-	20	Y
Basic Administrative Office Assistant	CS	C051400J	-	18	N
Computer Science					
Computer Information Systems (CIS)	AA	C002730C	Any GE**	33	Y
Computer Science	AA	C010774C	Any GE**	24	Y
Applications Software	C	C008224D	-	30-33	Y
Cloud Computing	C	C039854D	-	21	N
Programming Languages	C	C008225D	-	33-36	Y
C++ Programming	CS	C070713J	-	18-21	N
Java Programming	CS	C070712J	-	18-21	N
Computer Technology					
Computer Technology	AS	C008229C	Any GE**	38	Y
Computer Technology	C	C021624D	-	38	Y
Cybersecurity	AS	C038828C	Any GE**	35	Y
Cybersecurity	C	C038827D	-	35	Y
Program in A+ Certification	CS	C070810J	-	14-15	N
Dental Technology					
Dental Prosthetic Technology	AS	C002748C	Any GE**	76.5	Y
Dental Prosthetic Technology	C	C021626D	-	76.5	Y
Digital Prosthetic Dentistry	C	C038651D	-	16	Y
Fixed Prosthodontics	C	C039316D	-	43.5	N
Removable Prosthodontics	C	C039349D	-	39.5	N
Dietetics/Nutrition/Family and Consumer Studies					
Nutrition and Dietetics	AS-T	C038867H	IGETC/CSUGE	26	Y
Dietetic Service Supervisor	C	C008242D	-	25	Y
Earth Sciences					
Geology	AS-T	C039789H	IGETC/CSUGE	28	Y
Engineering					
Engineering	AS	C008226C	Any GE**	53	Y
English/ESL					
English	AA-T	C033147G	IGETC/CSUGE	18	Y
English	AA	C002751C	Any GE**	21	Y
Finance					
Finance and Banking	AA	C002720C	Any GE**	39	Y
Finance and Banking	C	C021610D	-	18	Y
French					
French	AA	C002741C	Any GE**	18	Y
General Education					
CSU General Education Breadth	C	C018569D	-	39	N
IGETC	C	C019842D	-	34	N
Humanities					
Humanities	AA	C002767C	Any GE**	18	Y
Japanese					
Japanese	AA	C002746C	Any GE**	20-26	Y
Japanese Language and Civilization: Elementary Level	C	C035344D	-	16	N
Japanese Language and Civilization: Intermediate Level	C	C035339D	-	16	N
Journalism					
Journalism	AA-T	C033155G	IGETC/CSUGE	18-20	Y
Journalism	AA	C002728C	Any GE**	35	Y
Kinesiology					
Kinesiology	AA-T	C036026G	IGETC/CSUGE	21-22	Y
Public Health Science	AS-T	C039577H	IGETC/CSUGE	33	Y
Fitness Specialist/Personal Trainer	C	C038829D	-	20	Y

LIST OF CREDIT PROGRAMS

Award Title	Award Type	Academic Plan Code	GE	Major Units	FA*
Korean					
Korean	AA	C018809C	Any GE**	20-26	Y
Korean Language and Civilization – Elementary Level	C	C035340D	-	16	N
Korean Language and Civilization - Intermediate Level	C	C035341D	-	16	N
Law					
Paralegal Studies	AA	C002750C	Any GE**	43	Y
Paralegal Studies	C	C039561D	-	46	N
Pathway to Law School	C	C039348D	-	25	N
Liberal Arts					
Liberal Arts: Arts and Humanities	AA	C019843C	Any GE**	18	Y
Liberal Arts: Natural Sciences and Mathematics	AA	C019844C	Any GE**	18	Y
Liberal Arts: Social & Behavior Science	AA	C019845C	Any GE**	18	Y
Performing and Visual Arts	AA	C030211C	Any GE**	18	Y
Life Sciences					
Biology	AS-T	C036049H	IGETC/ CSUGE	33	Y
Pre-Allied Health	AS	C038859C	Any GE**	25-28	Y
Pre-Allied Health	C	C038860D	-	19-22	Y
Management					
Management	AA	C002721C	Any GE**	38	Y
Management	C	C021611D	-	18	Y
Management: Small Business	C	C021612D	-	18	Y
Retail Management (WAFC)	C	C014232D	-	26	Y
Marketing					
Marketing	AA	C002724C	Any GE**	36	Y
Marketing	C	C021613D	-	18	Y
Mathematics					
Mathematics	AS-T	C033153H	IGETC/ CSUGE	21	Y
Mathematics	AS	C002754C	Any GE**	21	Y
Music					
Music	AA-T	C032496G	IGETC/ CSUGE	22	Y
Music	AA	C002736C	Any GE**	29	Y
Music Composition	C	C036658D	-	31-37	Y
Instrumental Performer	C	C010777D	-	23-28	Y
Music Technology	C	C038233D	-	32	Y
Vocal Performer	C	C010778D	-	25-30	Y
Nursing					
Registered Nursing	AS	C014274C	Any GE**	36	Y
Philosophy					
Philosophy	AA-T	C038857G	IGETC/ CSUGE	18	Y
Photography					
Applied Photography	AA	C008235C	Any GE**	36	Y
Photography: Digital	C	C010780D	-	18	Y
Photojournalism Photography	C	C010781D	-	18	Y
Digital Photography	CS	C101210J	-	9	N
Photography Darkroom	CS	C101100J	-	9	N
Physics					
Physics	AS-T	C033154H	IGETC/ CSUGE	30	Y
Physics	AS	C002755C	Any GE**	42	Y
Political Science					
Political Science	AA-T	C032923G	IGETC/ CSUGE	18	Y
Modern Political Studies	AA	C002765C	Any GE**	18	Y
Psychology/Human Services					
Psychology	AA-T	C032502G	IGETC/ CSUGE	19	Y
Human Services: Addiction Studies	AA	C008246C	Any GE**	42	Y
Human Services: Addiction Studies	C	C021629D	-	42	Y
Human Services: Generalist	AA	C002760C	Any GE**	36	Y
Human Services: Generalist	C	C021628D	-	39	Y

Award Title	Award Type	Academic Plan Code	GE	Major Units	FA*
Radiologic Technology					
Radiologic Technology	AS	C002749C	Any GE**	107	Y
Patient Care	CS	C122502J	-	8	N
Radiologic Technology - Clinical Education	CS	C122500J	-	12	N
Radiologic Technology - Fluoroscopy	CS	C122501J	-	3	N
Real Estate					
Real Estate	AA	C002726C	Any GE**	36	Y
Real Estate Broker License	C	C010771D	-	24	N
Real Estate Sales License	CS	C051100J	-	9	N
Russian					
Russian Language and Civilization: Elementary Level	C	C036347D	-	16	N
Russian Language and Civilization: Intermediate Level	C	C036348D	-	16	N
Social Justice					
Social Justice Studies: General	AA-T	C038010G	IGETC/ CSUGE	19	Y
Spanish					
Spanish	AA-T	C038385G	IGETC/ CSUGE	23	Y
Spanish	AA	C002744C	Any GE**	18-29	Y
Spanish Language and Civilization - Elementary Level	C	C035338D	-	16	N
Spanish Language and Civilization - Intermediate Level	C	C035337D	-	16	N
Television					
Television Production	AA	C008220C	Any GE**	36	Y
Television Production	C	C021619D	-	33	Y
Beginning Cinema & Television Production	CS	C060422J	-	12	N
Television Studio Production (Level 1)	CS	C060421J	-	12	N
Theater - Acting					
Theatre Arts	AA-T	C033157G	IGETC/ CSUGE	19	Y
Theater Academy Acting	AA	C008234C	Any GE**	55	Y
Professional Actor Training - Level 1	CS	C100700J	-	21	N
Professional Actor Training - Level 3	CS	C100701J	-	16	N
Theater - Costume Design					
Costume Design Level 2	C	C031738D	-	47	Y
Costume Design Level 1	CS	C100601J	-	25	N
Theater - Technical					
Technical Theatre - Entertainment Technology	C	C031547D	-	44	Y
Technical Theater- Entertainment Technology Level 1	CS	C100600J	-	22	N
Award Type					
AA = Associate of Arts					
AA-T = Associate in Arts for Transfer					
AS = Associate of Science					
AS-T = Associate in Science for Transfer					
C = Certificate of Achievement					
CS = Skills Certificate					
FA*					
*FA = Financial Aid Eligible.					
Yes = Eligible for all aid.					
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.					
Please consult with Financial Aid Office on award eligibility.					
GE					
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC.					

LIST OF NONCREDIT PROGRAMS

Award Title	Award Type	Academic Plan Code
Academic Preparation	COC	C036581E
Banquet & Restaurant Server	CCL	C039614E
Beginning English as a Second Language	COC	C036668E
Career Discovery Skills	CCL	C024387E
Child Development Readiness	CCL	C036277F
Computer Skills for the Workplace	CCL	C039702E
Custodial Technician Training	CCL	C039326E
Customer Service Skills	CCL	C024294E
English as a Second Language-Civics	COC	C024344E
Entrepreneurship Skills	CCL	C024069F
Front Desk Representative & Reservationist	CCL	C039616E
Guestroom Attendant	CCL	C039617E
Health Careers Readiness	CCL	C035936E
High School Equivalency Test Preparation	COC	C036276E
Hospitality	CCL	C024118F

Award Title	Award Type	Academic Plan Code
In-Home Supportive Services Skills	CCL	C024446E
Introduction to Computers	CCL	C039703E
Job Readiness	CCL	C024071E
Literacy Level ESL	COC	C038723F
Retailing Smarts	CCL	C024403F
Technical Office Occupation Skills	CCL	C039327E
Technology for Success in the Workplace	CCL	C039615E
Vocational English as a Second Language I	COC	C024099E
Vocational English as a Second Language II	COC	C036275E
Workforce Literacy Skills	CCL	C024016E
Workplace Success I - Creativity in the Workplace	CCL	C039190E
Workplace Success II - Creative Leadership	CCL	C039043E
<p><u>Award Type</u> CCL = Certificate of Completion COC = Certificate of Competency</p>		



CREDIT PROGRAMS

ACCOUNTING

Department Chair: Britt Hastey
 (323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

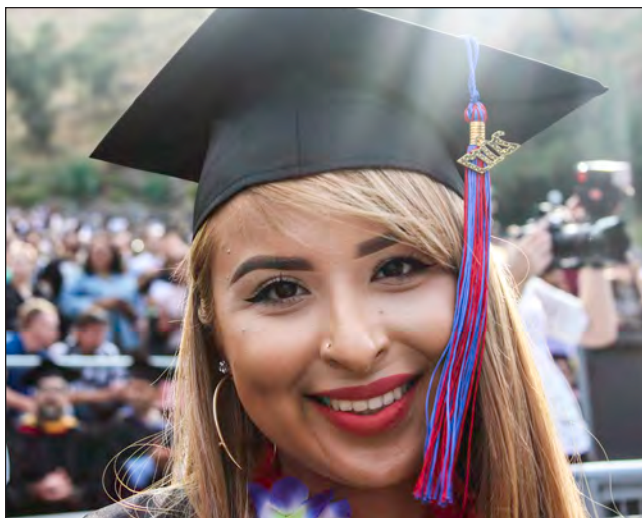
OVERVIEW

The demand for qualified personnel in accounting and bookkeeping has significantly increased due to advances in technology and the increased complexity of the business environment. Our programs are designed for students seeking entry-level positions in accounting, auditing, bookkeeping, payroll, and tax preparation, or for those currently employed in the accounting industry who want to upgrade their skills. All our programs are designed to give the student an extensive background in the principles and practices of accounting in the business world. The AA degree offers a more comprehensive curriculum than the certificate programs and prepares the student to transfer to a four-year university and earn a bachelor's degree.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Accounting	AA	C002719C	Any GE**	40-41	Y
Computerized Bookkeeping and Accounting Technician	C	C008211D	-	21	Y
Income Tax	CS	C050210J	-	9	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Accounting

Associate of Arts (AA) Degree

Major Units: 40-41 Total Units: Minimum of 60
 (State Code: 02719; TOP Code: 050200; Academic Plan: C002719C)

The Accounting AA degree is designed for students who are interested in a career in accounting as a public accountant in private industry or in public service. The program prepares students for employment in entry-level positions such as junior accountants, auditing clerks, payroll clerks, and tax preparers, or for those who are interested in continuing their education in pursuit of a bachelor's degree in Accounting. Students who already possess a bachelor's degree and contemplate preparing for the Certified Public Accountant (CPA) license should contact the State Board of Accountancy for eligibility requirements at <http://dca.ca.gov/cba>

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply, analyze, summarize, and explain financial accounting concepts.
2. Prepare a set of financial statements for a sole proprietorship form of business.
3. Complete a job order cost accounting practice set for a manufacturing company using general ledger accounting software.
4. Complete a comprehensive, computerized accounting project for a merchandising business.
5. Assemble a comprehensive payroll project, utilizing a given scenario and data set.
6. Construct and format a slide presentation and worksheet that is appropriate to a given audience and purpose, utilizing Microsoft PowerPoint and Excel.

PROGRAM REQUIREMENTS

Requirements for the Accounting Associate of Arts degree may be met by completing: (a) 40-41 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (40-41 UNITS)

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
OR		
ACCTG 021	BOOKKEEPING AND ACCOUNTING I	3
AND		
ACCTG 022	BOOKKEEPING AND ACCOUNTING II.	3
ACCTG 002	INTRODUCTORY ACCOUNTING II.	5
ACCTG 015	TAX ACCOUNTING I	3
ACCTG 016	TAX ACCOUNTING II.	3
ACCTG 017	PAYROLL ACCOUNTING	2
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS.	3
ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS	3

ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 015	BUSINESS STATISTICS	3
FINANCE 002	INVESTMENTS	3
ACCT 055	ACCOUNTING COMPUTER LABORATORY	1
ACCT 031	MATHEMATICS OF ACCOUNTING	3
OR		
BUS 038	BUSINESS COMPUTATIONS	

Computerized Bookkeeping and Accounting Technician Certificate of Achievement

Units: 21

(State Code: 08211; TOP Code: 050200; Academic Plan: C008211D)

This certificate of achievement is designed for students who want to work in accounting-related fields specific to accounting technicians. Jobs in the field include accounting technicians and auditing/payroll/timekeeping clerks. The program has been structured so it can be completed in two semesters. Students wanting to continue their education in accounting-related fields should pursue the AA degree in Accounting.

PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize a computer software program to prepare year-end financial statements for a service business.
2. Complete a comprehensive accounting project for a merchandising business by utilizing QuickBooks accounting software.
3. Prepare a federal tax return as it relates to a given case for a federal or state income tax return.

PROGRAM REQUIREMENTS

Requirements for the Computerized Bookkeeping and Accounting Technician certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (21 UNITS)

ACCTG 017	PAYROLL ACCOUNTING	2
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS	3
ACCTG 021	BOOKKEEPING AND ACCOUNTING I	3
ACCTG 022	BOOKKEEPING AND ACCOUNTING II	3
ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCTG 031	MATHEMATICS OF ACCOUNTING	3
OR		
BUS 038	BUSINESS COMPUTATIONS	
ACCTG 055	ACCOUNTING COMPUTER LABORATORY	1



Income Tax Skills Certificate

Units: 9

(TOP Code: 050210; Academic Plan: C050210J)

The Income Tax skills certificate is designed for students who want to work in accounting-related fields specific to taxation. Jobs in this field include tax preparers, tax examiners, and tax collectors. This program has been structured so it may be completed in one semester. Students wanting to continue their education in accounting-related fields should pursue the Computerized Bookkeeping and Accounting Technician certificate of achievement and then the AA degree in Accounting.

PROGRAM STUDENT LEARNING OUTCOMES

1. Work collaboratively, professionally, ethically, and with fiduciary responsibility to prepare taxes following a professional code of conduct.
2. Utilize tax preparation and financial software to prepare individual and small business income tax returns.

PROGRAM REQUIREMENTS

Requirements for the Income Tax skills certificate may be met by completing 9 units of required courses with a grade of "C" or better.

REQUIRED COURSES (9 UNITS)

ACCTG 015	TAX ACCOUNTING I	3
ACCTG 016	TAX ACCOUNTING II	3
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS	3

ADMINISTRATION OF JUSTICE

Department Chair: Wilhelm I. Vargas, J.D.
(323) 953-4000 ext. 2754 | HH 200H
law.lacitycollege.edu

OVERVIEW

The Administration of Justice programs are designed to prepare students to begin careers as police officers, custodial officers, deputy sheriffs, probation/parole officers, highway patrol officers, private investigators, forensic specialists, insurance investigators, police assistants, financial investigators, and fingerprint experts. The programs stress practical application in order to expose students to the fundamental concepts and tasks of law enforcement and ready them for employment. Additionally, students are prepared for the qualification and screening process required to enter law enforcement academies such as the Los Angeles Police Academy.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Administration of Justice	AS-T	C033121H	IGETC /CSU	18-19	Y
Administration of Justice	AA	C002759C	Any GE**	36	Y
Administration of Justice	C	C019591D	-	36	Y
Fingerprint Expert	CS	C210501J	-	6	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Administration of Justice Associate in Science (AS-T) Degree

Major Units: 18-19 Total Units: Minimum of 60
(State Code: 33121; TOP Code: 210500; Academic Plan: C033121H)

The Administration of Justice Associate in Science transfer degree prepares students for transfer to the California State University (CSU) system and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Criminal Justice at a CSU. The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus.

To earn the AS-T, students must meet the following requirements:

a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation
3. Recognize the responsibilities and requirements of law enforcement careers.

PROGRAM REQUIREMENTS

Requirements for the Administration of Justice Associate in Science transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from "List A," and 6-7 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (6 UNITS)

ADM JUS 001	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW	3

LIST A: SELECT 2 COURSES (6 UNITS)

ADM JUS 003	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 004	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
ADM JUS 005	CRIMINAL INVESTIGATION	3
ADM JUS 008	JUVENILE PROCEDURES	3
CORR 001	INTRODUCTION TO CORRECTIONS	3

LIST B: SELECT 2 COURSES (6-7 UNITS)

MATH 227	STATISTICS	4
PSYCH 001	GENERAL PSYCHOLOGY I	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3
OR ANY "LIST A" COURSE NOT ALREADY USED		

Administration of Justice Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 02759; TOP Code: 210500; Academic Plan: C002759C)

The Administration of Justice AA degree enables students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and the trial process. The degree is not intended to prepare a student for transfer to a four-year college or university.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.

3. Recognize the responsibilities and requirements of law enforcement careers.

PROGRAM REQUIREMENTS

Requirements for the Administration of Justice Associate of Arts degree may be met by completing: (a) 18 units of major core courses and 18 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (18 UNITS)

ADM JUS 001	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 003	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 004	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
ADM JUS 005	CRIMINAL INVESTIGATION	3
CORR 001	INTRODUCTION TO CORRECTIONS.	3

MAJOR ELECTIVE COURSES (SELECT 18 UNITS)

ADM JUS 008	JUVENILE PROCEDURES.	3
ADM JUS 016	RECRUITMENT SELECTION PROCESS	3
ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 062	FINGERPRINT CLASSIFICATION	3
ADM JUS 067	COMMUNITY RELATIONS I	3
ADM JUS 160	POLICE ORGANIZATION AND ADMINISTRATION	3
ADM JUS 180	INTRODUCTION TO FORENSICS	3

Administration of Justice Certificate of Achievement

Units: 36

(State Code: 19591; TOP Code: 210500; Academic Plan: C019591D)

The Administration of Justice certificate of achievement is designed for students who wish to prepare themselves for one of several careers in law enforcement. The certificate enables students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and trial process. The certificate is not intended to prepare a student for transfer to a four-year college or university.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.
3. Recognize the responsibilities and requirements of law enforcement careers.

PROGRAM REQUIREMENTS

Requirements for the Administration of Justice certificate of achievement may be met by completing 18 units of required courses and 18 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (18 UNITS)

ADM JUS 001	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 003	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 004	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
ADM JUS 005	CRIMINAL INVESTIGATION	3
CORR 001	INTRODUCTION TO CORRECTIONS.	3

ELECTIVE COURSES (SELECT 18 UNITS)

ADM JUS 008	JUVENILE PROCEDURES.	3
ADM JUS 016	RECRUITMENT SELECTION PROCESS	3
ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 062	FINGERPRINT CLASSIFICATION	3
ADM JUS 067	COMMUNITY RELATIONS I	3
ADM JUS 160	POLICE ORGANIZATION AND ADMINISTRATION	3
ADM JUS 180	INTRODUCTION TO FORENSICS	3

Fingerprint Expert Skills Certificate

Units: 6

(TOP Code: 210500; Academic Plan: C210501J)

Upon completion of the fingerprint classification course, students receive a certificate that qualifies them to take the state fingerprint examination, which is required for the position of finger identification expert.

PROGRAM STUDENT LEARNING OUTCOMES

1. Categorize fingerprint records by identifying the different types of fingerprint patterns in the three basic groups: arches, loops, and whorls.
2. Use the six divisions of the Henry classification system to categorize ten-print fingerprint records.
3. Locate latent or other type fingerprints from a crime scene.

PROGRAM REQUIREMENTS

Requirements for the Fingerprint Expert skills certificate may be met by completing 6 units of required courses with a grade of "C" or better.

REQUIRED COURSES (6 UNITS)

ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 062	FINGERPRINT CLASSIFICATION	3



AFRICAN-AMERICAN STUDIES

Department Chair: Anthony Clark
 (323) 953-4000 ext. 2949 | FH 219
 socialsciences.lacitycollege.edu

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
African-American Studies	CS	C220302J	-	15	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.



African-American Studies Skills Certificate

Units: 15
 (TOP Code: 220300; Academic Plan: C220302J)

The African-American Studies skills certificate is designed to recognize students' proficiency in understanding central questions regarding the culture and history of ethnic and minority groups in the United States, with emphasis on people of African descent. The certificate helps demonstrate students' understanding of diversity in various aspects of society, including the workplace.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe the experiences of African Americans in the American and African diaspora, including their cultures, histories, and politics.
2. Apply data to understand the impact of societal, economic, and political factors on the life chances of people of African descent.
3. Examine the global linkages between African Americans and people of African descent throughout the world.

PROGRAM REQUIREMENTS

Requirements for the African-American Studies skills certificate may be met by completing 15 units of required courses with a grade of "C" or better.

REQUIRED COURSES (15 UNITS)

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I	3
OR		
AFRO AM 005	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II	
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM	3
AFRO AM 020	AFRICAN-AMERICAN LITERATURE I	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
MUSIC 141	JAZZ APPRECIATION	3

AMERICAN SIGN LANGUAGE

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.lacitycollege.edu

OVERVIEW

American Sign Language (ASL) is growing in usage. Colleges and universities throughout America now accept ASL in fulfillment of language entrance and graduation requirements. Television stations are using sign language in their programs and advertising, and more and more employers are looking for applicants who can sign.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
American Sign Language	C	C036007D	-	18	N
<small>*FA = Financial Aid Eligible. Yes = Eligible for all aid. No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.</small>					



American Sign Language Certificate of Achievement

Units: 18

(State Code: 36007; TOP Code: 085000; Academic Plan: C036007D)

The American Sign Language certificate of achievement gives students the opportunity to document their skills in the ASL language and the knowledge of deaf culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment and professional advancement. The certificate demonstrates the recipient's ability to perform the following:

- Employ an extended sign vocabulary and use their expressive and receptive skills in conversation.
- Incorporate knowledge of the customs and culture of the deaf community into their conversational skills.
- Incorporate knowledge of the customs and culture of the deaf community into their conversational skills.
- Perform the accurate use of non-manual behaviors and classifiers.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak (sign) at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write (correspond) at the ACTFL Proficiency Novice High Level.
3. Listen (attend) and comprehend spoken (live) discourse at the ACTFL Proficiency Novice High Level.
4. Read (interpret) and comprehend written (recorded) discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspect of deaf culture at the ACTFL Novice Range.

PROGRAM REQUIREMENTS

Requirements for the American Sign Language certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18 UNITS)

A S L 001	AMERICAN SIGN LANGUAGE I	4
A S L 002	AMERICAN SIGN LANGUAGE II.	4
A S L 003	AMERICAN SIGN LANGUAGE III	4
A S L 025	CONVERSATIONAL AMERICAN SIGN LANGUAGE.	2
A S L 030	FINGERSPELLING I.	1
A S L 040	INTRODUCTION TO DEAF CULTURE	3

ART

Department Chair: Alex Wiesenfeld
 (323) 953-4000 ext. 2515 | CHEM 119B
 art.lacitycollege.edu

OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

Our Art programs prepare students to transfer for upper division study at four-year universities or art schools through Associate of Arts degrees and certificates of achievement. Additional objectives include portfolio preparation and skills training for students who wish to enter into careers in the art, design, and entertainment industries.

Our courses provide a solid foundation in various areas of art. In studio art, we teach drawing, painting, printmaking, ceramics, and sculpture. In commercial art and design, we teach digital art and animation, illustration, graphic design and web design, and storyboarding. Our prize-winning Journalism program invites art students to create for publication, in both print and electronic formats.

The Art Department enjoys a high transfer acceptance rate at prominent university art departments, including those at UCLA, UC Berkeley, USC, and CSULB, as well as at outstanding art schools including Otis Art Institute, CalArts, and Art Center College of Design.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Art - General	AA*	C002735C	Any GE**	27	Y
Graphic Design	AA*	C002739C	Any GE**	33	Y
Studio Arts	AA-T	C033120G	IGETC /CSUGE	24	Y
Animation	C	C038605D	-	27	Y
Arts Graphic Communication	C	C035349D	-	24	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Art - General Associate of Arts (AA) Degree

Major Units: 27 Total Units: Minimum of 60
 (State Code: 02735; TOP Code: 100200; Academic Plan: C002735C)

The Art - General AA degree prepares students for transfer to competitive university, college, and art college programs, as well as for a career as an exhibiting artist. Students develop a strong transfer and/or exhibition-ready portfolio. The program allows students more in-depth and broad exploration opportunities than the associate degree for transfer, and it provides

both a degree and grounding for junior positions in art and design in such fields as entertainment, graphic communication, fine art, design, and fashion. The professors in the program are working and exhibiting professionals who are highly involved with their students.

PROGRAM STUDENT LEARNING OUTCOMES

1. Acquire and integrate visual art concepts and/or technical skills.
2. Practice and learn visual art concepts by performing skill-based exercises.
3. Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery.
4. Engage in inquiry, critical thinking, and evaluation.

PROGRAM REQUIREMENTS

Requirements for the Art - General Associate of Arts degree may be met by completing: (a) 18 units of major core courses and 9 of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 18 UNITS)

ART 201	DRAWING I	3
ART 250	INTRODUCTION TO DIGITAL ART	3
ART 300	INTRODUCTION TO PAINTING	3
OR		
ART 304	ACRYLIC PAINTING	
OR		
ART 307	OIL PAINTING I	
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN.	3
OR		
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
OR		
ART 700	INTRODUCTION TO SCULPTURE	
OR		
ART 708	INTRODUCTION TO CERAMICS	
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3

MAJOR ELECTIVE COURSES (9 UNITS)

GROUP 1 - SELECT ONE COURSE FROM TWO DIFFERENT SPECIALIZATIONS (6 UNITS)

SPECIALIZATION 1

ART 202	DRAWING II	3
ART 204	LIFE DRAWING I	3
ART 205	LIFE DRAWING II	3
ART 206	LIFE DRAWING III	3
ART 209	PERSPECTIVE DRAWING I	3
ART 620	ILLUSTRATION I	3
ART 621	ILLUSTRATION II	3

SPECIALIZATION 2

ART 301	WATERCOLOR PAINTING I	3
ART 305	ACRYLIC PAINTING II	3
ART 306	ACRYLIC PAINTING III	3
ART 308	OIL PAINTING II	3
ART 309	OIL PAINTING III	3

SPECIALIZATION 3

ART 400	INTRODUCTION TO PRINTMAKING	3
ART 401	ETCHING I	3
ART 402	ETCHING II	3
ART 407	RELIEF PRINTMAKING I	3

SPECIALIZATION 4

ART 701	SCULPTURE I	3
ART 702	SCULPTURE II	3
ART 709	CERAMICS I	3
ART 710	CERAMICS II	3

SPECIALIZATION 5

CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3

GROUP 2 - SELECT ONE COURSE (3 UNITS)

ARTHIST 103	ART APPRECIATION I	3
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3

Students should plan to develop a portfolio with instructor guidance. Courses may be substituted under special circumstances with departmental approval.

Graphic Design

Associate of Arts (AA) Degree

Major Units: 33 Total Units: Minimum of 60
(State Code: 02739; TOP Code: 103000; Academic Plan: C002739C)

The Graphic Design AA degree prepares students for transfer to competitive university, college, and art college programs. The program also provides the foundation for professional careers in graphic design, computer graphics, advertising design, and commercial illustration. The creative and practical aspects of visual communication are equally stressed, with an emphasis on contemporary trends. Digital work is grounded in fundamental art skills and methods. Students enrolled in the program will utilize the Art Department's computer labs.

PROGRAM STUDENT LEARNING OUTCOMES

1. Acquire and integrate visual art concepts and/or technical skills.
2. Practice and learn visual art concepts by performing skill-based exercises.
3. Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery.
4. Engaging in inquiry and critical thinking and evaluation process.
5. Demonstrating, in portfolio-level projects, the skills and knowledge necessary for entrance into a graphic design program at a four-year college/university or for entrance into the workforce as an entry-level designer.

PROGRAM REQUIREMENTS

Requirements for the Graphic Design Associate of Arts degree may be met by completing: (a) 27 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (27 UNITS)

ART 201	DRAWING I	3
ART 250	INTRODUCTION TO DIGITAL ART	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 603	TYPOGRAPHY	3
ART 604	GRAPHIC DESIGN I	3
ART 605	GRAPHIC DESIGN II	3
ART 606	GRAPHIC DESIGN III	3
ART 645	INTRODUCTION TO WEBSITE DESIGN	3
ART 648	ANIMATION--DIGITAL IMAGING	3

MAJOR ELECTIVE COURSES (6 UNITS)**GROUP 1: SELECT ONE (3 UNITS)**

ART 204	LIFE DRAWING I	3
ART 209	PERSPECTIVE DRAWING I	3
ART 400	INTRODUCTION TO PRINTMAKING	3
ART 620	ILLUSTRATION I	3

GROUP 2: SELECT ONE (3 UNITS)

ARTHIST 103	ART APPRECIATION I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3



Studio Arts

Associate in Arts (AA-T) Degree

Major Units: 24 Total Units: Minimum of 60
(State Code: 33120; TOP Code: 100200; Academic Plan: C033120G)

The Studio Arts Associate in Arts transfer degree is designed to prepare the student for transfer to the California State University (CSU) system of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Studio Arts at a CSU. In completing the AA-T degree in Studio Art, students acquire training in techniques and disciplines of art-making.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Display technical and conceptual competence in 2D and 3D media art.
2. Examine, analyze, and evaluate works of art and design through critical discussion and writing.
3. Analyze cultural and aesthetic values to understand art's contribution to the human experience.

PROGRAM REQUIREMENTS

Requirements for the Studio Arts Associate in Arts transfer degree may be met by completing: (a) 12 units of major core courses, 3 units from "List A," and 9 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (12 UNITS)

ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN.	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3

LIST A: SELECT ONE COURSE (3 UNITS)

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY.	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3

LIST B: SELECT THREE COURSES (9 UNITS)

ART 204	LIFE DRAWING I	3
OR		
ART 202	DRAWING II	
ART 250	INTRODUCTION TO DIGITAL ART	3
OR		
ART 604	GRAPHIC DESIGN I	
ART 300	INTRODUCTION TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
OR		
ART 307	OIL PAINTING I	
ART 400	INTRODUCTION TO PRINTMAKING	3
ART 700	INTRODUCTION TO SCULPTURE	3
ART 708	INTRODUCTION TO CERAMICS	3
PHOTO 010	BEGINNING PHOTOGRAPHY.	3

Animation

Certificate of Achievement

Units: 27

(State Code: 38605; TOP Code: 061440; Academic Plan: C038605D)

The Animation certificate of achievement is a comprehensive study of 2D and 3D animation techniques. Upon completion of the program, students will be able to develop original and effective animation projects using industry-standard tools and methodologies. Students learn about the history of animation and technologies, as well digital design software appropriate for use in motion pictures or on the Internet.

Animators work on animations or special effects for television, film, design, and gaming industries. Students may also work on web projects and may generate animated shorts for a product or company.

The certificate allows students to learn basic computer-based animation—which may incorporate 2D drawing and 3D hand building—while focusing on 2D and 3D computer technologies and the use of digital design and printing software. Students are introduced to computer graphics, texturing, and lighting for animation.

Aspiring game designers and animators may be expected to complete a portfolio of their work. Internships and studio training may provide opportunities for hands-on learning. Graduating with the certificate may lead to entry-level employment or/and advanced education in several fields, including the gaming industry and graphic arts. Graduates may be employed in entry level positions, and/or pursue advanced degrees in such fields as animation, storyboarding, game design, and special effects.

PROGRAM STUDENT LEARNING OUTCOMES

1. Acquire and integrate visual art concepts and/or technical skills
2. Practice and learn visual art concepts by performing skill-based exercises
3. Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery
4. Engage in inquiry, critical thinking, and evaluation processes

- Demonstrate in portfolio-level projects the skills and knowledge necessary for entrance into an animation program at a four-year college/university, or for entrance into the workforce as an entry-level animator.

PROGRAM REQUIREMENTS

Requirements for the Animation certificate of achievement may be met by completing 27 units of required courses with a grade of “C” or better.

REQUIRED COURSES (27 UNITS)

ANIMATN 118	HISTORY OF ANIMATION	3
ART 201	DRAWING I	3
ART 209	PERSPECTIVE DRAWING I	3
ART 250	INTRODUCTION TO DIGITAL ART	3
ART 634	COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS	3
ART 636	COMPUTER GRAPHICS II: 3D COMPUTER GRAPHICS	3
ART 648	ANIMATION--DIGITAL IMAGING	3
ART 649	STORYBOARDS	3
ART 620	ILLUSTRATION I	3
OR		
ART 645	INTRODUCTION TO WEB SITE DESIGN	

design industry as an entry-level production designer or as a junior commercial illustrator. The creative and practical aspects of visual communication are stressed, with a special emphasis on contemporary trends. Digital work is grounded in fundamental art skills and methods. Students can expect to develop a rigorous, entry-level portfolio.

PROGRAM STUDENT LEARNING OUTCOMES

- Create unique graphic designs that communicate ideas to others.
- Understand the design process from sketching to final presentation.

PROGRAM REQUIREMENTS

Requirements for the Arts Graphic Communication certificate of achievement may be met by completing 24 units of required courses with a grade of “C” or better.

REQUIRED COURSES (24 UNITS)

ART 250	INTRODUCTION TO DIGITAL ART	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 603	TYPOGRAPHY I	3
ART 604	GRAPHIC DESIGN I	3
ART 605	GRAPHIC DESIGN II	3
ART 606	GRAPHIC DESIGN III	3
ART 645	INTRODUCTION TO WEB SITE DESIGN	3
ART 648	ANIMATION--DIGITAL IMAGING	3

**Arts Graphic Communication
Certificate of Achievement**

Units: 24

(State Code: 35349; TOP Code: 103000; Academic Plan: C035349D)

The Arts Graphic Communication certificate of achievement prepares students for a career in the advertising and graphic



ART HISTORY

Department Chair: Alex Wiesenfeld
 (323) 953-4000 ext. 2515 | CHEM 119B
 art.lacitycollege.edu

OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department’s disciplines enjoy synergy and collaboration.

Art History at LACC supports an interdisciplinary and intercultural approach to art history of all periods and places. We are dedicated to including intersectionality as an approach to understanding art history. By thinking across current categories and boundaries and critically examining art history itself, students are encouraged to question the canon, to rethink the relationships between the periphery and the mainstream, and to practice a socially and politically responsible art history.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Art History	AA-T	C032832G	IGETC ICSUGE	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Art History

Associate in Arts (AA-T) Degree

Major Units: 18 Total Units: Minimum of 60
 (State Code: 32832; TOP Code: 100100; Academic Plan: C032832G)

The Art History Associate in Arts transfer degree enables students to examine the sociological, cultural, and aesthetic contexts of art. Students learn to utilize scholarly methodologies to examine, analyze, and construct theories related to art, art history, and culture. The degree is transferable to CSU schools, satisfies many lower division transfer requirements, and can be parlayed into degrees in related fields such as fine arts, theater and film, art criticism, English, history, and anthropology.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor’s Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Articulate the historical, social, and aesthetic functions of art.
2. Discuss major works and cultural shifts in art history from pre-history to the modern world.
3. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
4. Conduct research and use visual evidence and reason to construct and examine theories.
5. Critically analyze works of art with appropriate methodology and terminology.
6. Solve various art and art history related problems using creative and critical thinking skills.

PROGRAM REQUIREMENTS

Requirements for the Art History Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses, 3 units from “List A,” 3 units from “List B,” and 3 units from “List C” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (9 UNITS)

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3

LIST A: SELECT ONE COURSE (3 UNITS)

ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3

LIST B: SELECT ONE COURSE (3 UNITS)

ART 204	LIFE DRAWING I	3
ART 250	INTRODUCTION TO DIGITAL ART	3
ART 300	INTRODUCTION TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 307	OIL PAINTING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
ART 700	INTRODUCTION TO SCULPTURE	3
ART 708	INTRODUCTION TO CERAMICS	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3

LIST C: SELECT ONE COURSE (3 UNITS)

ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3
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OR ANY “LIST A” OR “LIST B” COURSE NOT ALREADY USED



BUSINESS ADMINISTRATION

Department Chair: Britt Hastey
(323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

OVERVIEW

Our programs in Business Administration are designed for students seeking entry-level positions in general areas of business commerce, finance, international business management, and marketing, or for those currently employed in industry who want to upgrade their skills. All three programs are designed to give the student an extensive background in the principles and practices of the business world. The degree programs offer a more comprehensive curriculum than the certificate program, and the AS-T prepares the student to transfer to a four-year university.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Business Administration	AS-T	C033156H	IGETC /CSUGE	29	Y
Business Administration	AA	C002718C	Any GE**	38	Y
Business Administration	C	C021609D	-	22	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Business Administration Associate in Science (AS-T) Degree

Major Units: 29 Total Units: Minimum of 60
(State Code: 33156; TOP Code: 050500; Academic Plan: C033156H)

The Business Administration Associate in Science transfer degree provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems. The degree provides students with an understanding of basic business practices, including operations, methods, and purpose, and an introduction to the major functional areas within business.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Prepare a business plan.
- Analyze and explain human relations and their implication for management and their employees.
- Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
- Write a short essay in response to a given topic on the major concepts of a business organization including management, marketing, finances, human resources, economics, legal forms of business ownership, and international/global environments.
- Demonstrate an industry standard skill-set when using relevant technology resources.

PROGRAM REQUIREMENTS

Requirements for the Business Administration Associate in Science transfer degree may be met by completing: (a) 19 units of major core courses, 4 units from "List A," and 6 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (19 UNITS)

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
ACCTG 002	INTRODUCTORY ACCOUNTING II	5
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
LAW 001	BUSINESS LAW I	3

LIST A: SELECT ONE COURSE (4 UNITS)

MATH 227	STATISTICS	4
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LIST B: SELECT TWO COURSES (6 UNITS)

BUS 001	INTRODUCTION TO BUSINESS	3
CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES	3

Business Administration Associate of Arts (AA) Degree

Major Units: 38 Total Units: Minimum of 60
(State Code: 02718; TOP CODE: 050100; Academic Plan: C002718C)

The Business Administration curriculum is designed for students who are interested in an encompassing, formal business education. Upon successful completion of the program, the student will have an extensive background in the principles and practices of the business world. The program prepares students for employment in entry-level positions such as administrative services managers, management analysts, operations managers, production managers, and sales managers, or for those who are interested in continuing their education in pursuit of a bachelor's degree in Business Administration.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply, analyze, summarize, and explain business concepts.
2. Demonstrate a significant understanding of the fundamental concepts of accounting, business law, economics, finance, management science, management and organizational behavior, and marketing.
3. Prepare a business plan.
4. Analyze and explain human relations and their implications for management and their employees.
5. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
6. Write a short essay in response to a given topic on the major concepts of business organization including management, marketing, finance, human resources, economics, legal forms of business ownership, and international/global environments.
7. Construct and format a slide presentation and worksheet that is appropriate to a given audience and purpose, utilizing Microsoft PowerPoint and Excel.

PROGRAM REQUIREMENTS

Requirements for the Business Administration Associate of Arts degree may be met by completing: (a) 35 units of major core courses and 3 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (35 UNITS)

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 015	BUSINESS STATISTICS	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
FINANCE 002	INVESTMENTS	3
INTBUS 001	INTERNATIONAL TRADE	3
MARKET 021	PRINCIPLES OF MARKETING	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
SUPV 001	ELEMENTS OF SUPERVISION	3

MAJOR ELECTIVE COURSES (3 UNITS)

ACCTG 031	MATHEMATICS OF ACCOUNTING	3
BUS 038	BUSINESS COMPUTATIONS	3

**Business Administration
Certificate of Achievement**

Units: 22

(State Code: 21609; TOP Code: 050100; Academic Plan: C021609D)

The Business Administration certificate of achievement is designed for students who want to work in general business-related fields in both the public and private sector. Students acquire a broad fundamental knowledge of the theory and practice of business and the skills needed to successfully apply their knowledge in a professional environment. The program is structured so it may be completed in two semesters. The program serves as an excellent pathway in to the AS-T degree in Business Administration or the AA degree in Business Administration.

PROGRAM STUDENT LEARNING OUTCOMES

1. Prepare a business plan.
2. Survey business opportunities based on the chosen activity, location, demand potential, and demographic details.
3. Recommend the ideal form of business organization, financial and capital requirements, personnel, and managerial and marketing prospects.

PROGRAM REQUIREMENTS

Requirements for the Business Administration certificate of achievement may be met by completing 19 units of required courses and 3 units of elective courses with a grade of “C” or better.

REQUIRED COURSES (19 UNITS)

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
ACCTG 002	INTRODUCTORY ACCOUNTING II	5
BUS 001	INTRODUCTION TO BUSINESS	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3

ELECTIVE COURSES (3 UNITS)

BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES	3



CHEMISTRY

Department Chair: Glen Baghdasarian
(323) 953-4000 ext. 2600 | SCI 324B
sciences.lacitycollege.edu

OVERVIEW

Everything in the world involves chemistry. The air you breathe, the food you eat, and the blood coursing through your veins all involve chemistry. It involves the snow on the mountains, the gasoline you put in your car, and the batteries used to run your iPad. A background in chemistry is essential to many high-paying, challenging careers in health care, technology, consumer industries, environmental management, and more, including pharmaceuticals, forensic science, food technology, petroleum industry, food technology, cosmetics, and so much more. Chemistry meets a general education requirement for most university majors, particularly for Pre-medical, Pre-Dental, Nursing, Anthropology, Biology, Chemistry, Geology, Physics, and Pharmacy majors.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Chemistry	AS	C002756C	Any GE**	40	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Chemistry

Associate of Science (AS) Degree

Major Units: 40 Total Units: Minimum of 60
(State Code: 02756; TOP Code: 190500; Academic Plan: C002756C)

The Chemistry Associate of Science degree provides the student with preparatory course work, allowing transfer to a four-year university in chemistry or related physical sciences. Individuals who earn the degree with a major in chemistry will find many desirable entry-level jobs in chemistry and manufacturing.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe chemical and physical structures and reactions and mechanisms of chemical formation be able to synthesize.
2. Solve problems using algebra, analyze graphical data, and convert between scientific units.
3. Apply the scientific method by forming hypothesis based on observation.
4. Design and implement simple experiments, work independently, and draw reasonable conclusions.
5. Communicate scientific processes by writing laboratory reports that include data in tabular and graphical format and summarize results to explain the phenomena studied.
6. Design a synthesis of complex molecules from simple starting materials.

PROGRAM REQUIREMENTS

Requirements for the Chemistry Associate of Science degree may be met by completing: (a) 40 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (40 UNITS)

CHEM 101*	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
CHEM 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
CHEM 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
MATH 261**	CALCULUS I	5
MATH 262	CALCULUS II	5
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5

*CHEM 060 (Introduction to General Chemistry) or successful completion of high school chemistry or equivalent is a prerequisite for CHEM 101.

**MATH 260 (Precalculus) is a prerequisite for MATH 261.

CHILD DEVELOPMENT

Department Chair: Keli Miller, MA
 (323) 953-4000 ext. 2299 | CD 201
 Vice Chair: Aykanush Ter-Pogosyan
 (323) 953-4000 ext. 1293 | CD 204
lacitycollege.edu/Departments/Child-Family-Studies/Department-Home

OVERVIEW

Welcome to the Child Development program. Students wishing to prepare for employment in early childhood programs or other related fields in early care and education and those currently employed may select several alternative patterns of study. The curriculum prepares students to teach or administer programs for young children, including private early childhood programs, public programs such as school district children's centers and Head Start or state preschool programs, infant programs, and school-age before and after-school programs.

Courses allow students to prepare for increasingly higher levels of employment and certification. The programs may prepare the student for the educational requirements of the Department of Social Services Community Care Licensing, the California Child Development Permit, the Associate of Arts degree in Child Development, or the Associate in Science transfer degree in Early Childhood Education.

PROGRAM NOTES

Students beginning their course work for certificates and degrees in Child Development must be aware of the following:

- **Criminal Clearance:** In order to fulfill state licensing requirements for employment in private and public programs, students must receive a criminal clearance to work with young children. Consult with faculty for additional information.
- **Mantoux test:** Some Child Development courses may require students to obtain a Mantoux test for tuberculosis clearance. The college Health Center provides this service. Call ahead to schedule a Mantoux test and reading at 323-953-4000 ext. 2485.
- **In order to complete CH DEV 022/023 Practicum in Child Development I and II, or to work in the field of early care and education, students must show proof of immunization against measles, pertussis, and the flu.**
- **CPR Training:** Your employer may require you to take a 15 hour cardiopulmonary resuscitation class. This class covers training on basic first aid for infants and children, CPR techniques, and information on basic health and sanitation procedures.
- **Child Development Training Consortium (CDTC):** When students are ready to apply for the Child Development Permit from the Commission on Teacher Credentialing, they should contact the child development department so we can connect you with the CDTC who can provide assistance with and reimbursement for your permit application.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Early Childhood Education	AS-T	C031030H	IGETC/CSUGE	25	Y
Child Development	AA	C010783C	Any GE**	36	Y
Child Development Associate Teacher	C	C008236D	-	16	N
Child Development Master Teacher	C	C008238D	-	40	Y
Child Development Site Supervisor	C	C008239D	-	36	Y
Child Development Teacher	C	C008237D	-	28	Y
Children With Special Needs	C	C038856D	-	18	N
Infant & Toddler Studies	C	C038156D	-	21	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Early Childhood Education Associate in Science (AS-T) Degree

Major Units: 25 Total Units: Minimum of 60
 (State Code: 31030; TOP Code: 130500; Academic Plan: C031030H)

The Early Childhood Education Associate transfer degree prepares students for transfer to a California State University (CSU) and for employment in an early care and education program. Students develop skills, knowledge, and attitudes that prepare them to work as teachers of young children or as administrators of early childhood education programs. Students who successfully complete the degree are guaranteed admission with junior status to the CSU system, but not to a specific campus or major. The student will receive priority admission to the local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Integrate understanding of the needs, characteristics, and multiple influences on all areas of development of children birth to age eight that support optimal development.

- Promote partnerships between programs, teachers, family, and communities, applying ethical standards and culturally sensitive professional behavior.
- Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, applying the skills of observation and assessment.

PROGRAM REQUIREMENTS

Requirements for the Early Childhood Education Associate in Science transfer degree may be met by completing: (a) 25 units of major core courses with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (25 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3

Child Development

Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 10783; TOP Code: 130500; Academic Plan: C010783C)

Completion of the Child Development Associate of Arts degree prepares students for employment in an early care and education program. Students develop skills, knowledge, and attitudes that prepare them to work as teachers of young children or as administrators of early childhood education programs.

PROGRAM STUDENT LEARNING OUTCOMES

- Integrate understanding of the needs, characteristics, and multiple influences on all areas of development of children birth to age eight that support optimal development.
- Promote partnerships between programs, teachers, families, and communities, applying ethical standards and culturally sensitive professional behavior.
- Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, applying the skills of observation and assessment.

PROGRAM REQUIREMENTS

Requirements for the Child Development Associate of Arts degree may be met by completing: (a) 27 units of major core courses and 9 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (27 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 023	PRACTICUM IN CHILD DEVELOPMENT II	4
CH DEV 065	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING	2
CH DEV 084-1	CHILD DEVELOPMENT LAB I: CURRICULUM DEVELOPMENT	0.5
CH DEV 084-2	CHILD DEVELOPMENT LAB I: TECHNOLOGY FOR THE EARLY CHILDHOOD EDUCATOR	0.5
CH DEV 172	INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT	1

MAJOR ELECTIVE COURSES: SELECT THREE (9 UNITS)

CH DEV 030	INFANT/TODDLER DEVELOPMENT	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION	3
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 038	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I	3
CH DEV 039	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS	3
CH DEV 048	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS	3
ENGLISH 218	CHILDREN'S LITERATURE	3
FAM & CS 021	NUTRITION	3
FAM & CS 031	MARRIAGE AND FAMILY LIFE	3

*Some courses may be offered every other semester, or less frequently, or alternating day and evening.

**Consult with the department regarding specialization options to satisfy AA degree and certificate requirements.

Child Development Associate Teacher Certificate of Achievement

Units: 16

(State Code: 08236; TOP Code: 130500; Academic Plan: C008236D)

This certificate is the first step on the early childhood career ladder. Recipients of this certificate meet the minimum state requirements to teach in a private preschool or school-age program, and with the addition of CH DEV 030, infant programs. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.

PROGRAM STUDENT LEARNING OUTCOMES

- Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
- Promote partnerships between programs, teachers, families, and communities, applying ethical standards and culturally sensitive professional behavior.

- Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, while applying the skills of observation and assessment.

PROGRAM REQUIREMENTS

Requirements for the Child Development Associate Teacher certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 172	INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT	1
OR		
CH DEV 084-1	CHILD DEVELOPMENT LAB I: CURRICULUM DEVELOPMENT	0.5
AND		
CH DEV 084-2	CHILD DEVELOPMENT LAB I: TECHNOLOGY FOR THE EARLY CHILDHOOD EDUCATOR	0.5

***To qualify for Title 22, Director, complete all core units and CH DEV 038 (Administration & Supervision of Early Childhood Programs I).*

Infant & Toddler Studies Certificate of Achievement

Units: 21

(State Code: 38156; TOP Code 130590; Academic Plan: C038156D)

The Infant & Toddler Studies certificate of achievement qualifies the student for the most entry-level teacher position within private infant/toddler programs. Infant/Toddler teachers are responsible for supervising the care and development of children from birth through 2½ years old. Responsibilities include developing and sustaining caring, loving, respectful relationships; designing developmentally age-appropriate curriculum; organizing parent conferences; and establishing clear daily communications with parents and other caregivers.

PROGRAM STUDENT LEARNING OUTCOMES

- Integrate and demonstrate knowledge of the needs, characteristics, and multiple influences that support optimal development in all areas for children from birth through 2½ years of age.
- Promote partnerships between programs, teachers, families, and communities applying ethical standards and culturally sensitive professional behavior to support the development of infants and toddlers.
- Design, implement, and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and infants/toddlers, while applying the skills of observation and assessment.

PROGRAM REQUIREMENTS

Requirements for the Infant & Toddler Studies certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (21 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 030	INFANT/TODDLER DEVELOPMENT	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION	3
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3

Child Development Teacher Certificate of Achievement

Units: 28

(State Code: 08237; TOP Code 130500; Academic Plan: C008237D)

This certificate of achievement, along with 16 general education units and work experience, makes the student eligible for the California Child Development Permit: Teacher level. Recipients of this certificate may teach in private or public preschool and school-age programs, and with the addition of CH DEV 030, in infant programs.

PROGRAM STUDENT LEARNING OUTCOMES

- Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
- Promote partnerships between programs, teachers, families, and communities, applying ethical standards and culturally sensitive professional behavior.
- Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
- Apply effective guidance and interaction strategies that support a child's social learning, identity, and self-confidence in an early childhood classroom setting.

PROGRAM REQUIREMENTS

Requirements for the Child Development Teacher certificate of achievement may be met by completing 28 units of required courses with a grade of "C" or better.

REQUIRED COURSES (28 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3

To complete the requirements for the California Child Development Permit: Teacher level, add 16 general education units including humanities, social science, math/science, and English. Consult with a counselor regarding general education requirements.

Child Development Master Teacher Certificate of Achievement

Units: 40

(State Code: 08238; TOP Code: 130500; Academic Plan: C008238D)

This certificate enables the recipient to teach and supervise other child development teachers and staff. Some responsibilities of the Master Teacher may include developing and implementing age-appropriate curriculum within a safe, healthy, and stimulating environment; supervision of classroom staff; and creating positive communication links with parents, school, and community. Additionally, the certificate is designed to meet the requirements for the major and for the Associate in Arts degree in Child Development. With work experience and 16 general education units, students may also qualify for the California Child Development Permit: Master Teacher level. This permit is the gateway to becoming a Mentor Teacher with the CA Early Childhood Mentor Program.

PROGRAM STUDENT LEARNING OUTCOMES

1. Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
2. Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply effective guidance and interaction strategies that support a child's social learning, identity, and self-confidence in an early childhood classroom setting.
5. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

PROGRAM REQUIREMENTS

Requirements for the Child Development Master Teacher certificate of achievement may be met by completing 34 units of required courses and 6 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (34 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 023	PRACTICUM IN CHILD DEVELOPMENT II	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
CH DEV 065	ADULT SUPERVISION AND EARLY CHILDHOOD MENTORING	2
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3

ELECTIVE COURSES (SELECT ONE 6 UNIT SPECIALIZATION)

SPECIALIZATION - OPTION 1

CH DEV 030	INFANT/TODDLER DEVELOPMENT	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION	3

SPECIALIZATION - OPTION 2

CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS	3

SPECIALIZATION - OPTION 3

CH DEV 048	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS	3
FAM & CS 031	MARRIAGE AND FAMILY LIFE	3



Child Development Site Supervisor Certificate of Achievement

Units: 36

(State Code: 08239; TOP Code: 130580; Academic Plan: C008239D)

This certificate is the highest certificate offered by the Child Development program. Recipients of the certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the use of positive leadership skills to implement the sites' philosophy; adherence to state and federal licensing requirements; budget implementation; enforcement of enrollment/registration policies and procedures; hiring; inspiring and supervising all staff; fostering positive communication links between home, school and community; maintaining appropriate health, safety, and nutrition standard; supervision of curriculum; and schedule development. Students wishing to obtain the California Child Development Permit: Site Supervisor level, must meet experience requirements, obtain an Associate in Arts degree, and meet the requirements listed below.

PROGRAM STUDENT LEARNING OUTCOMES

1. Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
2. Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.
5. Analyze and apply the financial and legal rules and regulations pertaining to administration of an early childhood program.

PROGRAM REQUIREMENTS

Requirements for the Child Development Site Supervisor certificate of achievement may be met by completing 36 units of required courses with a grade of "C" or better.

REQUIRED COURSES (36 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT.	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION.	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 038	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I.	3
CH DEV 039	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
CH DEV 065	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING	2
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3

Children with Special Needs Certificate of Achievement

Units: 18

(State Code: 38856; TOP Code: 130520; Academic Plan: C038856D)

This certificate of achievement qualifies students for an entry-level teacher or assistant position in a program with children who have special needs. Students gain skills in accommodating and adapting the physical environment and developing instructional strategies and curriculum to meet the needs of differently-abled children and their families.

PROGRAM STUDENT LEARNING OUTCOMES

1. Integrate and demonstrate knowledge of the needs, characteristics, and multiple influences that support optimal development in all areas for differently-abled children.
2. Promote partnerships between programs, teachers, families, and communities, applying ethical standards and culturally sensitive professional behavior to support the development of children with special needs.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and differently-abled children.
4. Apply the skills of observation and assessment.

PROGRAM REQUIREMENTS

Requirements for the Children with Special Needs skills certificate may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18 UNITS)

CH DEV 001	CHILD GROWTH AND DEVELOPMENT.	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION.	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS.	3
CH DEV 048	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS	3

CHINESE

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.lacitycollege.edu

OVERVIEW

China is one of the world's oldest and richest continuous cultures. Its history stretches back before 2000 BC and it is the most populous nation in the world. One fifth of the planet speaks Chinese and Mandarin Chinese is the most widely spoken first language in the world. In addition to the People's Republic of China and Taiwan, Mandarin Chinese is also spoken in the important and influential Chinese communities of Indonesia, Thailand, Malaysia, Singapore, Brunei, the Philippines, and Mongolia. China is the second largest economy in the world and is one of largest trading partners of the United States. Many US companies do business in China and have long-term investments there.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Chinese	AA	C002745C	Any GE**	20-26	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Chinese

Associate of Arts (AA) Degree

Major Units: 20-26 Total Units: Minimum of 60
(State Code: 02745; TOP Code: 110700; Academic Plan: C002745C)

The Chinese Associate of Arts degree is designed to prepare students to transfer to a university with a major in Chinese, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture, which will benefit them in a wide variety of career paths and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Chinese Associate of Arts degree may be met by completing: (a) 11 units of major core courses and 9-15 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (11 UNITS)

CHINESE 004	INTERMEDIATE CHINESE II	5
CHINESE 007	CONVERSATIONAL CHINESE	3
CHINESE 010	CHINESE CIVILIZATION	3

MAJOR ELECTIVE COURSES: SELECT THREE (9-15 UNITS)

CHINESE 001*	ELEMENTARY CHINESE I	5
CHINESE 002*	ELEMENTARY CHINESE II	5
CHINESE 003*	INTERMEDIATE CHINESE I	5
ART HIST 130	SURVEY OF ASIAN ART HISTORY	3
JAPANESE 009	JAPANESE CIVILIZATION	3
KOREAN 010	KOREAN CIVILIZATION	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 030	ASIAN PHILOSOPHY	3

*CHINESE 001, 002, and 003 are prerequisites to CHINESE 004.

CINEMA

Department Chair: Jen Vaughn
(323) 953-4000 ext. 2631 | CC 181
cinematv.lacitycollege.edu

OVERVIEW

The LACC Cinema and Television Department offers a low-cost, comprehensive, hands-on training program that provides both basic and advanced courses in film, video, and television studio production. Located in modern facilities designed by the renowned architect William L. Pereira, the department has audio and camera equipment packages for student use as well as a sound stage, television three-camera studios, digital editing rooms, screening rooms, non-linear multi-station computer labs, and other audio and video post-production systems.

The Cinema program's first semester consists of a hands-on digital video production class, a lecture course on the technical aspects of film production, and two film history classes. The following semesters include courses on video editing, sound, cinematography, production management and business, directing, writing, digital production, editing, and digital audio post-production. Throughout the program, students produce a series of short films, culminating in capstone projects.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Film, Television, and Electronic Media</i>	AS-T	C037221H	IGETC/CSUGE	18	Y
<i>Cinema Production</i>	AA	C002729C	Any GE**	36	Y
<i>Cinema Production</i>	C	C021620D	-	33	Y
<i>Cinema/Video Production</i>	C	C010773D	-	33	Y
<i>Cinematography</i>	CS	C061220J	-	24	N
<i>Directing</i>	CS	C060423J	-	24	N
<i>Post Production</i>	CS	C060420J	-	24	N
<i>Producing</i>	CS	C061221J	-	27	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Film, Television, and Electronic Media Associate in Science (AS-T) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 37221; TOP Code: 060420; Academic Plan: C037221H)

The Film, Television, and Electronic Media Associate in Science transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower division requirements for a baccalaureate degree in Cinema and/or Television and/or Media Arts at a California State University, and may apply to other baccalaureate programs. The AS-T degree coursework provides students with a comprehensive learning environment of both class work in film and television history and theory and hands-on experiences to provide students with the technical skills and creative guidance to prepare them for both for transfer and careers in the entertainment industry.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Students demonstrate knowledge of the historical, cultural, and economic influences on the content of motion pictures and television, both narrative and non-narrative (documentary) filmmaking and non-scripted ("reality") television programs.
- Students demonstrate knowledge and command of the processes of writing, direction, production, post production, and distribution of cinema (single-camera) and television (multi-camera) productions.
- Students demonstrate knowledge of the job market pathways into the motion picture and television industries.

PROGRAM REQUIREMENTS

Requirements for the Film, Television, and Electronic Media Associate in Science transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from "List A," 3 units from "List B," and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 6 UNITS)

CINEMA 003	HISTORY OF MOTION PICTURES	3
OR		
CINEMA 018	INTRODUCTION TO FILM GENRES	
OR		
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	
T V 001	INTRODUCTION TO TELEVISION	3
OR		
JOURNAL 105	MASS COMMUNICATIONS	
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I . . .	3
OR		
CINEMA 005	INTRODUCTION TO SCREENWRITING	

LIST A: (SELECT ONE COURSE FROM EACH AREA (6 UNITS))**AREA A1**

CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.	3
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AREA A2

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
T V 009	TV EQUIPMENT.	3

LIST B: SELECT ONE COURSE (3 UNITS)

CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
T V 046	TELEVISION PRODUCTION	3
OR ANY "LIST A" OR CORE COURSE NOT ALREADY USED		

LIST C: SELECT ONE COURSE (3 UNITS)

CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA.	1
CINEMA 921	COOPERATIVE EDUCATION - CINEMA.	2
CINEMA 931	COOPERATIVE EDUCATION - CINEMA.	3
CINEMA 941	COOPERATIVE EDUCATION - CINEMA.	4
OR ANY COURSE NOT ALREADY USED IN "LIST A," "LIST B," OR CORE		

Cinema Production**Associate of Arts (AA) Degree**

Major Units: 36 *Total Units: Minimum of 60*
(State Code: 02729; TOP Code: 061220; Academic Plan: C002729C)

LACC's proximity to Hollywood, along with the strong alliances the Cinema/TV Department has forged in virtually all areas of the industry, allows our graduates to transition directly into production. The skills and the work-based learning our faculty and facilities provide are rated among the top in the Los Angeles area, and prepare them for success in many above- and below-the-line careers, as producers, writers, directors, cinematographers, camera operators, lighting directors, grips and electricians, picture and sound editors, colorists, sound engineers, and production assistants. We also offer an Associate's Degree for Transfer (AS-T) for those who wish to go on to pursue a four-year degree.

PROGRAM STUDENT LEARNING OUTCOMES

1. Students demonstrate knowledge of the historical, cultural, and economic influences on the motion picture, both narrative and documentary.

2. Students demonstrate knowledge and command of the processes of writing, direction, production, post-production, and distribution of motion pictures.
3. Students demonstrate an awareness of the job market pathways into motion pictures and television.

PROGRAM REQUIREMENTS

Requirements for the Cinema Production Associate of Arts degree may be met by completing: (a) 12 units of major core courses and 24 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (12 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
OR		
CINEMA 018	INTRODUCTION TO FILM GENRES	

MAJOR ELECTIVE COURSES* (SELECT 24 UNITS)

CINEMA 005	INTRODUCTION TO SCREENWRITING.	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES.	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST-PRODUCTION SOUND DESIGN	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING	3
CINEMA 018	INTRODUCTION TO FILM GENRES.	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES	3
CINEMA 032-1	EDITING FUNDAMENTALS I.	3
CINEMA 032-2	EDITING FUNDAMENTALS II	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I.	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
T V 001	INTRODUCTION TO TELEVISION	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
T V 009	TV EQUIPMENT.	3
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I.	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II	3

*At least 18 units must be from CINEMA electives.

Courses may be substituted under special circumstances and approval from the department.

Cinema Production Certificate of Achievement

Units: 33

(State Code: 21620; TOP Code: 061220; Academic Plan: C021620D)

Students earning the Cinema Production certificate of achievement will have received the hands-on training, technical competence, film history, and principles needed to enter the entertainment work force and launch a career in single-camera pre-production, production, and post-production. The classes and mentorship offered prepare them for a number of industry careers including producers, writers, directors, cinematographers, camera operators, lighting directors, grips and electricians, picture and sound editors, colorists, sound engineers, and production assistants.

PROGRAM STUDENT LEARNING OUTCOMES

1. Combine both narrative and documentary knowledge of the historical, cultural, and economic influences on the motion picture.
2. Formulate knowledge of the processes of writing, directing, production, post-production, and distribution of motion pictures.
3. Compile knowledge of the job market pathways into motion pictures.
4. Perform the duties of various technical crew positions in a single or multiple camera production environments.

PROGRAM REQUIREMENTS

Requirements for the Cinema Production certificate of achievement may be met by completing 33 units of required courses with a grade of "C" or better.

REQUIRED COURSES (33 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP.	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
	OR	
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 005	INTRODUCTION TO SCREENWRITING.	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.	3
CINEMA 032-1	EDITING FUNDAMENTALS I.	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I.	3
	OR	
LAW 033	LAW AND THE MEDIA	

Cinema/Video Production Certificate of Achievement

Units: 33

(State Code: 10773; TOP Code: 061220; Academic Plan: C010773D)

Under thorough and professional guidance through every phase of production from pre- through post-, students who earn this certificate from the Cinema/TV Department are able to enter single- and multi-camera filmmaking and episodic television. They receive expert, hands-on training to promote technical competence, learn the basic principles and history of both media, and develop those work-based skills, methods, and perspectives that are central to achieving success in the industry. Such training will prepare them for careers as producers, writers, directors, cinematographers, sound and picture editors, and production assistants.

PROGRAM STUDENT LEARNING OUTCOMES

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture and television.
2. Formulate knowledge of the processes of writing, directing, production, post-production and distribution of motion pictures and television including live switched and edited programs.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in a single or multiple camera production environment.

PROGRAM REQUIREMENTS

Requirements for the Cinema/Video Production certificate of achievement may be met by completing 33 units of required courses with a grade of "C" or better.

REQUIRED COURSES (SELECT 33 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP.	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
	OR	
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.	3
CINEMA 032-1	EDITING FUNDAMENTALS I.	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
	OR	
T V 009	TV EQUIPMENT	
T V 006	STUDIO AND REMOTE PRODUCTION	3
	OR	
T V 048	TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP	
T V 046	TELEVISION PRODUCTION	3
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I.	3

Cinematography Skills Certificate

Units: 24

(TOP Code: 061220; Academic Plan: C061220J)

The Cinematography skills certificate provides students with advanced skills in below-the-line supervising, single-camera cinematography, production and post-production. Technical skills are emphasized for the jobs of cinematographer, camera operator, camera assistant, and data manager, as well as coloring and post-production processes.

PROGRAM STUDENT LEARNING OUTCOMES

1. Plan, execute, and organize practical digital or film still photography exercises that demonstrate cinematography fundamentals, including the understanding of camera controls, elements of composition, and photographing with natural and artificial light.
2. Collaborate in a group to plan and execute a short film, functioning in the role of producer, director, and director of photography on cinema projects emphasizing lighting, composition, exposure, and focus.
3. Employ basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication, and self-expression.

PROGRAM REQUIREMENTS

Requirements for the Cinematography skills certificate may be met by completing 24 units of required courses with a grade of "C" or better.

REQUIRED COURSES (24 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP.	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
OR		
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES.	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP	3
OR		
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC	
PHOTO 010	BEGINNING PHOTOGRAPHY.	3
OR		
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	



Directing Skills Certificate

Units: 24

(TOP Code: 060420; Academic Plan: C060423J)

The Directing skills certificate trains students in the craft of directing primarily for single-camera film production. Students learn a broad array of directorial skills with emphasis on the role of the director as storyteller, visualization of the script, and rehearsing and directing scenes with actors. Directing skills also prepare individuals for careers as producers, especially in episodic television productions.

PROGRAM STUDENT LEARNING OUTCOMES

1. Students will produce and direct a scene demonstrating proper use of stage direction while focusing on audience reaction and the actors' emotional connection to the scene.
2. Students will formulate story ideas and develop treatments and screenplay drafts.
3. Students will prepare a production package including script notes, scene goals, character analysis, storyboard, and shot list.

PROGRAM REQUIREMENTS

Requirements for the Directing skills certificate may be met by completing 24 units of required courses with a grade of "C" or better.

REQUIRED COURSES (24 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
OR		
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 005	INTRODUCTION TO SCREENWRITING.	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING	3
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 100	INTRODUCTION TO THEATRE.	3
OR		
THEATER 225	BEGINNING DIRECTION	

Post Production Skills Certificate

Units: 24

(TOP Code: 060420; Academic Plan: C060420J)

The Post Production skills certificate prepares students for careers in film, video, audio and special effects editing, as well as post-production management. Cinema and television students master procedures and techniques for picture and audio editing using non-linear software and other elements of sound design to create final soundtracks for media production. The certificate also explores in-depth aesthetic concepts and advanced skills in post-production visuals and sound.

PROGRAM STUDENT LEARNING OUTCOMES

1. Formulate knowledge and command of the processes of production and post-production visuals.
2. Formulate knowledge and command of the processes of production and post-production sound.
3. Differentiate the historical, cultural, and economic influences of motion picture, television, and new media content.

PROGRAM REQUIREMENTS

Requirements for the Post Production skills certificate may be met by completing 24 units of required courses with a grade of "C" or better.

REQUIRED COURSES (24 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP.	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
	OR	
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN	3
CINEMA 032-1	EDITING FUNDAMENTALS I.	3
CINEMA 032-2	EDITING FUNDAMENTALS II	3



Producing Skills Certificate

Units: 27

(TOP Code: 061220; Academic Plan: C061221J)

The Producing skills certificate provides the student with advanced skills in writing, pre-production, production, and knowledge of the business of motion picture and television, including new media platforms.

PROGRAM STUDENT LEARNING OUTCOMES

1. Students will survey business practices including development, financing, production, and distribution of motion pictures and media content.
2. Students will explain feature film production from development through distribution on film projects that have attained commercial distribution and construct elements for their own projects.
3. Students will demonstrate an understanding of major concepts of business organization including management, marketing, finance, human resources, economics, legal forms of business ownership, and entertainment law.

PROGRAM REQUIREMENTS

Requirements for the Producing skills certificate may be met by completing 27 units of required courses with a grade of "C" or better.

REQUIRED COURSES (27 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP.	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
	OR	
CINEMA 018	INTRODUCTION TO FILM GENRES	
CINEMA 005	INTRODUCTION TO SCREENWRITING.	3
	OR	
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I	
	OR	
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II	
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES	3
BUS 001	INTRODUCTION TO BUSINESS.	3
LAW 003	CIVIL RIGHTS AND THE LAW.	3
	OR	
LAW 033	LAW AND THE MEDIA	

COMMUNICATION STUDIES

Department Chair: Sarah Crachiolo-Garcia
(323) 953-4000 ext. 2969 | CC 187
communications.lacitycollege.edu

OVERVIEW

Effective communication is essential in all industries and in our everyday interactions. In fact, 91% of employers seek candidates with strong communication skills regardless of their college degree. Classes in Communication Studies support success in many careers including but not limited to business, education, health, law, marketing, media, performance, politics, psychology, public relations, and social work. The Communication Studies department offers courses that meet general education requirements and an Associate's degree that guarantees transfer to four-year institutions. The Communication Studies department is committed to empowering student voices, supporting student achievement, and employing lifelong skills such as listening, speaking, conflict management, critical thinking, and collaboration.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Communication Studies	AA-T	C030996G	IGETC/CSUGE	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Communication Studies

Associate in Arts (AA-T) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 30996; TOP Code: 150600; Academic Plan: C030996G)

The Communication Studies Associate in Arts degree meets the lower division coursework of the first two years of a Communication Studies major in the California State University system.

To earn the AA-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Describe the breadth and depth of the communication discipline.
- Communicate competently within and across various channels, contexts, and cultures.
- Critically analyze messages.
- Apply ethical communication principles and practices.
- Utilize communication to embrace differences.

PROGRAM REQUIREMENTS

Requirements for the Communication Studies Associate in Arts transfer degree may be met by completing: (a) 3 units of major core courses, 6 units from "List A," 6 units from "List B," and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (3 UNITS)

COMM 101 PUBLIC SPEAKING.....3

LIST A: SELECT TWO COURSES (6 UNITS)

COMM 104 ARGUMENTATION AND DEBATE.....3
COMM 121 INTERPERSONAL COMMUNICATION.....3
COMM 151 SMALL GROUP COMMUNICATION.....3

LIST B: SELECT TWO COURSES (6 UNITS)

COMM 106 FORENSICS (REPEATABLE).....2
COMM 122 INTERCULTURAL COMMUNICATION.....3
COMM 130 INTRODUCTION TO ORAL INTERPRETATION
OF LITERATURE.....3
OR ANY "LIST A" COURSE NOT ALREADY USED

LIST C: SELECT ONE COURSE (3 UNITS)

ANTHRO 102 HUMAN WAYS OF LIFE:
CULTURAL ANTHROPOLOGY.....3
COMM 100 INTRODUCTION TO
COMMUNICATION STUDIES.....3
COMM 111 VOICE AND ARTICULATION.....3
ENGLISH 102 COLLEGE READING AND COMPOSITION II.....3
ENGLISH 103 COMPOSITION AND CRITICAL THINKING.....3
JOURNAL 101 COLLECTING AND WRITING NEWS.....3
JOURNAL 105 MASS COMMUNICATIONS.....3
PSYCH 001 GENERAL PSYCHOLOGY I.....3
SOC 001 INTRODUCTION TO SOCIOLOGY.....3
OR ANY "LIST A" OR "LIST B" COURSE NOT ALREADY USED

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

Department Chair: Shawki Dakduk
 (323) 953-4000 ext. 2689 | FH 203B
 csit.lacitycollege.edu

OVERVIEW

The Computer Applications and Office Technologies (CAOT) program offers a variety of programs for students interested in working closely with management and various types of businesses, professional, educational, and industrial offices.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Administrative Office Assistant	AA	C002727C	Any GE**	39	Y
Computer Applications Specialist	AA	C008216C	Any GE**	33	Y
Administrative Office Assistant	C	C021614D	-	30	Y
Clerical Office Assistant	C	C008215D	-	20	Y
Basic Administrative Office Assistant	CS	C051400J	-	18	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

PROGRAM REQUIREMENTS

Requirements for the Administrative Office Assistant Associate of Arts degree may be met by completing: (a) 39 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (39 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
CAOT 003	COMPUTER KEYBOARDING III	3
CAOT 032	BUSINESS COMMUNICATIONS.	3
CAOT 043	OFFICE PROCEDURES.	3
CAOT 031	BUSINESS ENGLISH.	3
CAOT 079	WORD PROCESSING APPLICATIONS.	3
OR		
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN	
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET.	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING.	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.	3
CIS 126	(FORMERLY CO SCI 151) ADOBE DREAMWEAVER	3

Administrative Office Assistant Associate of Arts (AA) Degree

Major Units: 39 Total Units: Minimum of 60
 (State Code: 02727; TOP Code: 051400; Academic Plan: C002727C)

The Administrative Office Assistant Associate of Arts degree prepares students for employment in business, government, and educational offices that use automated systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, and computer applications including word processing, spreadsheets, databases, and desktop publishing. In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of the program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in English grammar (parts of speech) punctuation, spelling, and writing skills.
2. Produce a business style report using a computer and Microsoft Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft Word.
4. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
5. Produce a professional business letter, in response to a given business communication task.



Computer Applications Specialist Associate of Arts (AA) Degree

Major Units: 33 Total Units: Minimum of 60
(State Code: 08216; TOP Code: 051400; Academic Plan: C008216C)

The Computer Applications Specialist Associate of Arts degree prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, and computer applications including word processing, spreadsheets, databases, and desktop publishing. Completion of the program enables students to qualify for intermediate office positions that require knowledge of a variety of computer applications.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
2. Create and format a presentation with transitions, custom animations, graphics, video, and audio, using Microsoft PowerPoint.
3. Produce a business style report using a computer and Microsoft Word.
4. Type a business letter and an envelope from unformatted copy in the Block Style Letter format within 25 minutes time using Microsoft Word.
5. Utilize the Windows Security Center to protect a computer against computer security risks.

PROGRAM REQUIREMENTS

Requirements for the Computer Applications Specialist Associate of Arts degree may be met by completing: (a) 33 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (33 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
CAOT 031	BUSINESS ENGLISH.	3
CAOT 032	BUSINESS COMMUNICATIONS.	3
CAOT 079	WORD PROCESSING APPLICATIONS	3
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING.	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING.	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN	3

Administrative Office Assistant Certificate of Achievement

Units: 30
(State Code: 21614; TOP Code: 051400; Academic Plan: C021614D)

The Administrative Office Assistant certificate of achievement prepares students for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding skills and the use of basic computer applications including word processing and spreadsheets. In addition, students are prepared to assume general office duties. Completion of the program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a flyer, newsletter, brochure, business cards, forms, and letterhead with a designed logo for a small business, hobby, or interest and conduct online research effectively using Web search.
2. Research travel options and recommend (via memo) the optional travel plan for an executives business trip.
3. Create a worksheet, add and modify headers and footers, and apply custom graphs and tables to the worksheet.
4. Create, maintain, and publish a website containing hyperlinks, a marquee, graphic hotspots, and tables on a live LACC server.
5. Implement Windows security measures to protect a computer system.

PROGRAM REQUIREMENTS

Requirements for the Administrative Office Assistant certificate of achievement may be met by completing 30 units of required courses with a grade of "C" or better.

REQUIRED COURSES (30 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
CAOT 003	COMPUTER KEYBOARDING III	3
CAOT 043	OFFICE PROCEDURES.	3
CAOT 079	WORD PROCESSING APPLICATIONS.	3
	OR	
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN	
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING.	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING.	3
CAOT 031	BUSINESS ENGLISH.	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3

Clerical Office Assistant Certificate of Achievement

Units: 20

(State Code: 08215; TOP Code: 051400; Academic Plan: C008215D)

The Clerical Office Assistant certificate of achievement prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communications, proofreading, editing, and business letter formatting. Basic computer applications skills are attained through an introductory course in a multi-applications suite. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in English grammar (eight parts of speech), punctuation, spelling, and writing skills through an hour-long writing assignment
2. Complete an hour-long business letter writing assignment using professional business communication and vocabulary; correct format, grammar, and spelling.
3. Type a business letter and an addressed envelope from unformatted copy in the block style letter formatting using Microsoft Word within 25 minutes.

PROGRAM REQUIREMENTS

Requirements for the Clerical Office Assistant certificate of achievement may be met by completing 20 units of required courses with a grade of “C” or better.

REQUIRED COURSES (20 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I.....	3
OR		
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	
CAOT 031	BUSINESS ENGLISH.....	3
CAOT 032	BUSINESS COMMUNICATIONS.....	3
CAOT 033	RECORDS MANAGEMENT AND ELECTRONIC FILING.....	3
CAOT 047	APPLIED OFFICE PRACTICE.....	2
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE.....	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.....	3



Basic Administrative Office Assistant Skills Certificate

Units: 18

(TOP Code: 051400; Academic Plan: C051400J)

The Basic Administrative Office Assistant skills certificate prepares for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding and basic computer skills, including word processing and spreadsheets, to prepare business documents, handle telephone inquiries, use an e-mail system, and complete forms. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a business report with a cover sheet, table of contents, and a bibliography.
2. Create a worksheet, chart data, perform calculations and make comparisons by using a pie chart.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft Word.

PROGRAM REQUIREMENTS

Requirements for the Basic Administrative Office Assistant skills certificate may be met by completing 18 units of required courses with a grade of “C” or better.

REQUIRED COURSES (18 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I.....	3
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE.....	3
CAOT 031	BUSINESS ENGLISH.....	3
CAOT 043	OFFICE PROCEDURES.....	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING.....	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET.....	3

COMPUTER SCIENCE

Department Chair: Shawki Dakduk
(323) 953-4000 ext. 2689 | FH 203B
csit.lacitycollege.edu

OVERVIEW

The Computer Science (CS) and Computer Information Systems (CIS) programs provide a solid foundation for students to either transfer to universities for advanced CS and CIS studies or begin a career directly related to the computer science and information systems fields. Students completing one of our programs can expect high-paying employment opportunities in computer programming, software development, database administration, cloud computing, full-stack web development, and other CS and CIS related fields.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Computer Information Systems (CIS)	AA	C002730C	Any GE**	33	Y
Computer Science	AA	C010774C	Any GE**	24	Y
Applications Software	C	C008224D	-	30-33	Y
Cloud Computing	C	C039854D	-	21	N
Programming Languages	C	C008225D	-	33-36	Y
C++ Programming	CS	C070713J	-	18-21	N
JAVA Programming	CS	C070712J	-	18-21	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Computer Information Systems (CIS)

Associate of Arts (AA) Degree

Major Units: 33 Total Units: Minimum of 60

(State Code: 02730; TOP Code: 070200; Academic Plan: C002730C)

The CIS Associate of Arts degree prepares students for careers as entry-level programmers using C++, Java, and Visual Basic; database application developers using SQL and PL/SQL; and Web application developers using leading HTML standards, JavaScript, and Python. The program provides a well-rounded education with solid foundations in procedural and object-oriented methodologies, data structures, and computer organization that also helps students pursue a bachelor's degree in a CIS field.

PROGRAM STUDENT LEARNING OUTCOMES

1. Gain appropriate skills in basic computer literacy, operating systems, and computer applications to enable efficient use and currency with the latest hardware and software.
2. Design and create a relational database using entity-relationship diagrams, normalization, SQL, PL/SQL, and Programming.
3. Design and implement solutions to general purpose and office application problems using advanced programming

techniques and languages such as Visual Basic, C++, Java, and Python.

4. Gain skills in the use of client-side web technologies, such as HTML and JavaScript, for the design and development of interactive websites.
5. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.
6. Gain an understanding of computer architecture and organization and apply this understanding to develop low-level code in assembly-language that directly access and control hardware devices, the processor, and memory.

PROGRAM REQUIREMENTS

Requirements for the Computer Information Systems Associate of Arts degree may be met by completing: (a) 33 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 33 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
CS 102	(FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	3
CS 103	(FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS	3
CS 116	(FORMERLY CO SCI 139) PROGRAMMING IN C++	3
OR		
CS 113	(FORMERLY CO SCI 141) PROGRAMMING IN JAVA	
CS 119	(FORMERLY CO SCI 124) PROGRAMMING IN PYTHON	3
CS 130	(FORMERLY CO SCI 117) INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION	3
CS 136	(FORMERLY CO SCI 136) INTRODUCTION TO DATA STRUCTURES.	3
CS 216	(FORMERLY CO SCI 140) OBJECT-ORIENTED PROGRAMMING IN C++	3
OR		
CS 213	(FORMERLY CO SCI 142) ADVANCED PROGRAMMING IN JAVA	
CIS 111	(FORMERLY CO SCI 134) SUPPORTING WINDOWS DESKTOPS	3
CIS 148	(FORMERLY CO SCI 158) INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS	3
CIS 219	(FORMERLY CO SCI 186) INTRODUCTION TO ORACLE: SQL AND PL/SQL	3

Computer Science

Associate of Arts (AA) Degree

Major Units: 24 Total Units: Minimum of 60
(State Code: 10774; TOP Code: 070600; Academic Plan: C010774C)

The Computer Science Associate of Arts degree prepares the student to transfer to four-year colleges or begin an entry-level job related to programming and software development. The program provides a well-rounded education with an emphasis on solid foundations in procedural and object-oriented programming and methodologies, data structures, and computer architecture and organization.

PROGRAM STUDENT LEARNING OUTCOMES

1. Gain appropriate skills in basic computer literacy, operating systems, and computer applications to enable efficient use and currency with the latest hardware and software.
2. Design and create a relational database using entity-relationship diagrams, normalization, SQL, PL/SQL, and Programming.
3. Design and implement solutions to general-purpose problems using advanced programming techniques and languages such as Visual Basic, C++ and JAVA.
4. Gain skills in the use of client-side web technologies, such as HTML and JavaScript, for the design and development of interactive websites.
5. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.
6. Gain an understanding of computer architecture and organization and apply this understanding to develop low-level code in assembly-language that directly access and control hardware devices, the processor, and memory.

PROGRAM REQUIREMENTS

Requirements for the Computer Science Associate of Arts degree may be met by completing: (a) 24 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (24 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
CS 102	(FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	3
CS 103	(FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS.	3
CS 116	(FORMERLY CO SCI 139) PROGRAMMING IN C++	3
OR		
CS 113	(FORMERLY CO SCI 141) PROGRAMMING IN JAVA	3
CS 130	(FORMERLY CO SCI 117) INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION.	3
CS 136	(FORMERLY CO SCI 136) INTRODUCTION TO DATA STRUCTURES.	3
CIS 111	(FORMERLY CO SCI 134) SUPPORTING WINDOWS DESKTOPS	3
CIS 219	(FORMERLY CO SCI 186) INTRODUCTION TO ORACLE: SQL AND PL/SQL	3

Applications Software Certificate of Achievement

Units: 30-33
(State Code: 08224; TOP Code: 070200; Academic Plan: C008224D)

The Applications Software certificate of achievement prepares students for careers in applications software development and usage in fields related to microcomputer applications, databases, cloud computing, and programming. Students completing the program will find opportunities for employment in various computer science and information systems related businesses and industries.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with valid syntax and proper logical and mathematical functions using Visual Basic or other programming languages.
3. Design and implement solutions to general-purpose and office applications problems using advanced programming techniques in Visual Basic or other programming languages.
4. Install, configure, and troubleshoot given problems for Windows or other operating systems.
5. Design and create a relational database using entity-relationship diagrams, normalization, SQL, PL/SQL, and Programming.
6. Design Infrastructure as a Service (IaaS) for cloud computing to provide computing instances, establish virtual private networks, and manage databases and storage.
7. Analyze performance metrics of cloud architecture to respond dynamically to information and computing workloads.

PROGRAM REQUIREMENTS

Requirements for the Applications Software certificate of achievement may be met by completing 30-33 units of required courses with a grade of "C" or better.

REQUIRED COURSES (30-33 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
OR		
CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES.	3
AND		
CS 111	(FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC	3
CS 102	(FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	3
CS 103	(FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS.	3
CS 113	(FORMERLY CO SCI 141) PROGRAMMING IN JAVA	3
OR		
CS 116	(FORMERLY CO SCI 139) PROGRAMMING IN C++	3
CS 211	(FORMERLY CO SCI 138) ADVANCED VISUAL BASIC PROGRAMMING.	3
CIS 111	(FORMERLY CO SCI 134) SUPPORTING WINDOWS DESKTOPS	3
CIS 122	(FORMERLY CO SCI 148) ADVANCED SPREADSHEET APPLICATIONS	3
CIS 192	INTRODUCTION TO CLOUD COMPUTING	3

CIS 193	DATABASE ESSENTIALS IN AMAZON WEB SERVICES	3
CIS 219	(FORMERLY CO SCI 186) INTRODUCTION TO ORACLE: SQL AND PL/SQL	3

Cloud Computing Certificate of Achievement

Units: 21

(State Code: 39854; TOP Code: 07030; Academic Plan: C039854D)

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, managing databases, and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship, and enterprise adoption. Industry certifications are program proposal attributes embedded to prepare for occupations in cloud architect, cloud support associate, cloud engineer, or cloud technicians. Some preparation in information technology or computer programming is recommended.

PROGRAM STUDENT LEARNING OUTCOMES

1. Design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private networks, managing databases, and storage within a secure online environment.
2. Analyze performance metrics of cloud architecture to respond dynamically to information and computing technology workloads and optimize service costs.
3. Collaborate in a team designing business solutions in an industry-aligned project.

PROGRAM REQUIREMENTS

Requirements for the Cloud Computing certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (21 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
CS 112	PROGRAMMING IN JAVASCRIPT	3
OR		
CS 119	(FORMERLY CO SCI 124) PROGRAMMING IN PYTHON	3
CIS 192	INTRODUCTION TO CLOUD COMPUTING	3
CIS 193	DATABASE ESSENTIALS IN AMAZON WEB SERVICES	3
CIS 194	COMPUTER ENGINES IN AMAZON WEB SERVICES	3
CIS 195	SECURITY IN THE CLOUD	3
CIS 219	(FORMERLY CO SCI 186) INTRODUCTION TO ORACLE: SQL AND PL/SQL	3

Programming Languages Certificate of Achievement

Units: 33-36

(State Code: 08225; TOP Code: 070710; Academic Plan: C008225D)

The Programming Languages certificate of achievement provides students with comprehensive training in high demand programming languages and tools such as Visual Basic, C++, Java, SQL, and others. Students can choose between Oracle Database Administration and Cloud Computing tracks. Successful completion of the program will prepare students for an exciting career related to database administration, cloud computing, or software development.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with valid syntax and proper logical and mathematical functions using C++, Java, Visual Basic, or other programming languages.
3. Design and implement solutions to a general-purpose problem using advanced programming techniques in C++, Java, Visual Basic, or other programming languages.
4. Install, configure, and troubleshoot given problems for Windows or other operating systems.
5. Design and create a relational database using entity-relationship diagrams, normalization, SQL, PL/SQL, and Programming.
6. Design Infrastructure as a Service (IaaS) for cloud computing to provide computing instances, establish virtual private networks, and manage databases and storage.
7. Analyze performance metrics of cloud architecture to respond dynamically to information and computing workloads.
8. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.

PROGRAM REQUIREMENTS

Requirements for the Programming Languages certificate of achievement may be met by completing 33-36 units of required courses with a grade of "C" or better.

REQUIRED COURSES (21-24 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
OR		
CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES	3
AND		
CS 111	(FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC	3
CS 102	(FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	3
CS 103	(FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS	3
CS 136	(FORMERLY CO SCI 136) INTRODUCTION TO DATA STRUCTURES	3
CS 211	(FORMERLY CO SCI 138) ADVANCED VISUAL BASIC PROGRAMMING	3
CIS 111	(FORMERLY CO SCI 134) SUPPORTING WINDOWS DESKTOPS	3

CIS 219 (FORMERLY CO SCI 186) INTRODUCTION TO ORACLE: SQL AND PL/SQL 3

ELECTIVE COURSES (12 UNITS)

CS 116 (FORMERLY CO SCI 139) PROGRAMMING IN C++ 3

OR

CS 113 (FORMERLY CO SCI 141) PROGRAMMING IN JAVA

CS 137 (FORMERLY CO SCI 198) PROGRAMMING IN PL/SQL FOR ORACLE..... 3

OR

CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES

CIS 220A (FORMERLY CO SCI 187) ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION 3

OR

CIS 192 INTRODUCTION TO CLOUD COMPUTING

CIS 220B (FORMERLY CO SCI 188) ORACLE DBA PART 1B: BACKUP AND RECOVERY 3

OR

CIS 194 COMPUTER ENGINES IN AMAZON WEB SERVICES

C++ Programming Skills Certificate

Units 18-21

(TOP Code: 070710; Academic Plan: C070713J)

The C++ Programming skills certificate provides students with comprehensive training in high demand programming languages and tools including Visual Basic and C++. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with valid syntax and proper logical and mathematical functions using the C++ programming language.
3. Design and implement solutions to a general-purpose problem using advanced programming techniques in the C++ programming language.
4. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.

PROGRAM REQUIREMENTS

Requirements for the C++ Programming skills certificate may be met by completing 18-21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18-21 UNITS)

CS 101 (FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE 3

OR

CIS 101 (FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES..... 3

AND

CS 111 (FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC 3

CS 102 (FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING) 3

CS 103 (FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS..... 3

CS 116 (FORMERLY CO SCI 139) PROGRAMMING IN C++ 3

CS 136 (FORMERLY CO SCI 136) INTRODUCTION TO DATA STRUCTURES..... 3

CS 216 (FORMERLY CO SCI 140) OBJECT-ORIENTED PROGRAMMING IN C++ 3

Java Programming

Skills Certificate

Units: 18-21

(TOP Code: 070710; Academic Plan: C070712J)

The Java Programming skills certificate provides students with comprehensive training in high-demand programming languages and methodologies including Visual Basic, Java, and Assembly language. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with valid syntax and proper logical and mathematical functions using the Java programming language.
3. Design and implement solutions to a general-purpose problem using advanced programming techniques in the Java programming language.
4. Employ advanced constructs such as networking, multi-threading, and recursion to design and implement solutions to advanced computer science problems.

PROGRAM REQUIREMENTS

Requirements for the Java Programming skills certificate may be met by completing 18-21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18-21 UNITS)

CS 101 (FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE 3

OR

CIS 101 (FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES..... 3

AND

CS 111 (FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC 3

CS 102 (FORMERLY CO SCI 107) PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING) 3

CS 103 (FORMERLY CO SCI 104) MATHEMATICS FOR PROGRAMMERS..... 3

CS 113 (FORMERLY CO SCI 141) PROGRAMMING IN JAVA 3

CS 130 (FORMERLY CO SCI 117) INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION 3

CS 213 (FORMERLY CO SCI 142) ADVANCED PROGRAMMING IN JAVA 3

COMPUTER TECHNOLOGY

Department Chair: Shawki Dakduk
(323) 953-4000 ext. 2689 | FH 203B
csit.lacitycollege.edu

OVERVIEW

The Computer Technology (CT) program provides training in the principles underlying the design of modern computer systems. The program presents the theory of computer architecture and design. The CT program prepares students for entry-level positions related to computer hardware. Opportunities include computer repair, manufacture, and installation, among others. Students completing one of the certificate programs can expect to enter high-paying positions in the computer industries. With more experience and/or a bachelor's degree or advance trade certification, entry-level technicians can advance in position and salary.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Computer Technology	AS	C008229C	Any GE**	38	Y
Computer Technology	C	C021624D	-	38	Y
Cybersecurity	AS	C038828C	Any GE**	35	Y
Cybersecurity	C	C038827D	-	35	Y
Program in A+ Certification	CS	C070810J	-	14-15	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Computer Technology Associate of Science (AS) Degree

Major Units: 38 Total Units: Minimum of 60
(State Code: 08229; TOP Code: 093410; Academic Plan: C008229C)

The Computer Technology AS degree prepares students for a career as a technician in digital electronics technology in all branches of the industry, from manufacturing to testing and service. The program gives students hands-on experience that can be extremely useful for students who decide to continue their education with a bachelor's degree in computer or electrical engineering.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.

PROGRAM REQUIREMENTS

Requirements for the Computer Technology Associate of Science degree may be met by completing: (a) 38 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with

a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (38 UNITS)

CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO TECH 002	INTRODUCTION TO ELECTRONICS	3
CO TECH 005	FUNDAMENTALS OF ELECTRONICS I	4
CO TECH 006	FUNDAMENTALS OF ELECTRONICS II	4
CO TECH 007	ELECTRONIC DEVICES	4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE	4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION	4
CO TECH 020	COMPUTER LOGIC AND ARITHMETIC	4
CO TECH 030	INTRODUCTION TO MICROPROCESSORS	4
CO TECH 036	DIGITAL DEVICES AND CIRCUITS	4

Computer Technology Certificate of Achievement

Units: 38

(State Code: 21624; TOP Code: 093410; Academic Plan: C021624D)

The Computer Technology certificate of achievement prepares students for a career as a technician in digital electronics technology in all branches of the industry, from manufacturing to testing and service. The program gives students hands-on experience that can be extremely useful for students who decide to continue their education with a bachelor's degree in computer or electrical engineering.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics or a simple embedded system.
3. Design a simple motor control system.

PROGRAM REQUIREMENTS

Requirements for the Computer Technology certificate of achievement may be met by completing 38 units of required courses with a grade of "C" or better.

REQUIRED COURSES (38 UNITS)

CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO TECH 002	INTRODUCTION TO ELECTRONICS	3
CO TECH 005	FUNDAMENTALS OF ELECTRONICS I	4
CO TECH 006	FUNDAMENTALS OF ELECTRONICS II	4
CO TECH 007	ELECTRONIC DEVICES	4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE	4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION	4
CO TECH 020	COMPUTER LOGIC AND ARITHMETIC	4
CO TECH 030	INTRODUCTION TO MICROPROCESSORS	4
CO TECH 036	DIGITAL DEVICES AND CIRCUITS	4

Cybersecurity Associate of Science (AS) Degree

Major Units: 35 Total Units: Minimum of 60
(State Code: 38828; TOP Code: 070800; Academic Plan: C038828C)

The Cybersecurity Associate of Science degree prepares students for a career in a sector of technology that is growing rapidly and will continue to grow for the foreseeable future. This curriculum teaches students to recognize threats and procedures to be proactive against cybersecurity threats and/or respond to cybersecurity incidents, how to protect and defend against intrusions through the use of advanced techniques used by cybercriminals, and how to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks. Students also learn about the ethics of security and hacking and the geopolitical ramifications of cyber-attacks. The Cybersecurity Associate of Science is comprised of a group of industry-recognized CompTIA certifications and computer forensics and ethical hacking certification programs which will enhance a student's ability to pursue a career in cybersecurity.

PROGRAM STUDENT LEARNING OUTCOMES

1. Gain an understanding of computer technologies, such as, hardware, software, and networking technologies, as well as troubleshooting, methods of signaling and encoding, interfaces, transmission media, and the most important protocols involved in moving data over a communication network.
2. Understand concepts of cybersecurity, network security, risk assessment, disaster recovery, threat assessment, computer forensics, privacy, and ethics as it relates to security, law, civil compliance, and criminal activity.
3. Gain the skills necessary to apply knowledge of concepts, tools, and procedures to react to cybersecurity incidents and guard against cybersecurity attacks.
4. Understand how hardware, software, and networks interact and how to protect and defend against intrusions using advanced techniques that are used by cybercriminals.
5. Create innovative solutions to prevent hackers from stealing critical information or cause problems for computer networks.
6. Understand the ethical implications of working to protect organizations or countries against a cyberattack.

PROGRAM REQUIREMENTS

Requirements for the Cybersecurity Associate of Science degree may be met by completing 35 units of required courses with a grade of "C" or better.

REQUIRED COURSES (35 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE . . . 3
OR	
CS 111	(FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC
CO TECH 004	INTRODUCTION TO COMPUTER NETWORKS . . . 4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE . . . 4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION 4
CO TECH 015	NET+ CERTIFICATION PREPARATION 3
CO TECH 016	SECURITY+ CERTIFICATION PREPARATION 4
CO TECH 031	INTRODUCTION TO ETHICAL HACKING 3
CO TECH 018	LINUX+ CERTIFICATION PREPARATION 4

CO TECH 029	INTRODUCTION TO COMPUTER FORENSICS . . . 3
CS 119	(FORMERLY CO SCI 124) PROGRAMMING IN PYTHON 3



Cybersecurity Certificate of Achievement

Units: 35
(State Code: 38827; TOP Code: 070800; Academic Plan: C038827D)

The Cybersecurity certificate of achievement prepares students for a career in a sector of technology that is growing rapidly and will continue to grow for the foreseeable future. The curriculum teaches students to recognize threats and procedures to be proactive against cybersecurity threats and/or respond to cybersecurity incidents, how to protect and defend against intrusions through the use of advanced techniques used by cybercriminals, and how to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks. Students also learn about the ethics of security and hacking and the geopolitical ramifications of cyberattacks. The Cybersecurity Certificate is comprised of a group of industry-recognized CompTIA certifications and computer forensics and ethical hacking certification programs which will enhance a student's ability to pursue a career in cybersecurity.

PROGRAM STUDENT LEARNING OUTCOMES

1. Gain an understanding of computer technologies, such as, hardware, software, and networking technologies, as well as troubleshooting, methods of signaling and encoding, interfaces, transmission media, and the most important protocols involved in moving data over a communication network.
2. Understand concepts of cybersecurity, network security, risk assessment, disaster recovery, threat assessment, computer forensics, privacy, and ethics as it relates to security, law, civil compliance, and criminal activity.

- Gain the skills necessary to apply knowledge of concepts, tools, and procedures to react to cybersecurity incidents and guard against cybersecurity attacks.
- Understand how hardware, software, and networks interact and how to protect and defend against intrusions using advanced techniques that are used by cybercriminals.
- Create innovative solutions to prevent hackers from stealing critical information or cause problems for computer networks.
- Understand the ethical implications of working to protect organizations or countries against a cyberattack.

PROGRAM REQUIREMENTS

Requirements for the Cybersecurity certificate of achievement may be met by completing 35 units of required courses with a grade of "C" or better.

REQUIRED COURSES (35 UNITS)

CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE . . . 3
OR	
CS 111	(FORMERLY CO SCI 108) PROGRAMMING IN VISUAL BASIC . . . 3
CO TECH 004	INTRODUCTION TO COMPUTER NETWORKS . . . 4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE . . . 4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION 4
CO TECH 015	NET+ CERTIFICATION PREPARATION 3
CO TECH 016	SECURITY+ CERTIFICATION PREPARATION . . . 4
CO TECH 031	INTRODUCTION TO ETHICAL HACKING 3
CO TECH 018	LINUX+ CERTIFICATION PREPARATION 4
CO TECH 029	INTRODUCTION TO COMPUTER FORENSICS . . . 3
CS 119	(FORMERLY CO SCI 124) PROGRAMMING IN PYTHON 3

Program in A+ Certification Skills Certificate

Units: 14-15

(TOP Code: 070810; Academic Plan: C070810J)

Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination and work as an entry level PC technician.

PROGRAM STUDENT LEARNING OUTCOMES

- Identify components in a personal computer.
- Diagnose problems in personal computer hardware and operating system and independently design solutions using the information gained through the component manuals and manufacturer web sites.
- Diagnose and resolve a problem in a peer-to-peer local area network.
- Use a breadboard to connect a simple electronic circuit based on a given schematic diagram.
- Assemble components on a printed circuit board using a soldering iron to connect a simple electronic circuit based on a given schematic diagram.

PROGRAM REQUIREMENTS

Requirements for the A+ Certification skills certificate may be met by completing 14-15 units of required courses with a grade of "C" or better.

REQUIRED COURSES (14-15 UNITS)

CIS 101	(FORMERLY CO SCI 101) INTRODUCTION TO COMPUTERS AND THEIR USES 3
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE . . . 4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION 4
CO TECH 002	INTRODUCTION TO ELECTRONICS 3
OR	
CO TECH 005	FUNDAMENTALS OF ELECTRONICS I 4
OR	
CO TECH 006	FUNDAMENTALS OF ELECTRONICS II 4



DENTAL TECHNOLOGY

Department Chair: Arax Cohen
(323) 953-4000 ext. 2502 | SCI 324A
dental.lacitycollege.edu

OVERVIEW

Dental Prosthetic Technology

LACC's Dental Prosthetic Technology program is one of only two California community college programs accredited without reporting requirements by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA). The program is a member of the National Association of Dental Laboratories (NADL).

Using state-of-the-art equipment, experienced faculty, and hands-on instruction, the program prepares students for a successful career in dental technology. Classes cover basic and advanced prosthodontic designs and techniques, incorporating the applications of analogue and digital technologies. Program components include dental anatomy, the science of dental materials, history, ethics, and lab management. The curriculum is designed to prepare students to pass the Recognized Graduate (RG) exam and the Certified Dental Technologist (CDT) Specialty Exams.

The Dental Prosthetic Technology Associate of Science degree and certificate program are identical except that the degree requires additional general education courses. As part of the program, students will complete certificates of achievement in Fixed Prosthodontics and Removable Prosthodontics.

Entrance into the Dental Prosthetic Technology Program

1. The first semester of Dental Technology courses prepares the student for entry into the program. The first semester is open to all students who have a high school diploma or GED. It is advised that the student takes General Chemistry and Physics.
2. To enter the program, which is limited to 18 students, students must complete DEN TEK 100 (INTRODUCTION TO THE DENTAL LABORATORY) which includes a dexterity exam that measures hand/eye coordination and perception of three-dimensional objects; DEN TEK 101 (ELEMENTS OF DENTAL TECHNOLOGY); and DEN TEK 102 (DENTAL ANATOMY AND TERMINOLOGY) with a grade of "C" or better.

Digital Prosthetic Dentistry

The Digital Prosthetic Dentistry certificate of achievement consists of advanced courses in restorative prosthodontics technology and is open to all students who have successfully completed the Dental Prosthetic Technology certificate of achievement at LACC, similar programs accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), or by demonstrating competencies equivalent with the course objectives of DEN TEK 207, 208, and 401.

Immunizations

In order to minimize the potential for the spread of infectious diseases amongst patients and dental personnel, Dental Technology students and staff are highly encouraged to be immunized against and/or tested for infectious diseases such as mumps, measles, rubella, hepatitis B, and tuberculosis. If you have any

questions regarding your immunization status or recommended immunizations for health care workers, consult your personal physician. If you would like to learn more about Dental Technology policies and procedures regarding infection control, you may contact the department at (323) 953-4000 x2500 or 2501, or at dental.lacitycollege.edu

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Dental Prosthetic Technology</i>	AS	C002748C	Any GE**	76.5	Y
<i>Dental Prosthetic Technology</i>	C	C021626D	-	76.5	Y
<i>Fixed Prosthodontics</i>	C	C039316D	-	43.5	N
<i>Removable Prosthodontics</i>	C	C039349D	-	39.5	N
<i>Digital Prosthetic Dentistry</i>	C	C038651D	-	16	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Dental Prosthetic Technology Associate of Science (AS) Degree

Major Units: 76.5

(State Code: 02748; TOP Code: 124030; Academic Plan: C002748C)

The Dental Prosthetic Technology Associate of Science degree is specifically designed to provide students with the skills, knowledge, and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three intercessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Technology curriculum are sequential.

Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered by the National Board for Certification of Dental Technologists. The Dental Prosthetic Technology degree is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.
4. Design and construct fixed dental prosthesis single and multiple units.

5. Design and construct all ceramic and metal ceramic restorations.

PROGRAM REQUIREMENTS

Requirements for the Dental Prosthetic Technology Associate of Science degree may be met by completing: (a) 76.5 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (76.5)

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I	5
DEN TEK 111	FIXED PROSTHODONTICS II	6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	6
DEN TEK 185*	DIRECTED STUDY – DENTAL TECHNOLOGY (TAKE 2 TIMES)	1
DEN TEK 202	LABORATORY MANAGEMENT	4
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 204	ORTHODONTICS	3
DEN TEK 206	FIXED PROSTHODONTICS III	6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285*	DIRECTED STUDY – DENTAL TECHNOLOGY (TAKE 2 TIMES)	2
DEN TEK 401	DENTAL IMPLANTS	4

*DEN TEK 185 and DEN TEK 285 are repeatable and should be taken twice.

Dental Prosthetic Technology Certificate of Achievement

Units: 76.5

(State Code: 21626; TOP Code: 124030; Academic Plan: C021626D)

The Dental Prosthetic Technology certificate of achievement is specifically designed to provide students with the skills, knowledge, and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three intercessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Technology curriculum are sequential. All courses listed are also required for the Dental Prosthetic Technology Associate of Science degree.

Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered by the National Board for Certification of Dental Technologists. The Dental Prosthetic Technology Certificate of Achievement is accredited by the Commission on Dental Accreditation (CODA) of the Amer-

ican Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.
4. Design and construct fixed dental prosthesis single and multiple units.
5. Design and construct all ceramic and metal ceramic restorations.

PROGRAM REQUIREMENTS

Requirements for the Dental Prosthetic Technology certificate of achievement may be met by completing 76.5 units of required courses with a grade of “C” or better.

REQUIRED COURSES (76.5 UNITS)

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I	5
DEN TEK 111	FIXED PROSTHODONTICS II	6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	6
DEN TEK 185*	DIRECTED STUDY – DENTAL TECHNOLOGY (TAKE 2 TIMES)	1
DEN TEK 202	LABORATORY MANAGEMENT	4
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 204	ORTHODONTICS	3
DEN TEK 206	FIXED PROSTHODONTICS III	6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285*	DIRECTED STUDY - DENTAL TECHNOLOGY (TAKE 2 TIMES)	2
DEN TEK 401	DENTAL IMPLANTS	4

*DEN TEK 185 and DEN TEK 285 are repeatable and should be taken twice.

MATH 112 Pre-Algebra or higher must be taken before completion of the Dental Prosthetic Technology Certificate Program.



Fixed Prosthodontics Certificate of Achievement

Units: 43.5

(State Code: 39316; TOP Code: 124030; Academic Plan: C039316D)

The Fixed Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to fixed prosthodontics technology including crown, bridge, and ceramics. The courses are sequential, delivered in four semesters and one intersession, providing students with a cumulative learning experience that includes concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the fixed dental prosthesis. Students evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct fixed dental prosthesis single and multiple units.

PROGRAM REQUIREMENTS

Requirements for the Fixed Prosthodontics certificate of achievement may be met by completing 43.5 units of required courses with a grade of "C" or better.

REQUIRED COURSES (43.5 UNITS)

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 106	DENTAL MATERIALS.	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I.	5
DEN TEK 111	FIXED PROSTHODONTICS II.	6
DEN TEK 185*	DIRECTED STUDY – DENTAL TECHNOLOGY (TAKE 2 TIMES).	1
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 206	FIXED PROSTHODONTICS III.	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285*	DIRECTED STUDY - DENTAL TECHNOLOGY (TAKE 2 TIMES).	2

*DEN TEK 185 and DEN TEK 285 are repeatable and should be taken twice.

Removable Prosthodontics Certificate of Achievement

Units: 39.5

(State Code: 39349; TOP Code: 124030; Academic Plan: C039349D)

The Removable Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to removable prosthodontics technology, including removable partial dentures and complete dentures. The courses are sequential, delivered in four semesters and three intersessions, providing the students with cumulative learning experiences that include concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the removable dental prosthesis. Students will evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.

PROGRAM REQUIREMENTS

Requirements for the Removable Prosthodontics certificate of achievement may be met by completing 39.5 units of required courses with a grade of "C" or better.

REQUIRED COURSES (39.5 UNITS)

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I.	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS.	3.5
DEN TEK 112	REMOVABLE PROSTHODONTICS III.	6
DEN TEK 185	DIRECTED STUDY – DENTAL TECHNOLOGY	1
DEN TEK 204	ORTHODONTICS	3
DEN TEK 207	REMOVABLE PROSTHODONTICS IV.	6
DEN TEK 285*	DIRECTED STUDY - DENTAL TECHNOLOGY (2 TIMES).	2

*DEN TEK 285 is repeatable and should be taken twice.

Digital Prosthetic Dentistry Certificate of Achievement

Units: 16

(State Code: 38651; TOP Code: 124030; Academic Plan: C038651D)

The Digital Prosthetic Dentistry certificate of achievement provides students with a complex learning experience incorporating advanced restorative fixed and removable prosthodontics concepts and techniques, science of materials, esthetic and optic components (smile design), implants, fixed and removable combined case analysis, and the integration of digital technologies.

Students who complete the Digital Prosthetic Dentistry certificate program will have the necessary skills and knowledge required for positions in the restorative prosthodontic technology industry including digital fixed prosthodontics/implants technologist, digital removable prosthodontics/implants technologist, and dental ceramist.

PROGRAM STUDENT LEARNING OUTCOMES

1. Evaluate, plan, scan, design, and process complex advanced fixed prosthodontics cases, including multiple units restorations, frames and full contours bridges, implant restorations, and combination cases. Students will complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.
2. Apply the principles of computer application design (CAD) in the anterior segment reconstruction by using the correct morphology and function in arch integration.
3. Select the correct materials based on case requirements.
4. Apply the principles of optical characterization as to achieve

natural look.

5. Evaluate, plan, scan, design, and process complex advanced removable prosthodontics cases, including partial dentures, implant over dentures. The students will complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.
6. Evaluate and design complex partial denture frameworks restorative cases according to biomechanical principles and clinical standards with the aid of CAD technologies.
7. Evaluate, design, and fabricate with the aid of CAD/CAM technologies, screw retained bar over multiple units abutments in accordance with clinical standards.
8. Evaluate, design, and fabricate an implant over denture full mouth rehabilitation case with the aid of CAD/ CAM technologies.
9. Gain the necessary proficiencies required for the Certified Dental Technologist Ceramic, Crown and Bridge, Implant, and Dentures Specialty Practical Exam.

PROGRAM REQUIREMENTS

Requirements for the Digital Prosthetic Dentistry certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

DEN TEK 304	DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS I	8
DEN TEK 403	DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II	8



DIETETICS/NUTRITION/ FAMILY AND CONSUMER STUDIES

Department Chair: Keli Miller, MA
(323) 953-4000 ext. 2299 | CD 201
Director: Gayle Stafsky, M.S.,R.D.
(323) 953-4000 ext. 2291 | AD 200
dietetics.lacitycollege.edu

OVERVIEW

LACC's Dietetics/Nutrition/Family and Consumer Studies programs include an Associate in Science transfer degree in Nutrition and Dietetics and a Dietetic Service Supervisor certificate of achievement. The degree in Nutrition and Dietetics provides the first two years of the Registered Dietitian pathway. The Dietetic Service Supervisor certificate is an approved Pathway I program through the Association of Nutrition and Foodservice Professionals. Completion of Dietetic Service Supervisor courses provides eligibility for the Certifying Exam for Dietary Managers.

Dietetics/Nutrition/Family and Consumer Studies programs involve course, fieldwork, and hands-on experience in therapeutic and clinical nutrition, food service management, and food production through on-campus events and simulated restaurant experience. Students are invited and encouraged to take part in the Dietetics Club endorsed by the Associated Student Government. The club brings nutrition and healthy diet practices to the LACC community.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Nutrition and Dietetics</i>	AS-T	C038867H	IGETC/CSU	26	Y
<i>Dietetic Service Supervisor</i>	C	C008242D	-	25	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Nutrition and Dietetics Associate in Science (AS-T) Degree

Major Units: 26 Total Units: Minimum of 60
(State Code: 38867; TOP Code: 130600; Academic Plan: C038867H)

The Nutrition and Dietetics AS-T prepares students to integrate and apply the principles of the food and nutrition sciences, human behavior, and the biomedical sciences to design and manage effective nutrition programming in a variety of settings including hospitals, health care organizations, food service operations, business and industry (product development, marketing, consulting), food assistance programs, education and research, health promotion, and private practice counseling. Careers include nutritionist, nutrition educator, weight loss counselor, diet technician, food services manager, patient services manager, dietician, pediatric dietician, nutrition researcher, sports and cardiac rehabilitation dietician, nutrition consultant, diabetes educator, and many others.

The Associate degree track may be completed in two years and consists of a core of liberal arts, nutrition, and science courses. Support courses in the curriculum allow the student to explore special interests that are related to their personal/professional goals and interests.

To earn the AS-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Evaluate current health/ nutrition information for scientific accuracy and reliability.
2. Apply scientific/reliable approaches to make recommendations to meet an individual's health and wellness goals.
3. Utilize nutrition and diet technology to analyze the nutritional status of individuals and make appropriate dietary recommendations.
4. Effectively communicate health and nutrition information through written assignments and oral presentations
5. Identify components of a healthy diet and lifestyle that lead to optimal health and chronic disease prevention.
6. Apply principles of diet therapy and specific diseases.

PROGRAM REQUIREMENTS

Requirements for the Nutrition and Dietetics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses, 8 units from "List A," and 3 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a

minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (15 UNITS)

CHEM 101	GENERAL CHEMISTRY I	5
FAM & CS 021	NUTRITION	3
MICRO 020	GENERAL MICROBIOLOGY	4
PSYCH 001	GENERAL PSYCHOLOGY I	3

LIST A: SELECT TWO COURSES (8 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
OR		
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
MATH 227	STATISTICS	4

LIST B: SELECT ONE COURSE (3 UNITS)

FAM & CS 024	FOOD PREPARATION	3
FAM & CS 050	SANITATION AND SAFETY	3

Dietetic Service Supervisor Certificate of Achievement

Units: 25

(State Code: 08242; TOP Code: 130620; Academic Plan: C008242D)

The Dietetic Service Supervisor certificate meets the standards of training for dietetic service supervisors as specified by the California Department of Public Health (CDPH). Completion of the certificate qualifies students to work as a food service director in a variety of healthcare settings including skilled nursing facilities. Some responsibilities of a dietetic service supervisor are to supervise employees, assure menu acceptance by clients, and manage food production. Successful completion of the program also qualifies students to take the Certifying Exam for Dietary Managers through the Pathway One Program of the Association of Nutrition and Foodservice Professionals. Most certified dietary managers work in healthcare settings such as nursing homes, long-term care facilities, senior living communities, and hospitals. In these settings, the certified dietary manager is involved in nutrition screening, documentation, and care planning for patients and residents.

For additional details, see the Certified Board for Dietary Managers (the credentialing agency for the Association of Nutrition & Foodservice Professionals) website at cbdmonline.org. Students must provide their own transportation to assigned field placement sites. A Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance are required for supervised practice courses.

PROGRAM STUDENT LEARNING OUTCOMES

1. Function as an important part of a health care team to treat and prevent disease and administer medical nutrition therapy.
2. Purchase and prepare food in a commercial kitchen.
3. Construct budgets within foodservice operations.
4. Analyze the nutrient content of a diet using dietary analysis software.
5. Deliver oral presentations educating clients about the connection between food, fitness, and health.

PROGRAM REQUIREMENTS

Requirements for the Dietetic Service Supervisor certificate of achievement may be met by completing 25 units of required courses with a grade of "C" or better.

REQUIRED COURSES (25 UNITS)

FAM & CS 021	NUTRITION	3
FAM & CS 024	FOOD PREPARATION	3
FAM & CS 050	SANITATION AND SAFETY	3
FAM & CS 051	FOOD PRODUCTION MANAGEMENT	3
FAM & CS 052	FOODSERVICE MANAGEMENT	3
FAM & CS 055	DIETETIC EDUCATION	3
FAM & CS 056	NUTRITION DELIVERY SYSTEMS	3
FAM & CS 151	FOOD PRODUCTION MANAGEMENT LABORATORY	2
FAM & CS 156	NUTRITION DELIVERY SYSTEMS LABORATORY	2

Note: Prerequisite for FAM & CS 156: Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance.



EARTH SCIENCES

Department Chair: Nate Lorentz
(323) 953-4000 ext. 2691 | SCI 324F
sciences.lacitycollege.edu

OVERVIEW

Earth Sciences is comprised of the diverse disciplines of Earth Science, Environmental Science, Geography, and Geology. We use the scientific method to understand Earth and its inhabitants on numerous spatial and temporal scales. Students will recognize and explain fundamental Earth science principles; obtain data from online, library, and field experiences; and obtain technical vocabulary and skills. Earth Sciences courses are intended for both majors and general education, providing opportunities for students to meet Physical Science and Social Science CSU/UC transfer requirements. Our transfer students are represented at CSU, UC, and private universities throughout California and beyond.

Department resources include ArcGIS software, minerals, rocks, fossils, maps, and access to a district-owned 250-acre ecological reserve.

Geography is best described as a “spatial science” in that it employs the use of maps and spatial analysis to understand the world. Introductory courses explore both physical and human patterns via spatial analysis. These components of physical geography (Earth’s weather, climate, and landforms) and cultural geography (population, migration, culture, and industry) are synthesized in courses on the geography of California, and soon-to-come mapping and fieldwork courses.

Geologists study the solid Earth, including Earth materials, Earth history, and the internal and external Earth processes. Earth scientists study the components of the Earth system and their interactions, including the geosphere, hydrosphere, and atmosphere.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Geology	AS-T	C039789H	IGETC/ CSUGE	28	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Geology

Associate in Science (AS-T) Degree

Major Units: 28 Total Units: Minimum of 60
(State Code: 39789; TOP Code: 191400; Academic Plan: C039789H)

The Geology Associate in Science transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Science Degree program in the Geological Sciences. The transfer degree assures foundational preparation for transfer opportunities at CSUs as students pursue a degree in Geology or a related field. The major provides students with a comprehensive view of the geological

history of Earth and its inhabitants in the context of dynamic internal and external processes, including tectonism, formation of Earth materials, and climate systems. Students develop skills in spatial analysis, quantitative thinking, and the scientific inquiry; learn to recognize the importance and impacts of water, energy, and mineral resource production; and gain an understanding of the natural world through supportive STEM coursework. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division coursework. Students should consult a counselor, the Transfer Center, and the catalog of the transfer college or university to plan a specific program of study to meet the college or university’s requirements.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor’s Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Apply scientific reasoning to problem solving.
- Employ vocabulary of geological subjects.
- Acquire, synthesize, and interpret geological data.
- Recognize and explain fundamental geologic principles, including plate tectonics theory, deep time, and formation of natural resources.

PROGRAM REQUIREMENTS

Requirements for the Geology Associate in Science transfer degree may be met by completing: (a) 28 units of major core courses with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (28 UNITS)

GEOL 001	PHYSICAL GEOLOGY	3
GEOL 006	PHYSICAL GEOLOGY LABORATORY	1
GEOL 002	EARTH HISTORY	3
GEOL 007	EARTH HISTORY LABORATORY	1
CHEM 101*	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
MATH 261**	CALCULUS I	5
MATH 262	CALCULUS II	5

*CHEM 060 (Introduction to General Chemistry) is a prerequisite for CHEM 101.

**MATH 260 (Precalculus) is a prerequisite for MATH 261.

ENGINEERING

Department Chair: Jayesh Bhakta
(323) 953-4000 ext. 2923 | SCI 222D
physics.lacitycollege.edu

OVERVIEW

The Engineering program supports students planning to pursue further studies through courses that fulfill the lower division course requirements for Engineering majors.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Engineering	AS	C008226C	Any GE**	53	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

MAJOR CORE COURSES (53 UNITS)

CHEM 101*	GENERAL CHEMISTRY I	5
ENG ELEC 220	ELECTRICAL CIRCUITS I	4
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
ENG GEN 120	INTRO TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS	4
ENG GEN 131	STATICS	3
ENG GEN 151	MATERIALS OF ENGINEERING	3
ENG GEN 153	MATERIALS OF ENGINEERING LABORATORY	1
ENG GEN 212	INTRODUCTION TO ENGINEERING DESIGN	3
MATH 261**	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5

*CHEM 060 (Introduction to General Chemistry) is a prerequisite for CHEM 101.

**MATH 260 (Precalculus) is a prerequisite for MATH 261.

Engineering

Associate of Science (AS) Degree

Major Units: 53 Total Units: Minimum of 60
(State Code: 08226; TOP Code: 090100; Academic Plan: C008226C)

The Engineering Associate of Science degree consists of the math, physics, chemistry, and engineering courses that are typically required to fulfill lower division requirements for transfer as Mechanical, Civil, Electrical, or Computer Engineering majors at four-year colleges. Students should have completed precalculus level math to begin the sequence of math and physics courses that comprise this degree; ENG GEN 101 and ENG GEN 121 have no math prerequisites and hence should be taken early. Students undertaking this program of study are advised to meet with a counselor to develop an optimal educational plan to ensure completion of this high-unit degree within a reasonable time period.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply the principles of mathematics, science, and engineering to mechanical and electrical systems.
2. Design and conduct science and engineering experiments, as well as analyze and interpret the data and results of the experiments.
3. Function within a team, communicate effectively, behave professionally, and act with ethical responsibility as it relates to the science and engineering fields.
4. Utilize techniques, skills, tools, and equipment necessary for the practice of engineering.

PROGRAM REQUIREMENTS

Requirements for the Engineering Associate of Science degree may be met by completing: (a) 53 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.



ENGLISH/ESL

Department Chair: Jeffrey Nishimura
 (323) 953-4000 ext. 2700 | JH 301A
 english.lacitycollege.edu

OVERVIEW

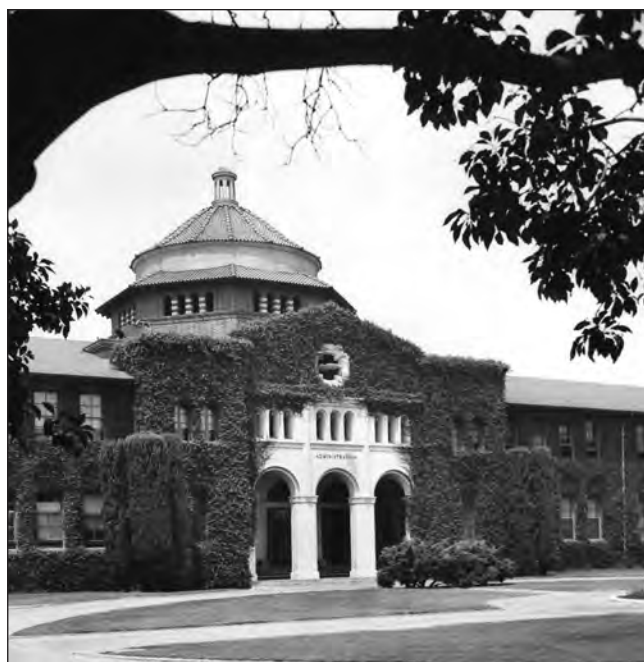
The English and ESL (English as a Second Language) Department offers courses in composition and critical thinking, as well as literature courses suitable for university and college transfer. In ENGLISH 101, 102, and 103, students develop writing skills that demonstrate strong organization of argument (introduction, thesis, supportive paragraphs, and conclusion), sophisticated criticism and analyses of college level reading, which includes both literary works and philosophical discourses, and proper grammar use with emphasis on word and sentence style.

ENGLISH 127 and courses in the ENGLISH 200 series focus on literature and the creative process, elevating critical thinking skills to include literary theory. These courses promote not only comprehensive learning, but also the lifelong pursuit of knowledge. They provide a mastery of transfer-level skills, so that students achieve their occupational goals and are ready to face increasingly competitive demands of business and industry.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
English	AA-T	C033147G	IGETC/ CSUGE	18	Y
English	AA	C002751C	Any GE**	21	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC



English

Associate in Arts (AA-T) Degree

Major Units: 18 Total Units: Minimum of 60
 (State Code: 33147; TOP Code: 150100; Academic Plan: C033147G)

The English Associate in Arts transfer degree offers extensive English courses and meets the lower division courses requirements necessary for the California State University (CSU) system. The English program is geared to assist students at all levels, so that they may improve their writing and prepare to transfer in an environment that fosters a rich literary tradition. Students develop methods for critical interpretations of relevant works of English, American, and other literatures in English.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.
2. Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.
3. Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

PROGRAM REQUIREMENTS

Requirements for the English Associate in Arts transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from "List A," 3 units from "List B," and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (6 UNITS)

ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 103	COMPOSITION AND CRITICAL THINKING	3

LIST A: SELECT TWO COURSES (6 UNITS)

ENGLISH 203	WORLD LITERATURE I	3
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ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3

LIST B: SELECT ONE COURSE (3 UNITS)

ENGLISH 127	CREATIVE WRITING	3
OR ANY "LIST A" COURSE NOT ALREADY USED		

LIST C: SELECT ONE COURSE (3 UNITS)

ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION – FANTASY	3
OR ANY "LIST A" OR "LIST B" COURSE NOT ALREADY USED		

degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (15 UNITS)

ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3

MAJOR ELECTIVE COURSES: SELECT TWO (6 UNITS)

ENGLISH 127	CREATIVE WRITING	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3
ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION - FANTASY	3

English**Associate of Arts (AA) Degree**

Major Units: 21 Total Units: Minimum of 60
(State Code: 02751; TOP Code: 150100; Academic Plan: C002751C)

The English curriculum encourages students who plan to transfer to begin their program of coursework early so that they will have completed all the required lower-division courses by the time they are ready to apply to four-year colleges or universities. In order to satisfy the requirements, 12 of the required 21 units must be satisfied by taking ENGLISH 102, 203, 205, and 206.

PROGRAM STUDENT LEARNING OUTCOMES

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.
2. Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.
3. Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

PROGRAM REQUIREMENTS

Requirements for the English Associate of Arts degree may be met by completing: (a) 15 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60



FINANCE

Department Chair: Britt Hastey
(323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

OVERVIEW

The Finance curriculum is designed for students who plan to enter entry-level positions in bank telling, bill and account collecting, credit authorizing and counseling, and statistical assisting. In the Finance discipline, we offer two programs of study: an Associate of Arts degree and a certificate of achievement in Finance and Banking. Both paths are designed to give the student an extensive background in the principles and practices of banking and investment in the financial industry. The degree program offers a more comprehensive curriculum than the certificate program and allows the student to transfer to a four-year university where a bachelor's degree can be earned.

Our programs have been identified and included in the Federal Deposit Insurance Corporation's (FDIC) Directory of College and University Degree Programs: <https://www.fdic.gov/regulations/resources/cbi/degree.html>

The directory reflects the importance of community banks to the nation's economy, and presents an opportunity to identify banking degree programs offered by colleges and universities. The directory also aids prospective students in evaluating their educational and career options, and aids community bankers in identifying and hiring talent.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Finance and Banking	AA	C002720C	Any GE**	39	Y
Finance and Banking	C	C021610D	-	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Finance and Banking Associate of Arts (AA) Degree

Major Units: 39 Total Units: Minimum of 60
(State Code: 02720; TOP Code: 050400; Academic Plan: C002720C)

The Finance and Banking AA degree is designed for students who are interested in a career in banking, corporate finance, stocks and bonds, credits and collections, and savings and loan businesses. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the financial world. This program prepares students for employment in entry level positions such as financial analysts, new account clerks, credit counselors, loan clerks, tellers, or for those who are interested in continuing their education in pursuit of a bachelor's degree in Finance.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of business organization from the management, marketing, finance, human resources, economics, legal forms of business ownership, and international/global environments.
5. Construct and format a presentation slide and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.
6. Apply, analyze, summarize and explain finance concepts.

PROGRAM REQUIREMENTS

Requirements for the Finance and Banking Associate of Arts degree may be met by completing: (a) 39 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (39 UNITS)

ACCTG 021	BOOKKEEPING AND ACCOUNTING I	3
ACCTG 022	BOOKKEEPING AND ACCOUNTING II	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 015	BUSINESS STATISTICS	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
FINANCE 002	INVESTMENTS	3
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS	3
FINANCE 015	PRINCIPLES OF BANKING	3
INTBUS 001	INTERNATIONAL TRADE	3
SUPV 001	ELEMENTS OF SUPERVISION	3

Finance and Banking Certificate of Achievement

Units: 18

(State Code: 21610; TOP Code: 050400; Academic Plan: C021610D)

The Finance and Banking certificate of achievement is designed for students who are interested in a career in the banking and finance industries. Upon successful completion of the program, the student will have a broad understanding of the principles and practices of the financial world. The program prepares students for employment in entry level positions such as loan interviewers and clerks, new accounts clerks, and tellers. The program serves as an excellent pathway in to the AA degree in Finance and Banking.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Prepare a personal budget worksheet detailing monthly projected versus actual income and expenses.
3. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.

PROGRAM REQUIREMENTS

Requirements for the Finance and Banking certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18 UNITS)

BUS 001	INTRODUCTION TO BUSINESS.	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
BUS 038	BUSINESS COMPUTATIONS	3
	OR	
ACCTG 031	MATHEMATICS OF ACCOUNTING	
FINANCE 002	INVESTMENTS	3
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS.	3
FINANCE 015	PRINCIPLES OF BANKING.	3



FRENCH

Department Chair: Mickey Hong
 (323) 953-4000 ext. 2736 | JH 111G
 modernlang.lacitycollege.edu

OVERVIEW

French is spoken on all continents and is predicted to become the most widely spoken language in the world within 50 years due to the economic and population growth in Africa. French literature, movies, and music are much better enjoyed in the original language. France has won 15 Nobel Prizes in literature (more than the U.S.). Already a fluent Spanish speaker? Studying French will be fairly easy and will turn you into a trilingual person and a true global citizen.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
French	AA	C002741C	Any GE**	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC



French

Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
 (State Code: 02741; TOP Code: 110200; Academic Plan: C002741C)

The Associate of Arts Degree in French prepares students to transfer to a university with a major in French, Romance languages, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture that will benefit them in a wide variety of career paths and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the French Associate of Arts degree may be met by completing: (a) 10 units of major core courses and 8 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

REQUIRED COURSES (10 UNITS)

FRENCH 004	INTERMEDIATE FRENCH II	5
FRENCH 008**	CONVERSATIONAL FRENCH	2
FRENCH 010	FRENCH CIVILIZATION	3

ELECTIVE COURSES (SELECT 8 UNITS)

FRENCH 001*	ELEMENTARY FRENCH I	5
FRENCH 002*	ELEMENTARY FRENCH II	5
FRENCH 003*	INTERMEDIATE FRENCH I	5
FRENCH 021	FUNDAMENTALS OF FRENCH I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3

*FRENCH 001, 002, and 003 are prerequisites to FRENCH 004.

**FRENCH 008 is currently not being offered. Speak to the Department Chair for more information.

GENERAL EDUCATION

See the Counseling Department or Articulation Office for information regarding these interdisciplinary programs.

OVERVIEW

The Liberal Arts degrees are designed for students planning to transfer to a four year college/university, including the California State University (CSU) and the University of California (UC) system. These degrees provide a well-rounded academic education in the liberal arts and sciences.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
CSU General Education Breadth	C	C018569D	-	39	N
IGETC	C	C019842D	-	34	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

CSU General Education Breadth Certificate of Achievement

Units: 39

(State Code: 18569; TOP Code: 490110; Academic Plan: C018569D)

The CSU General Education Breadth (CSU GE-Breadth) certificate of achievement is designed for students planning to transfer to the California State University (CSU) system. The CSU GE-Breadth certificate of achievement requires completion of 39 semester units of lower-division general education coursework with a "C-" grade or better in Subject Areas A1, A2, A3, and B4 (The "Golden Four"). It is strongly recommended that students work with their academic counselor to review additional transfer requirements for specific majors at the CSU campuses to which they intend to transfer.

PROGRAM STUDENT LEARNING OUTCOMES

1. Communicate effectively, both verbally and in writing.
2. Critically analyze and solve problems using the appropriate technique for the issue at hand, including appropriate use of logic, mathematics, multi-disciplinary, and cultural considerations where applicable.
3. Critically examine the function, media, subject matter, organization, aesthetic, style, and relative excellence of representative examples of the arts, literature, philosophy, and foreign languages including approaches from various historical, cultural, and gender-based origins.
4. Develop an understanding of the information available, the perspectives and approaches of the physical, biological, social and behavioral sciences, appreciating the power and limits of these methods of inquiry and both individual, ethical, and societal responsibilities.
5. Organize and present information in person in a logical and understandable manner.

PROGRAM REQUIREMENTS

Requirements for the CSU General Education (CSU GE-Breadth) certificate of achievement may be met by completing 39 units of required courses under the CSU General Education Breadth Requirements Check Sheet with a grade of "C" or better. See a counselor for more details.

IGETC

Certificate of Achievement

Units: 34

(State Code: 19842; TOP Code: 490110; Academic Plan: C019842D)

The Intersegmental General Education Transfer Curriculum (IGETC) certificate of achievement is designed for students planning to transfer to either the California State University (CSU) and/or the University of California (UC) system. IGETC is a series of courses that California community college students can complete to satisfy freshman/sophomore level general education requirements before transferring to most colleges and majors at CSU and UC campuses. The IGETC pattern for UC requires completion of a minimum of 34 semester units of lower-division general education coursework with a "C" grade or better in each course. It is strongly recommended that students work with their academic counselor to review additional transfer requirements for specific majors at the CSU and UC campuses to which they intend to transfer.

PROGRAM STUDENT LEARNING OUTCOMES

1. Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
2. Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and discipline standards.
3. Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
4. Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions.

PROGRAM REQUIREMENTS

Requirements for the IGETC certificate of achievement may be met by completing 34 units of required courses under the Intersegmental General Education Transfer Curriculum (IGETC) Check Sheet with a grade of "C" or better. See a counselor for more details.

HUMANITIES

Department Chair: Anthony Clark
(323) 953-4000 ext. 2949 | FH 219F
socialsciences.lacitycollege.edu

OVERVIEW

As we strive to create a more civil public discourse, a more adaptable and creative workforce, and a more secure nation, the humanities and social sciences are the heart of the matter, the keeper of the republic—a source of national memory and civic vigor, cultural understanding and communication, individual fulfillment, and the ideals we hold in common. They are critical to a democratic society. In the Humanities you will develop skills of critical analysis, including gathering evidence and evaluating arguments. You will examine texts and other sources carefully, learning skills that can make your interpretation precise and convincing. We will help you sharpen these skills, which will prove invaluable lifelong, both in your private life and in your career. We will empower you to think for yourself, to learn to work in teams, and to present your case in writing, discussions, and presentations.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Humanities	AA	C002767C	Any GE**	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Humanities

Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 02767; TOP Code: 490300; Academic Plan: C002767C)

The Humanities AA degree is an interdisciplinary studies sequence that brings together the arts, literature, philosophy, social sciences, and cultural studies classes in a structured program that enhances students' writing and critical thinking skills, encourages creativity, and develops empathy and a sense of social justice. It provides a strong foundation for a wide range of undergraduate majors, including humanities, the arts, literature, history, world cultures, and ethnic and gender studies. A minimum of 18 units of Arts, Literature, Cultural Studies, and Humanities classes are required for the Humanities degree.

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze how primary source documents reflect the values and beliefs of a specific culture.
2. Use an appropriate passage from the source material to support the thesis.
3. Deliver a prepared, purposeful presentation designed to increase knowledge, to foster understanding and to promote change in the listeners' attitudes, values, beliefs, or behaviors.

PROGRAM REQUIREMENTS

Requirements for the Humanities Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or



better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (18 UNITS)**HUMANITIES (SELECT 6 UNITS)**

HUMAN 006	GREAT PEOPLE, GREAT AGES	3
HUMAN 008	GREAT WOMEN IN THE HUMANITIES.	3
HUMAN 030	THE BEGINNINGS OF WESTERN CIVILIZATION.	3
HUMAN 031	PEOPLE IN CONTEMPORARY SOCIETY.	3
HUMAN 061	PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS.	3

CULTURAL STUDIES (SELECT 6 UNITS)

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I.	3
AFRO AM 005	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II.	3
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY.	3
ANTHRO 121	ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT	3
CHICANO 007	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I.	3
CHICANO 008	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II.	3
CHICANO 044	MEXICAN CIVILIZATION.	3
CHINESE 010	CHINESE CIVILIZATION	3
COMM 122	INTERCULTURAL COMMUNICATION	3
FRENCH 010	FRENCH CIVILIZATION.	3
HISTORY 007	THE WORLD'S GREAT RELIGIONS	3
HISTORY 073	RACE AND RACISM IN THE UNITED STATES HISTORY.	3
KOREAN 010	KOREAN CIVILIZATION.	3
LING 002	INTRODUCTION TO SOCIOLINGUISTICS.	3
PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY.	3
PHILOS 030	ASIAN PHILOSOPHY	3
PHILOS 032	PHILOSOPHY OF RELIGION	3
POL SCI 019	WOMEN IN POLITICS	3
RUSSIAN 010	RUSSIAN CIVILIZATION	3
SOC 002	AMERICAN SOCIAL PROBLEMS	3
SOC 011	RACE AND ETHNIC RELATIONS	3
SOC 022	SOCIOLOGY OF WOMEN.	3
SOC 031	SOCIOLOGY OF GENDER	3
SPANISH 009	CIVILIZATION OF SPAIN.	3
SPANISH 010	LATIN AMERICAN CIVILIZATION	3

ARTS (SELECT 3 UNITS)

AFRO AM 060	AFRICAN-AMERICAN MUSIC.	3
ANTHRO 151	VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA.	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN.	3
ARTHIST 103	ART APPRECIATION I	3
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II.	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY.	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA.	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART.	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 018	INTRODUCTION TO FILM GENRES.	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
MUSIC 111	MUSIC APPRECIATION I.	3
MUSIC 116	SURVEY AND HISTORY OF ROCK,	

MUSIC 121	POP AND SOUL MUSIC.	3
MUSIC 122	MUSIC HISTORY AND LITERATURE I	3
MUSIC 135	MUSIC HISTORY AND LITERATURE II.	3
MUSIC 136	AFRICAN AMERICAN MUSIC	3
MUSIC 141	MUSIC IN AMERICAN CULTURE	3
PHILOS 040	JAZZ APPRECIATION	3
	INTRODUCTION TO THE PHILOSOPHY OF ART	3
PHOTO 034	HISTORY OF PHOTOGRAPHY.	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
THEATER 100	INTRODUCTION TO THE THEATER.	3
THEATER 110	HISTORY OF THE WORLD THEATER.	3

LITERATURE (SELECT 3 UNITS)

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I.	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II.	3
ENGLISH 103	COMPOSITION AND CRITICAL THINKING	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II.	3
ENGLISH 205	ENGLISH LITERATURE I.	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II.	3
ENGLISH 211	FICTION.	3
ENGLISH 212	POETRY.	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I.	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE.	3
ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS.	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I.	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 255	LATIN AMERICAN LITERATURE.	3
ENGLISH 270	SCIENCE FICTION & FANTASY	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3

JAPANESE

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.lacitycollege.edu

OVERVIEW

Japan is a prosperous country and has the most diverse economy in Asia. With a GDP of \$4.9 trillion in 2017, Japan's economy is exceeded by only the US and China. The leading Japanese companies are among the largest, most efficiently run, and most well-known firms in the world. Familiar names like Sony, Toshiba, Sanyo, Casio, Canon, Minolta, Honda, Toyota, Mitsubishi, and many others have entered the world market in a variety of sectors. Whether you are in the field of business, engineering, manufacturing, research, economics, or politics, chances are you will be competing with, if not working for, a Japanese entity. From anime to sushi bars, karaoke to manga, bonsai to origami, Japanese culture has become part of international culture. A knowledge of the language will give you direct access to Japanese film, animations, and comic books, and develop your ability to order sashimi like a native at your favorite Japanese restaurant.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Japanese	AA	C002746C	Any GE**	20-26	Y
Japanese Language and Civilization: Elementary Level	C	C035344D	-	16	N
Japanese Language and Civilization: Intermediate Level	C	C035339D	-	16	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Japanese

Associate of Arts (AA) Degree

Major Units: 20-26 Total Units: Minimum of 60
(State Code: 02746; TOP Code: 110800; Academic Plan: C002746C)

The Japanese Associate of Arts degree is designed to prepare students to transfer to a university with a major in Japanese, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Japanese Associate of Arts degree may be met by completing: (a) 11 units of major core courses and 9-15 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (11 UNITS)

JAPAN 004	INTERMEDIATE JAPANESE II	5
JAPAN 007	CONVERSATIONAL JAPANESE	3
JAPAN 009	JAPANESE CIVILIZATION	3

MAJOR ELECTIVE COURSES (SELECT 9-15 UNITS)

JAPAN 001*	ELEMENTARY JAPANESE I	5
JAPAN 002*	ELEMENTARY JAPANESE II	5
JAPAN 003*	INTERMEDIATE JAPANESE I	5
JAPAN 021	FUNDAMENTALS OF JAPANESE I	3
JAPAN 022	FUNDAMENTALS OF JAPANESE II	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
CHINESE 010	CHINESE CIVILIZATION	3
KOREAN 010	KOREAN CIVILIZATION	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 030	ASIAN PHILOSOPHY	3

*JAPAN 001, 002, and 003 are prerequisites to JAPAN 004.



Japanese Language and Civilization: Elementary Level

Certificate of Achievement

Units: 16

(State Code: 35344; TOP Code: 110800; Academic Plan: C035344D)

The Japanese Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Japanese language and the knowledge of Japanese culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Japanese culture at the ACTFL Novice Level.

PROGRAM REQUIREMENTS

Requirements for the Japanese Language and Civilization: Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

JAPAN 001	ELEMENTARY JAPANESE I	5
JAPAN 002	ELEMENTARY JAPANESE II	5
JAPAN 007	CONVERSATIONAL JAPANESE	3
JAPAN 009	JAPANESE CIVILIZATION	3

Japanese Language and Civilization: Intermediate Level

Certificate of Achievement

Units: 16

(State Code: 35339; TOP Code: 110800; Academic Plan: C035339D)

The Japanese Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Japanese language and the knowledge of Japanese culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Define fundamental aspects of Japanese culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Japanese Language and Civilization: Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

JAPAN 003	INTERMEDIATE JAPANESE I	5
JAPAN 004	INTERMEDIATE JAPANESE II	5
JAPAN 007	CONVERSATIONAL JAPANESE	3
JAPAN 009	JAPANESE CIVILIZATION	3

JOURNALISM

Department Chair: Alexandra Wiesenfeld
 (323) 953-4000 ext. 2515 | DH 103B
 Journalism/Newspaper Advisor: Rhonda Guess
 (323) 953-4000 ext. 2832 | CHEM 206A
 art.lacitycollege.edu

OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

The Journalism discipline provides the highest quality education available for both transfer students and students seeking vocational training and an Associate of Arts degree in Journalism. Students also receive intensive hands-on instruction in digital news gathering techniques. This includes a series of practicum courses that covers instruction and practice in radio, TV news reporting, digital design, magazine publication, short form documentary production, and mobile reporting techniques.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Journalism	AA-T	C033155G	IGETC/CSUGE	18-20	Y
Journalism	AA	C002728C	Any GE**	35	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Journalism

Associate in Arts (AA-T) Degree

Major Units: 18-20 Total Units: Minimum of 60
 (State Code: 33155; TOP Code: 060200; Academic Plan: C033155G)

The Journalism Associate in Arts transfer degree is an open-ended program that prepares students for a seamless transfer to a California State University (CSU) to complete a baccalaureate degree in Journalism or a similar field of study. Journalism majors select from courses designed to provide training in desktop publishing skills and to prepare them for editorial and photojournalism jobs in print, online, broadcast and mobile journalism.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Write, research, and produce news stories for print or broadcast.
2. Edit news stories for print, demonstrating mastery of Associated Press style.



3. Demonstrate knowledge of converged media techniques including online and broadcast news writing.
4. Assemble a print portfolio of published news articles and/or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

PROGRAM REQUIREMENTS

Requirements for the Journalism Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses, 3-4 units from "List A," and 6 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (9 UNITS)

JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 105	MASS COMMUNICATIONS	3
JOURNAL 218-1	PRACTICAL EDITING I	3

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

JOURNAL 218-2	PRACTICAL EDITING II	3
PHOTO 020	BEGINNING PHOTOJOURNALISM	4

LIST B: SELECT TWO COURSES (MINIMUM 6 UNITS)

COMM 104	ARGUMENTATION AND DEBATE	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
MATH 227	STATISTICS	4
PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 034	HISTORY OF PHOTOGRAPHY	3



Journalism

Associate of Arts (AA) Degree

Major Units: 35 Total Units: Minimum of 60
(State Code: 02728; TOP Code: 060200; Academic Plan: C002728C)

The journalism curriculum is an open-ended course of study that is structured to prepare the student to work in the field, or to transfer to a four-year college or university after additional study. Students acquire skills that will allow them to work in print, broadcast, or social media in converged newsrooms. The program is designed for the student who intends to work as a reporter, writer, editor, designer, or cartoonist at a print or online newspaper or magazine. The program also prepares students to work in broadcast settings in TV news, radio, or mobile journalism.

PROGRAM STUDENT LEARNING OUTCOMES

1. Write, research, and produce news stories for print or broadcast
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including social media, online, and broadcast news writing. Demonstrate a broad base of multi-platform journalism skills.
4. Assemble a print portfolio or broadcast resume of published work and/or photographs. Student may also collect digital samples of converged media work product to submit online.

PROGRAM REQUIREMENTS

Requirements for the Journalism Associate of Arts degree may be met by completing: (a) 26 units of major core courses and 9 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (26 UNITS)

JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 105	MASS COMMUNICATIONS	3
JOURNAL 217-1	PUBLICATION LABORATORY I	2
JOURNAL 217-2	PUBLICATION LABORATORY II	2
JOURNAL 218-1	PRACTICAL EDITING I	3
JOURNAL 218-2	PRACTICAL EDITING II	3
JOURNAL 219-1	TECHNIQUES FOR STAFF EDITORS I	1
JOURNAL 219-2	TECHNIQUES FOR STAFF EDITORS II	1
LIB SCI 101	COLLEGE RESEARCH SKILLS	1
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 020	BEGINNING PHOTOJOURNALISM	4

MAJOR ELECTIVE COURSES (9 UNITS)

ART 645	INTRO TO WEB SITE DESIGN	3
JOURNAL 220-1	MAGAZINE PRODUCTION 1	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3

KINESIOLOGY

Department Chair: Aykanush Gevanyan
 (323) 953-4000 ext. 2263 | KIN 216
kinesiology.lacitycollege.edu

OVERVIEW

Kinesiology is an academic discipline that involves the study of physical activity and its impact on health, society, and quality of life. The Kinesiology department is student centered in its approach. The department strives to educate and inspire students to understand the importance of physical activity during the lifespan.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Kinesiology</i>	AA-T	C036026G	IGETC/CSUGE	21-22	Y
<i>Public Health Science</i>	AS-T	C039577H	IGETC/CSUGE	33	Y
<i>Fitness Specialist / Personal Trainer</i>	C	C038829D	-	20	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Kinesiology Associate in Arts (AA-T) Degree

Major Units: 21-22 Total Units: Minimum of 60
 (State Code: 36026; TOP Code: 127000; Academic Plan: C036026G)

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students are introduced to evidence-based research supporting the wellness effects of exercise in our communities, schools, work place, and clinical settings. Kinesiology provides areas of study in teaching (pedagogy), coaching, group and personal training, health/fitness promotion, exercise physiology, biomechanics, motor learning and development, athletic training, sports management, dance, adapted physical education, sports psychology, sports nutrition, exercise equipment design/testing, wellness coaching, cardiac rehabilitation, and gerokinesiology, as well as pre-professional training for physical therapy, medicine, and research.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe the fundamental principles of kinesiology, including functional anatomy, exercise physiology, biomechanics, motor development, and the application of these sciences to fitness and skill development, exercise progression, programming, design, and goal setting.
2. Identify rules, strategies, techniques, safety, and effectiveness cues and etiquette of the various movement activities and sports.
3. Examine and evaluate progressive adaptation to physical activities and the relationships to health promotion, wellness, fitness, and lifestyle/behavior modifications.
4. Evaluate and appraise the vast applied and clinical career opportunities in the field of kinesiology and other related fields.

PROGRAM REQUIREMENTS

Requirements for the Kinesiology Associate in Arts transfer degree may be met by completing: (a) 11 units of major core courses, 3 units of movement-based courses in "Areas 1-6," and 7-8 units in "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (11 UNITS)

KIN MAJ 100	INTRODUCTION TO KINESIOLOGY	3
ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4

MOVEMENT-BASED COURSES: SELECT ONE COURSE FROM AT LEAST THREE AREAS (MINIMUM 3 UNITS)

AREA 1 - AQUATICS

KIN 201-1	SWIMMING SKILLS I	1
KIN 300	SWIMMING/ NON-SWIMMER	1
KIN 303	AQUA AEROBICS	1

AREA 2 - COMBATIVES

KIN 215-1	JUDO SKILLS I	1
KIN 217	SELF-DEFENSE SKILLS	1

AREA 3 - DANCE

DANCETQ 121	JAZZ DANCE TECHNIQUES I	1
DANCETQ 141	MODERN DANCE TECHNIQUES I	1
DANCETQ 221	YOGA SKILLS I	1

AREA 4 - FITNESS

KIN 229	BODY CONDITIONING SKILLS	1
KIN 246	BODY SCULPTING SKILLS	1
KIN 250-1	WEIGHT TRAINING SKILLS I	1
KIN 251-1	YOGA SKILLS I	1
KIN 326	AEROBIC SUPER CIRCUIT LAB	1
KIN 328-1	BICYCLE SPINNING I	1
KIN 331	CROSS TRAINING	1
KIN 334	FITNESS WALKING	1

AREA 5 - INDIVIDUAL SPORTS

KIN 266-1	BADMINTON SKILLS I	1
KIN 271-1	TENNIS SKILLS I	1

AREA 6 - TEAM SPORTS

KIN 287-1	BASKETBALL SKILLS I	1
KIN 289-1	SOCCER SKILLS I	1
KIN 291-1	VOLLEYBALL SKILLS I	1

LIST A: SELECT TWO COURSES (7-8 UNITS)

BIOLOGY 003	INTRODUCTION TO BIOLOGY	4
HEALTH 012	SAFETY EDUCATION AND FIRST AID	3
MATH 227	STATISTICS	4
PHYSICS 006	GENERAL PHYSICS I	4

Public Health Science**Associate in Science (AS-T) Degree***Major Units: 33 Total Units: Minimum of 60*

(State Code: 39577; TOP Code: 120100; Academic Plan: C039577H)

The Public Health Science Associate in Science transfer degree is designed to prepare students for a seamless transfer into the California State University (CSU) system to complete a baccalaureate degree in Public Health Science or similar majors.

To earn the AS-T, students must meet the following requirements:

a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Describe the core functions of public health.
2. Identify various career opportunities within the field of public health.
3. Apply critical analysis skills to contemporary health issues.
4. Assess the fundamental characteristics and organizational structures of the U.S. health system and note significant differences in systems in other countries.
5. Discuss the role of community engagement in promoting public health and social justice.
6. Describe risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and public health.
7. Appreciate the multiple determinants of health, including sociological, economic, genetic, behavioral, environmental, and other factors that impact human health and health disparities.
8. Apply the basic concepts, methods, and tools of public health data collection, use, and analysis and explain why evidence-based approaches are an essential part of public health practice.
9. Endorse lifestyle behaviors that promote individual and public health and well-being.
10. Value multicultural perspectives and sensitivities on health.

PROGRAM REQUIREMENTS

Requirements for the Public Health Science Associate in Arts transfer degree may be met by completing: (a) 30 units of major core courses and 3 units from "List A" with a grade of "C" or

better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (30 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
BIOLOGY 003	INTRODUCTION TO BIOLOGY	4
CHEM 060	INTRODUCTION TO GENERAL CHEMISTRY	5
OR		
CHEM 101	GENERAL CHEMISTRY I	
HEALTH 011	PRINCIPLES OF HEALTHFUL LIVING	3
HEALTH 101	INTRODUCTION TO PUBLIC HEALTH	3
MATH 227	STATISTICS	4
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
PSYCH 001	GENERAL PSYCHOLOGY	3

LIST A: SELECT 1 COURSE (3 UNITS)

ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
FAM & CS 021	NUTRITION	3
HEALTH 021	HUMAN SEXUALITY	3
HEALTH 051	DRUGS AND ALCOHOL IN SOCIETY	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3



Fitness Specialist/Personal Trainer Certificate of Achievement

Units: 20

(State Code: 38829; TOP Code: 083520; Academic Plan: C038829D)

The Fitness Specialist/Personal Trainer certificate of achievement is designed to prepare students with the knowledge, skills, and abilities required to become a personal trainer. The program course work will prepare students to successfully obtain the American Council on Exercise (ACE) Personal Training Certification, develop comprehensive knowledge of evidence-based practice, and to learn and apply the tools, protocols, and resources specific to the personal training industry. Practical experience is integrated into curriculum so as to develop the skills required for employment as a personal trainer. Before beginning this program, students are recommended to have a basic knowledge of human biology, basic English writing, and speaking skills, as well as the ability to perform moderate physical activity.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply appropriate exercise science and kinesiology-related principles to design safe and effective exercise sessions.
2. Demonstrate effective communication skills and teaching strategies when working one-on-one with clients.
3. Instruct safe and effective exercise sessions for both individuals and small groups.

PROGRAM REQUIREMENTS

Requirements for the Fitness Specialist/Personal Trainer certificate of achievement may be met by completing 16 units of required courses and 4 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

HEALTH 011	PRINCIPLES OF HEALTHFUL LIVING	3
HEALTH 012	SAFETY EDUCATION AND FIRST AID	3

KIN 250-1	WEIGHT TRAINING SKILLS I	1
OR		
KIN 250-2	WEIGHT TRAINING SKILLS II	
OR		
KIN 250-3	WEIGHT TRAINING SKILLS III	
KIN 285	DIRECTED STUDY – KINESIOLOGY	2
KIN 331	CROSS TRAINING	1
KIN MAJ 117	PERSONAL TRAINER CERTIFICATE PREP	3
MARKET 001	PRINCIPLES OF SELLING	3
OR		
MARKET 021	PRINCIPLES OF MARKETING	
OR		
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	
ELECTIVE COURSES: SELECT FOUR (4 UNITS)		
KIN 202	LAP SWIMMING SKILLS	1
KIN 229	BODY CONDITIONING SKILLS	1
KIN 237	BOOT CAMP I	1
KIN 246	BODY SCULPTING SKILLS	1
KIN 249-1	STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT I	1
OR		
KIN 249-2	STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II	
KIN 251-1	YOGA SKILLS I	1
OR		
KIN 251-2	YOGA SKILLS II	
OR		
KIN 251-3	YOGA SKILLS III	
KIN 265	CROSS COUNTRY CONDITIONING SKILLS	1
KIN 307	SWIM AND RUN	1
KIN 326	AEROBIC SUPER CIRCUIT LAB	1
KIN 327	LIFELONG FITNESS LAB	1
KIN 328-1	BICYCLE SPINNING I	1
OR		
KIN 328-2	BICYCLE SPINNING II	
KIN 334	FITNESS WALKING	1



KOREAN

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.laccitycollege.edu

OVERVIEW

South Korea's economy ranks Number 4 in Asia and Number 11 in the world. It is the world's leader in information technology and is an important player in engineering. South Korea's energy today is reflected in contemporary art, film, literature, music, and drama, as well as in its robust economy. The National Security Education Program considers Korean a language critical for U.S. national security and economic competitiveness. Korean is spoken by 78 million speakers as a first language, making Korean one of the most widely spoken languages in the world. Korean is spoken by 1 million people as a heritage language in the United States.

Korean language and civilization studies has a strong tradition at LACC due to the campus' location in Koreatown. It is the most extensive program of its kind at a two-year college in California. LACC is the first community college in the state to offer an Associate of Arts degree in Korean. We also offer two non-transferable certificates in Korean Language and Civilization (Elementary and Intermediate levels). Our programs are dedicated to providing Korean language and culture education to anyone who is interested.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Korean	AA	C018809C	Any GE**	20-26	Y
Korean Language and Civilization - Elementary	C	C035340D	-	16	N
Korean Language and Civilization - Intermediate Level	C	C035341D	-	16	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Korean

Associate of Arts (AA) Degree

Major Units: 20-26 Total Units: Minimum of 60
(State Code: 18809; TOP Code: 111730; Academic Plan: C018809C)

The Korean Associate of Arts degree is designed to prepare students to transfer to a university with a major in Korean, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.

2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Korean Associate of Arts degree may be met by completing: (a) 11 units of major core courses and 9-15 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (11 UNITS)

KOREAN 004	INTERMEDIATE KOREAN II.	5
KOREAN 007	CONVERSATIONAL KOREAN.	3
KOREAN 010	KOREAN CIVILIZATION.	3

MAJOR ELECTIVE COURSES (9-15 UNITS)

KOREAN 001*	ELEMENTARY KOREAN I	5
KOREAN 002*	ELEMENTARY KOREAN II.	5
KOREAN 003*	INTERMEDIATE KOREAN I.	5
KOREAN 021	FUNDAMENTALS OF KOREAN I.	3
KOREAN 022	FUNDAMENTALS OF KOREAN II	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY.	3
CHINESE 010	CHINESE CIVILIZATION	3
JAPAN 009	JAPANESE CIVILIZATION	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 030	ASIAN PHILOSOPHY	3

*KOREAN 001, 002, and 003 are prerequisites to KOREAN 004.

Korean Language and Civilization - Elementary Level

Certificate of Achievement

Units: 16

(State Code: 35340; TOP Code: 111730; Academic Plan: C035340D)

The Korean Language and Civilization – Elementary Level certificate of achievement gives students the opportunity to document their skills in the Korean language and the knowledge of Korean culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.

- Define fundamental aspects of Korean culture at the ACTFL Novice Level.

PROGRAM REQUIREMENTS

Requirements for the Korean Language and Civilization – Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

REQUIRED COURSES (16 UNITS)

KOREAN 001	ELEMENTARY KOREAN I	5
KOREAN 002	ELEMENTARY KOREAN II.	5
KOREAN 007	CONVERSATIONAL KOREAN.	3
KOREAN 010	KOREAN CIVILIZATION.	3

PROGRAM STUDENT LEARNING OUTCOMES

- Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
- Write at the ACTFL Proficiency Intermediate High Level.
- Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
- Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
- Define fundamental aspects of Korean culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Korean Language and Civilization – Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

REQUIRED COURSES (16 UNITS)

KOREAN 003	INTERMEDIATE KOREAN I.	5
KOREAN 004	INTERMEDIATE KOREAN II.	5
KOREAN 007	CONVERSATIONAL KOREAN.	3
KOREAN 010	KOREAN CIVILIZATION.	3

Korean Language and Civilization - Intermediate Level

Certificate of Achievement

Units: 16

(State Code: 35341; TOP Code: 111730; Academic Plan: C035341D)

The Korean Language and Civilization – Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Korean language and the knowledge of Korean culture. The certificate of achievement is evidence of the student’s academic persistence and achievement in the language and cultural studies for employment, and professional advancement.



LAW

Department Chair and Paralegal Program Director: Wilhelm I. Vargas, J.D.

(323) 953-4000 ext. 2754 | HH 200H

law.lacitycollege.edu

OVERVIEW

In addition to offering Business Law courses to the student community, the Law discipline also offers the Paralegal Program. The Paralegal Program is approved by the American Bar Association (A.B.A.), which is significant in that the most lucrative paralegal jobs require a paralegal degree or certificate from an A.B.A.-approved paralegal program. We offers two options: an Associate of Arts degree in Paralegal Studies and a certificate of achievement in Paralegal Studies for degree holders. Note that paralegals may not provide legal services directly to the public, except as permitted by law. For more information, contact the Paralegal Program director.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Paralegal Studies	AA	C002750C	Any GE**	43	Y
Paralegal Studies	C	C039561D	-	46	N
Pathway to Law School	C	C039348D	-	25	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Paralegal Studies

Associate of Arts (AA) Degree

Major Units: 43 Total Units: Minimum of 60
 (State Code: 02750; TOP Code: 140200; Academic Plan: C002750C)

The Paralegal Studies Associate of Arts degree is best suited for students who do not hold a degree. The course of study is comprised of paralegal-specific courses, paralegal-related courses, and general education courses. This combination of courses produces a professional and competent paralegal. The degree is not intended to prepare a student for transfer to a four-year college or university.

PROGRAM STUDENT LEARNING OUTCOMES

1. Provide the student with an overview of the paralegal profession that includes typical paralegal tasks, places of legal employment, areas of law, and ethical responsibility.
2. Provide the student with an understanding of the court system and the rules of civil procedure.
3. Develop the student's legal writing skills by exercising the student's critical thinking skills and analytical skills.
4. Provide the student with an understanding of legal research and develop the student's ability to locate answers to legal questions.
5. Develop the student's ability to prepare legal documents that are adequate, accurate, and professional.

6. Ensure that students have current skills in technology, including the use of computers for data and word processing, and legal research.
7. Through practical application, improve the student's ability to work cooperatively with others, develop leadership skills and the ability to assume responsibility, and improve the ability to follow directions.

PROGRAM REQUIREMENTS

Requirements for the Paralegal Studies Associate of Arts degree may be met by completing: (a) 37 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (37 UNITS)

CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
COMM 101	PUBLIC SPEAKING	3
LAW 001	BUSINESS LAW I	3
LAW 002	BUSINESS LAW II	3
LAW 004	DIRECTED FIELD WORK IN LEGAL ASSISTING	3
LAW 010	INTRODUCTION TO LEGAL ASSISTANT I	3
LAW 011	INTRODUCTION TO LEGAL ASSISTANT II	3
LAW 012	TORT LAW AND CLAIMS INVESTIGATION	3
LAW 014	LAW OFFICE MANAGEMENT	3
LAW 017	LEGAL WRITING	3
LAW 019	PROPERTY AND CREDITOR RIGHTS	3
LAW 051	LEGAL RESEARCH FOR PARALEGALS	3
LIB SCI 101	COLLEGE RESEARCH SKILLS	1

MAJOR ELECTIVE COURSES (6 UNITS)

LAW 003	CIVIL RIGHTS AND THE LAW	3
LAW 007	STREET LAW	3
LAW 013	WILLS, TRUSTS, AND PROBATE ADMINISTRATION	3
LAW 018	MARRIAGE AND FAMILY LAW	3
LAW 033	LAW AND THE MEDIA	3
LAW 035	IMMIGRATION LAW FOR PARALEGALS	3
LAW 037	BANKRUPTCY AND CREDITOR'S RIGHTS	3
LAW 038	CRIMINAL LAW & PROCEDURE	3

Paralegal Studies

Certificate of Achievement

Units: 46

(State Code: 39561; TOP Code: 140200; Academic Plan: C039561D)

The Paralegal Studies certificate of achievement is an option for students who hold a degree of A.A., A.S., or higher degree from a regionally accredited post-secondary institution. The course of study is comprised of paralegal-specific and paralegal-related classes. The combination of courses produces a professional and competent paralegal. Although ENGLISH 101 is a co-requisite for LAW 010, Introduction to Legal Assistant I, it is expected that a degree holder would have satisfied this requirement during their previous course of study. The certificate is not intended to prepare a student for transfer to a four-year college or university.

PROGRAM STUDENT LEARNING OUTCOMES

1. Provide the student with an overview of the paralegal profession that includes typical paralegal tasks, places of legal employment, areas of law, and ethical responsibility.
2. Provide the student with an understanding of the court system and the rules of civil procedure.
3. Develop the student's legal writing skills by exercising the student's critical thinking skills and analytical skills.
4. Provide the student with an understanding of legal research and develop the student's ability to locate answers to legal questions.
5. Develop the student's ability to prepare legal documents that are adequate, accurate, and professional.
6. Ensure that students have current skills in technology, including the use of computers for data and word processing, and legal research.
7. Through practical application, improve the student's ability to work cooperatively with others, develop leadership skills and the ability to assume responsibility, and improve the ability to follow directions.

PROGRAM REQUIREMENTS

Requirements for the Paralegal Studies certificate of achievement may be met by completing 40 units of required courses and 6 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (40 UNITS)

LAW 010	INTRODUCTION TO LEGAL ASSISTANT I	3
LAW 011	INTRODUCTION TO LEGAL ASSISTANT II	3
LAW 012	TORT LAW AND CLAIMS INVESTIGATION	3
LAW 014	LAW OFFICE MANAGEMENT	3
LAW 017	LEGAL WRITING	3
LAW 051	LEGAL RESEARCH FOR PARALEGALS	3
LAW 001	BUSINESS LAW I	3
LAW 002	BUSINESS LAW II	3
LAW 019	PROPERTY AND CREDITOR RIGHTS	3
LAW 004	DIRECTED FIELD WORK IN LEGAL ASSISTING	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
LIB SCI 101	COLLEGE RESEARCH SKILLS	1
COMM 101	PUBLIC SPEAKING	3
OR		
COMM 104	ARGUMENTATION AND DEBATE	
OR		
COMM 121	INTERPERSONAL COMMUNICATION	
OR		
COMM 122	INTERCULTURAL COMMUNICATION	
OR		
COMM 151	SMALL GROUP COMMUNICATION	
OR		
COMM 190	COMMUNICATION AND NEW MEDIA	

ELECTIVE COURSES: SELECT TWO (6 UNITS)

LAW 003	CIVIL RIGHTS AND THE LAW	3
LAW 007	STREET LAW	3
LAW 013	WILLS, TRUSTS, AND PROBATE ADMINISTRATION	3
LAW 018	MARRIAGE AND FAMILY LAW	3
LAW 033	LAW AND THE MEDIA	3
LAW 035	IMMIGRATION LAW FOR PARALEGALS	3
LAW 037	BANKRUPTCY AND CREDITOR'S RIGHTS	3
LAW 038	CRIMINAL LAW & PROCEDURE	3

Pathway to Law School Certificate of Achievement

Units: 25

(State Code: 39348; TOP Code: 140100; Academic Plan: C039348D)

The Pathway to Law School certificate of achievement enhances a student's academic preparation for law school. A law school accredited by the American Bar Association will typically require the completion of a bachelor's degree. However, incorporating this certificate of achievement as one element of undergraduate work substantiates a student's commitment to and preparation for the rigors of law school. Law school admissions officials may consider the certificate of achievement in making their admissions decisions. Course work and the supplemental programming provide students with information about applying to law school after attaining a bachelor's degree, career options with a law degree, common admissions issues for law school applicants; financial planning for law school, and other related matters.

This Certificate of achievement is part of an initiative by the California State Bar to improve access and success for law school applicants.

PROGRAM STUDENT LEARNING OUTCOMES

1. Complete the academic preparation at the lower division level that will be needed for success in law school, and thereafter in using a law degree professionally.
2. Develop awareness of the law school application process, including resources and networks to support them.
3. Preparation to complete a bachelor's degree and attend law school to strengthen the equity, diversity, and inclusivity of people in the legal profession.

PROGRAM REQUIREMENTS

Requirements for the Pathway to Law School certificate of achievement may be met by completing 25 units of required courses with a grade of "C" or better.

REQUIRED COURSES (25 UNITS)

LAW 007	STREET LAW	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
MATH 227	STATISTICS	4
POL SCI 001	THE GOVERNMENT OF THE UNITED STATES	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
OR		
ENGLISH 103	COMPOSITION AND CRITICAL THINKING	
OR		
PHILOS 005	CRITICAL THINKING AND COMPOSITION	
HISTORY 011	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3
OR		
HISTORY 012	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II	
COUNSEL 040	COLLEGE SUCCESS SEMINAR	3
OR		
PSYCH 001	GENERAL PSYCHOLOGY I	
COMM 101	PUBLIC SPEAKING	3
OR		
COMM 104	ARGUMENTATION AND DEBATE	
OR		
COMM 121	INTERPERSONAL COMMUNICATION	
OR		
COMM 122	INTERCULTURAL COMMUNICATION	

LIBERAL ARTS

See the Counseling Department or Articulation Office for information regarding these interdisciplinary programs.

OVERVIEW

The Liberal Arts degrees are designed for students planning to transfer to a four year college/university, including the California State University (CSU) and the University of California (UC) system. These degrees provide a well-rounded academic education in the liberal arts and sciences.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Liberal Arts: Arts and Humanities</i>	AA	C019843C	Any GE**	18	Y
<i>Liberal Arts: Natural Sciences and Mathematics</i>	AA	C019844C	Any GE**	18	Y
<i>Liberal Arts: Social & Behavior Science</i>	AA	C019845C	Any GE**	18	Y
<i>Performing and Visual Arts</i>	AA	C030211C	Any GE**	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Liberal Arts: Arts and Humanities Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 19843; TOP Code: 490310; Academic Plan: C019843C)

These courses bring together art, music, history, literature, and cultural studies. Students will 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.

PROGRAM STUDENT LEARNING OUTCOMES

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

PROGRAM REQUIREMENTS

Requirements for the Liberal Arts: Arts and Humanities Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 18 UNITS)

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I	3
AFRO AM 060	AFRICAN-AMERICAN MUSIC	3
ART 201	DRAWING I	3
ART 209	PERSPECTIVE DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ARTHIST 103	ART APPRECIATION I	3
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3
CHICANO 044	MEXICAN CIVILIZATION	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 018	INTRODUCTION TO FILM GENRES	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
COMM 130	INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE	3
DANCEST 805	HISTORY AND APPRECIATION OF DANCE	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3
ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION - FANTASY	3
HISTORY 003	HISTORY OF ENGLAND AND GREAT BRITAIN I	3
HISTORY 004	HISTORY OF ENGLAND AND GREAT BRITAIN II	3
HISTORY 007	THE WORLD'S GREAT RELIGIONS	3
HISTORY 086	INTRODUCTION TO WORLD CIVILIZATION I	3
HISTORY 087	INTRODUCTION TO WORLD CIVILIZATION II	3
HUMAN 006	GREAT PEOPLE, GREAT AGES	3
HUMAN 008	GREAT WOMEN IN THE HUMANITIES	3
HUMAN 030	THE BEGINNINGS OF WESTERN CIVILIZATION	3
HUMAN 031	PEOPLE IN CONTEMPORARY SOCIETY	3
HUMAN 061	PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
MUSIC 101	FUNDAMENTALS OF MUSIC	3
MUSIC 111	MUSIC APPRECIATION I	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	3
MUSIC 121	MUSIC HISTORY AND LITERATURE I	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II	3
MUSIC 135	AFRICAN AMERICAN MUSIC	3
MUSIC 136	MUSIC IN AMERICAN CULTURE	3
MUSIC 141	JAZZ APPRECIATION	3
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
PHILOS 001	INTRODUCTION TO PHILOSOPHY	3

PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3
PHILOS 020	ETHICS	3
PHILOS 030	ASIAN PHILOSOPHY	3
PHILOS 032	PHILOSOPHY OF RELIGION	3
PHILOS 040	INTRODUCTION TO THE PHILOSOPHY OF ART	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 034	HISTORY OF PHOTOGRAPHY	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
POL SCI 005	THE HISTORY OF WESTERN POLITICAL THOUGHT	3
THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3
THEATER 400	COSTUME PERIODS AND STYLES	3

OR ANY FOREIGN LANGUAGE COURSE (LEVEL 1 OR HIGHER, THAT IS APPROVED FOR CSU GE-BREADTH OR IGETC) IN THE FOLLOWING AREAS: ASL, ARMENIAN, CHINESE, FRENCH, JAPANESE, KOREAN, RUSSIAN, AND SPANISH

Liberal Arts: Natural Sciences and Mathematics

Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 19844; TOP Code: 490200; Academic Plan: C019844C)

These courses emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning beyond the level of intermediate algebra.

PROGRAM STUDENT LEARNING OUTCOMES

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.

PROGRAM REQUIREMENTS

Requirements for the Liberal Arts: Natural Sciences and Mathematics Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 18 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
ANTHRO 101	HUMAN BIOLOGICAL EVOLUTION	3
ASTRON 001	ELEMENTARY ASTRONOMY	3
ASTRON 005	FUNDAMENTALS OF ASTRONOMY LABORATORY	1
ASTRON 011	STARS, GALAXIES, AND THE UNIVERSE	3
BIOLOGY 003	INTRODUCTION TO BIOLOGY	4
BIOLOGY 006	GENERAL BIOLOGY I	5
BIOLOGY 007	GENERAL BIOLOGY II	5
BIOLOGY 025	HUMAN BIOLOGY	3

BIOLOGY 046	GENETIC ANALYSIS	3
BUS 015	BUSINESS STATISTICS	3
CHEM 060	INTRODUCTION TO GENERAL CHEMISTRY	5
CHEM 065	INTRODUCTORY GENERAL CHEMISTRY	4
CHEM 101	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
CHEM 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
CHEM 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
CHEM 221	BIOCHEMISTRY FOR SCIENCE MAJORS	5
EARTH 001	EARTH SCIENCE	3
ENV SCI 001	INTRODUCTION TO ENVIRONMENTAL SCIENCE	3
GEOG 001	PHYSICAL GEOGRAPHY	3
GEOG 015	PHYSICAL GEOGRAPHY LABORATORY	2
GEOLOGY 001	PHYSICAL GEOLOGY	3
GEOLOGY 002	EARTH HISTORY	3
GEOLOGY 006	PHYSICAL GEOLOGY LABORATORY	2
GEOLOGY 007	EARTH HISTORY LABORATORY	1
MATH 215	PRINCIPLES OF MATHEMATICS I	3
MATH 216	PRINCIPLES OF MATHEMATICS II	3
MATH 227	STATISTICS	4
MATH 230	MATHEMATICS FOR LIBERAL ARTS STUDENTS	3
MATH 236	CALCULUS FOR BUSINESS AND SOCIAL SCIENCE	5
MATH 245	COLLEGE ALGEBRA	3
MATH 258	GEOMETRY AND TRIGONOMETRY	5
MATH 260	PRECALCULUS	5
MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 270	LINEAR ALGEBRA	3
MATH 272	METHODS OF DISCRETE MATHEMATICS	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MICRO 001	INTRODUCTORY MICROBIOLOGY	5
MICRO 020	GENERAL MICROBIOLOGY	4
PHYS SC 010	PHYSICS AND THE MOVIES	3
PHYSICS 006	GENERAL PHYSICS I	4
PHYSICS 007	GENERAL PHYSICS II	4
PHYSICS 011	INTRODUCTORY PHYSICS	4
PHYSICS 012	PHYSICS FUNDAMENTALS	3
PHYSICS 014	PHYSICS FUNDAMENTALS LABORATORY	1
PHYSICS 021	GENERAL PHYSICS I WITH CALCULUS	4
PHYSICS 022	GENERAL PHYSICS II WITH CALCULUS	4
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3

OR ANY GENERAL EDUCATION COURSE APPROVED, PAST OR PRESENT, FOR CSU GE-BREADTH OR IGETC SUBJECT AREAS B AND 2 & 5, RESPECTIVELY

Liberal Arts: Social & Behavior Science

Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 19845; TOP Code: 490100; Academic Plan: C019845C)

These courses emphasize the perspective, concepts, theories and methodologies found in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. This pattern emphasizes the contributions

and perspectives of men, women and members of various ethnic and cultural groups and a comparative perspective on both Western and non-Western societies.

PROGRAM STUDENT LEARNING OUTCOMES

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

PROGRAM REQUIREMENTS

Requirements for the Liberal Arts: Social & Behavior Science Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 18 UNITS)

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I	3
AFRO AM 005	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II	3
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
ANTHRO 121	ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT	3
ANTHRO 151	VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA	3
BUS 001	INTRODUCTION TO BUSINESS	3
CHICANO 007	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I	3
CHICANO 008	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II	3
CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
COMM 121	INTERPERSONAL COMMUNICATION	3
COMM 122	INTERCULTURAL COMMUNICATION	3
CS 101	(FORMERLY CO SCI 103) INTRODUCTION TO COMPUTER SCIENCE	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
GEOG 002	CULTURAL ELEMENTS OF GEOGRAPHY	3
GEOG 014	GEOGRAPHY OF CALIFORNIA	3
HISTORY 003	HISTORY OF ENGLAND AND GREAT BRITAIN I	3
HISTORY 004	HISTORY OF ENGLAND AND GREAT BRITAIN II	3
HISTORY 007	THE WORLD'S GREAT RELIGIONS	3
HISTORY 011	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3
HISTORY 012	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II	3
HISTORY 059	COMPARATIVE HISTORY OF GENOCIDE & WAR CRIMES	3
HISTORY 073	RACE & RACISM IN UNITED STATES HISTORY	3
HISTORY 081	A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I	3
HISTORY 082	A HISTORY OF WORKING PEOPLE IN THE	

	UNITED STATES II	3
HISTORY 086	INTRODUCTION TO WORLD CIVILIZATION I	3
HISTORY 087	INTRODUCTION TO WORLD CIVILIZATION II	3
JOURNAL 105	MASS COMMUNICATIONS	3
LAW 003	CIVIL RIGHTS AND THE LAW	3
LAW 007	STREET LAW	3
LING 002	INTRODUCTION TO SOCIOLINGUISTICS	3
LING 003	INTRODUCTION TO PSYCHOLINGUISTICS	3
POL SCI 001	THE GOVERNMENT OF THE UNITED STATES	3
POL SCI 002	MODERN WORLD GOVERNMENTS	3
POL SCI 007	CONTEMPORARY WORLD AFFAIRS	3
POL SCI 014	GOVERNMENT AND POLITICS IN THE MIDDLE EAST	3
POL SCI 019	WOMEN IN POLITICS	3
PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCH 074	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3
SOC 002	AMERICAN SOCIAL PROBLEMS	3
SOC 011	RACE AND ETHNIC RELATIONS	3
SOC 012	MARRIAGE AND FAMILY LIFE	3
SOC 031	SOCIOLOGY OF GENDER	3
SOC 032	INTRODUCTION TO CRIMINOLOGY	3

OR ANY GENERAL EDUCATION COURSE APPROVED, PAST OR PRESENT, FOR CSU GE-BREADTH OR IGETC SUBJECT AREAS D AND 4, RESPECTIVELY

Performing and Visual Arts Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 30211; TOP Code: 490100; Academic Plan: C030211C)

These courses bring together the performing disciplines of Art, Cinema/TV, Dance, Photography, Music, and Theater. The students will demonstrate through performance how these disciplines integrate and relate to another. Students will be encouraged to work on the interdisciplinary aspect in the 185 Directed Studies through departmental collaborative projects.

PROGRAM STUDENT LEARNING OUTCOMES

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

PROGRAM REQUIREMENTS

Requirements for the Performing and Visual Arts Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 18 UNITS FROM AT LEAST 4 DISCIPLINES):

ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
DANCEST 185	DIRECTED STUDY - DANCE	1
DANCEST 301	CHOREOGRAPHY I	1
DANCEST 302	CHOREOGRAPHY II	1
DANCEST 303	CHOREOGRAPHY III	1
DANCEST 304	CHOREOGRAPHY IV	1
DANCETQ 111	BALLET TECHNIQUES I	1
DANCETQ 112	BALLET TECHNIQUES II	1
DANCETQ 113	BALLET TECHNIQUES III	1
DANCETQ 114	BALLET TECHNIQUES IV	1
DANCETQ 121	JAZZ DANCE TECHNIQUES I	1
DANCETQ 122	JAZZ DANCE TECHNIQUES II	1
DANCETQ 123	JAZZ DANCE TECHNIQUES III	1
DANCETQ 124	JAZZ DANCE TECHNIQUES IV	1
DANCETQ 141	MODERN DANCE TECHNIQUES I	1
DANCETQ 142	MODERN DANCE TECHNIQUES II	1
DANCETQ 143	MODERN DANCE TECHNIQUES III	1
DANCETQ 144	MODERN DANCE TECHNIQUES IV	1
DANCETQ 241	STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT	1
DANCETQ 242	STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT II	1
DNCEPC 311	FLAMENCO AND SPANISH DANCE	1
DNCEPC 321	SOCIAL DANCE TECHNIQUES I	1
DNCEPC 331	TAP DANCE TECHNIQUES I	1
MUSIC 185	DIRECTED STUDY - MUSIC	1
MUSIC 311	PIANO I	1
MUSIC 400	VOICE FUNDAMENTALS	1

MUSIC 501	COLLEGE CHOIR	1
MUSIC 601	BRASS INSTRUMENT INSTRUCTION I	2
MUSIC 621	WOODWIND INSTRUMENT INSTRUCTION I	2
PHOTO 001	ELEMENTARY PHOTOGRAPHY	6
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 017	INTRODUCTION TO COLOR PHOTOGRAPHY	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 271	INTERMEDIATE ACTING	3
THEATER 225	BEGINNING DIRECTION	3
THEATER 240	VOICE AND ARTICULATION FOR THE THEATER	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 313	SCENIC PAINTING FOR THE THEATER	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER	3
THEATER 417	COSTUMING FOR FILM	3

OR ANY GENERAL EDUCATION COURSE APPROVED, PAST OR PRESENT, FOR CSU GE-BREADTH OR IGETC SUBJECT AREAS C1 OR C2 AND 3A OR 3B, RESPECTIVELY



LIFE SCIENCES

Department Chair: Greg Gonsalves
(323) 953-4000 ext. 2796 | SCI 222E
lifescience.lacitycollege.edu

OVERVIEW

The Life Sciences Department's goal is to provide all students the opportunity to explore the science of life and to complete general education requirements in the natural sciences. We also prepare students for transfer to four-year programs in the biological sciences and for acceptance into various allied health programs. This preparation may lead to careers in teaching, nursing, medicine, dentistry, veterinary medicine, pharmacy, physical therapy, physician assistant, and many other fields. We are committed to providing our students with the knowledge and skills necessary for a successful career path and to nurture a life-long curiosity of the natural and biological world.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Biology	AS-T	C036049H	IGETC/CSUGE	33	Y
Pre-Allied Health	AS	C038859C	Any GE**	25-28	Y
Pre-Allied Health	C	C038860D	-	19-22	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Biology

Associate in Science (AS-T) Degree

Major Units: 33 Total Units: Minimum of 60
(State: 36049; TOP Code: 040100; Academic Plan: C036049H)

The Biology AS-T provides students with a background to evaluate and understand new discoveries and to make informed decisions about the use of scientific knowledge to benefit all living organisms. The curriculum is generally required of lower-division biological sciences majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students. The degree includes coursework that aligns with specific lower-division major requirements for biological sciences-related majors at various universities within the California State University (CSU) system.

To earn the AS-T, students must meet the following requirements:

a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explain the scientific method and its applications.
2. Demonstrate the scientific method in a laboratory setting.
3. Apply knowledge of fundamental biological principles such as evolution and taxonomy.
4. Apply knowledge of physiological, ecological, and molecular processes.
5. Demonstrate proficiency in basic lab skills and analysis.

PROGRAM REQUIREMENTS

Requirements for the Biology Associate in Science transfer degree may be met by completing: (a) 10 units of major core courses and 23 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (10 UNITS)

BIOLOGY 006	GENERAL BIOLOGY I	5
BIOLOGY 007	GENERAL BIOLOGY II	5

LIST A (23 UNITS)

CHEM 101	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
MATH 261	CALCULUS I	5
PHYSICS 006	GENERAL PHYSICS I	4
PHYSICS 007	GENERAL PHYSICS II	4



Pre-Allied Health**Associate of Science (AS) Degree**

Major Units: 25-28 Total Units: Minimum of 60
(State Code: 38859; TOP Code: 126000; Academic Plan: C038859C)

The Pre-Allied Health AS prepares students for entry into allied health programs such as nursing, dental hygiene, occupational therapy, physical therapy, pharmacy, radiologic technologies, physician assistant, and chiropractic. Courses in this degree are prerequisites for many health professional programs and are transferable to various majors, including Nursing, Kinesiology, and Nutrition. Some variations of entry requirements may exist among allied health programs and will require students to refer to the school of interest.

PROGRAM STUDENT LEARNING OUTCOMES

1. Perform tests using laboratory equipment and methods.
2. Work safely in a laboratory or clinical setting and follow safety protocols.
3. Describe pathophysiology of a human disease.
4. Employ diagnostic techniques to identify an unknown bacterium.
5. Describe anatomical structures.

PROGRAM REQUIREMENTS

Requirements for the Pre-Allied Health Associate of Science degree may be met by completing 12-13 units of required courses and 13-15 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (12-13 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
MICRO 001	INTRODUCTORY MICROBIOLOGY	5
OR		
MICRO 020	GENERAL MICROBIOLOGY	4

ELECTIVE COURSES (13-15 UNITS)**AREA 1: SELECT ONE COURSE**

CHEM 065	INTRODUCTORY GENERAL CHEMISTRY	4
OR		
CHEM 060	INTRODUCTION TO GENERAL CHEMISTRY	5
OR		
CHEM 101	GENERAL CHEMISTRY I	5

AREA 2: SELECT THREE COURSES

COMM 101	PUBLIC SPEAKING	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
FAM &CS 021	NUTRITION	3
HEALTH 002	HEALTH AND FITNESS	3
HEALTH 008	WOMEN'S PERSONAL HEALTH	3
HEALTH 021	HUMAN SEXUALITY	3
MATH 227	STATISTICS	4
PSYCH 001	GENERAL PSYCHOLOGY I	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3

Pre-Allied Health**Certificate of Achievement**

Units: 19-22
(State Code: 38860; TOP Code: 126000; Academic Plan: C038860D)

The Pre-Allied Health certificate of achievement prepares students for entry into allied health programs such as nursing, dental hygiene, occupational therapy, physical therapy, pharmacy, radiologic technologies, physician assistant, and chiropractic. Courses in this certificate are prerequisites for many health professional programs and are transferable to various majors at four-year institutions. Some variations of entry requirements may exist among allied health programs and will require students to refer to the school of interest.

PROGRAM STUDENT LEARNING OUTCOMES

1. Perform tests using laboratory equipment and methods.
2. Work safely in a laboratory or clinical setting and follow safety protocols.
3. Describe pathophysiology of a human disease.
4. Employ diagnostic techniques to identify an unknown bacterium.
5. Describe anatomical structures.

PROGRAM REQUIREMENTS

Requirements for the Pre-Allied Health certificate of achievement may be met by completing 12-13 units of required courses and 7-9 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (12-13 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
MICRO 001	INTRODUCTORY MICROBIOLOGY	5
OR		
MICRO 020	GENERAL MICROBIOLOGY	4

ELECTIVE COURSES: SELECT ONE FROM EACH AREA (7-9 UNITS)**LIST A: SELECT ONE (4-5 UNITS)**

CHEM 065	INTRODUCTORY GENERAL CHEMISTRY	4
OR		
CHEM 060	INTRODUCTION TO GENERAL CHEMISTRY	5
OR		
CHEM 101	GENERAL CHEMISTRY I	5

LIST B: SELECT ONE (3-4 UNITS)

COMM 101	PUBLIC SPEAKING	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
FAM &CS 021	NUTRITION	3
HEALTH 002	HEALTH AND FITNESS	3
HEALTH 008	WOMEN'S PERSONAL HEALTH	3
HEALTH 021	HUMAN SEXUALITY	3
MATH 227	STATISTICS	4
PSYCH 001	GENERAL PSYCHOLOGY I	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3

MANAGEMENT

Department Chair: Britt Hastery
(323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

OVERVIEW

Our programs in Management are designed for students seeking entry-level positions in general areas of business management, general management, industrial management, management analysts, operations management, sales management, and supervisory management, or for those currently employed in industry who want to upgrade their skills. All four programs are designed to give the student an extensive background in the principles and practices of management in the business world. The degree program offers a more comprehensive curriculum than the certificate programs and allows the student to transfer to a four-year university where a bachelor's degree can be earned.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Management</i>	AA	C002721C	<i>Any GE**</i>	38	Y
<i>Management</i>	C	C021611D	-	18	Y
<i>Management: Small Business</i>	C	C021612D	-	18	Y
<i>Retail Management (WAFC)</i>	C	C014232D	-	25	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Management Associate of Arts (AA) Degree

Major Units: 38 *Total Units: Minimum of 60*
(State Code: 02721; TOP Code: 050600; Academic Plan: C002721C)

The Management Associate of Arts degree is designed for students who want to work in general management-related fields in both the public and private sector. The program has been structured so it may be completed in four semesters, and students will acquire a broad fundamental knowledge of the theory and practice of managerial positions, and the skill sets needed for leadership positions. Employment opportunities include general supervisory, manager, and assistant manager positions in various industries.

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze and explain human relations and their implications for management and their employees.
2. Create a business plan.
3. Research and analyze job analysis data for the job descriptions and job specifications of an occupation.
4. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.

5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

PROGRAM REQUIREMENTS

Requirements for the Management Associate of Arts degree may be met by completing: (a) 38 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 38 UNITS)

ACCTG 017	PAYROLL ACCOUNTING	2
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 017	COMPUTER GRAPHICS	3
BUS 038	BUSINESS COMPUTATIONS	3
OR		
ACCTG 031	MATHEMATICS OF ACCOUNTING	
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS	3
INT BUS 001	INTERNATIONAL TRADE	3
MARKET 021	PRINCIPLES OF MARKETING	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES	3
MGMT 033	HUMAN CAPITAL MANAGEMENT	3
SUPV 001	ELEMENTS OF SUPERVISION	3
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS	3

Management Certificate of Achievement

Units: 18

(State Code: 21611; TOP Code: 050600; Academic Plan: C021611D)

The Management certificate of achievement is designed for students who want to work in general management-related fields in both the public and private sector. The program has been structured so it may be completed in two semesters, and students will acquire a broad fundamental knowledge of the theory and practice of managerial positions, and the skill sets needed for leadership positions. Employment opportunities include general supervisory and assistant manager positions in various industries. This program serves as an excellent pathway to the AA degree in Management.

PROGRAM STUDENT LEARNING OUTCOMES

1. Write a research paper using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to analyze an occupation and gather job analysis data for the job descriptions and the job specifications for that occupation.
2. Develop employee training programs for various job positions.
3. Differentiate between strategic and operational planning when setting departmental goals.
4. Design an organizational chart that represents job positions, lines of communication, and management hierarchy.

PROGRAM REQUIREMENTS

Requirements for the Management certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

REQUIRED COURSES (SELECT 18 UNITS)

BUS 001	INTRODUCTION TO BUSINESS	3
OR		
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS	
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES	3
MGMT 033	HUMAN CAPITAL MANAGEMENT	3
SUPV 001	ELEMENTS OF SUPERVISION	3

Management: Small Business Certificate of Achievement

Units: 18

(State Code: 21612; TOP Code: 050640; Academic Plan: C021612D)

The field of entrepreneurship provides knowledge of new venture opportunities, methods for creating and growing enterprises, and the role of entrepreneurship and young or smaller firms in economic development and the world economy. This program will help prepare students to create their own ventures, work in professional sectors in entry level administrative or operational supervisory positions that serve small or young businesses, or contribute significantly to the success of businesses in which they are employed. The program has been structured so it may be completed in two semesters, and serves as an excellent pathway to the AA degree in Management.

PROGRAM STUDENT LEARNING OUTCOMES

1. Complete a comprehensive computerized accounting project with a merchandising business.
2. Write a research paper about an occupation using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to gather job analysis data for the job descriptions and the job specifications of an occupation.
3. Write a formal paper evaluating the retail sales interactions after researching a product on the Internet, and conducting a field observation in a small business where the product is being sold.

PROGRAM REQUIREMENTS

Requirements for the Management: Small Business certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

REQUIRED COURSES (18 UNITS)

ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS	3
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
BUS 038	BUSINESS COMPUTATIONS	3
OR		
ACCTG 031	MATHEMATICS OF ACCOUNTING	

MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . .	3
OR		
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES	
OR		
MGMT 033	HUMAN CAPITAL MANAGEMENT	
OR		
SUPV 001	ELEMENTS OF SUPERVISION	
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	3

Retail Management (W AFC) Certificate of Achievement

Units: 25

(State Code: 14232; TOP Code: 050650; Academic Plan: C014232D)

The Retail Management certificate of achievement is an accredited business program by the Western Association of Food Chains (W AFC). The program provides the skills needed to get started or advance a career in the retail industry. The certificate has been recognized as a part of the White House’s Upskill Initiative, and leading organizations and foundations including the ACT Foundation and the U.S. Department of Labor.

The certificate of achievement is designed for students who are interested in a career in the retail and service-oriented industry. The certificate is a nationally recognized, accredited college program developed by retail industry experts and community college leaders to prepare retail employees for positions in management. Students who complete this academic program gain the knowledge, skills, abilities, and confidence that empower them to become successful leaders in retail and service-oriented companies. This certificate can be completed in less than one year, and serves as a good pathway in to the AA degree in Management. For more information about this program or about the W AFC accrediting body, see <http://wafc.com/> and <https://retailmanagementcertificate.com/>

PROGRAM STUDENT LEARNING OUTCOMES

1. Design a comprehensive shopping center plan with a team.
2. Prepare a written SWOT analysis (strengths, weaknesses, opportunities, and threats) based on findings from visiting and researching a given business.
3. Create a business plan by working as a fully-participating member of a class team.

PROGRAM REQUIREMENTS

Requirements for the Retail Management (W AFC) certificate of achievement may be met by completing 25 units of required courses with a grade of “C” or better.

REQUIRED COURSES (25 UNITS)

ACCTG 021	BOOKKEEPING AND ACCOUNTING I	3
ACCTG 055	ACCOUNTING COMPUTER LABORATORY	1
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
MARKET 021	PRINCIPLES OF MARKETING	3
MARKET 031	RETAIL MERCHANDISING	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES	3
MGMT 033	HUMAN CAPITAL MANAGEMENT	3
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS	3

MARKETING

Department Chair: Britt Hastey
(323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

OVERVIEW

The Marketing curriculum is designed for students who plan to enter entry-level positions in marketing and related areas such as advertising, customer relations, market research, retail, sales, shipping and receiving, transportation, and wholesale. Both programs are designed to give the student an extensive background in the principles and practices of marketing in the business world. The degree program offers a more comprehensive curriculum than the certificate program and allows the student to transfer to a four-year university where a bachelor's degree can be earned.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Marketing	AA	C002724C	Any GE**	36	Y
Marketing	C	C021613D	-	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Marketing

Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 02724; TOP Code: 050900; Academic Plan: C002724C)

Marketing involves several business activities that are performed in the process of getting goods and services from producer to the ultimate consumer. The Marketing degree program provides the student with a wide range of knowledge in marketing, selling, advertising and retailing, as well as decision-making skills in product planning, pricing, and selection of channels of distribution. Students are not only provided an understanding of those activities that comprise marketing, but also with the tools and concepts they will need to make sound decisions in the area. Employment opportunities include positions in marketing research, distribution, communications and promotion, innovation and product management, and sales leadership, all at the wholesale and retail levels. The program also serves as a direct pathway for those interested in pursuing a bachelor's degree in Marketing. Students are advised to begin their studies with Marketing 021 - Principles of Marketing.

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities, and threats).
2. Research a product on the internet, conduct a field observation in a retail store where the product is sold, and evaluate the retail sales interactions of a product.
3. Prepare an advertising plan for a product or a service.
4. Illustrate a standard overall retail merchandising strategy.
5. Solve a business word problem, using a knowledge of business concepts, terminology, and rules of equations.

PROGRAM REQUIREMENTS

Requirements for the Marketing Associate of Arts degree may be met by completing: (a) 36 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (36 UNITS)

BUS 001	INTRODUCTION TO BUSINESS	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
BUS 038	BUSINESS COMPUTATIONS	3
OR		
ACCTG 031	MATHEMATICS OF ACCOUNTING	
INTBUS 006	INTERNATIONAL MARKETING I	3
MARKET 001	PRINCIPLES OF SELLING	3
MARKET 011	FUNDAMENTALS OF ADVERTISING	3
MARKET 021	PRINCIPLES OF MARKETING	3
MARKET 031	RETAIL MERCHANDISING	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
OR		
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES	
SUPV 001	ELEMENTS OF SUPERVISION	3
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS	3

Marketing Certificate of Achievement

Units: 18

(State Code: 21613; TOP Code: 050900; Academic Plan: C021613D)

Designed to provide the student with a general knowledge of Marketing concepts including price, product, place and promotion, target marketing, SWOT analysis, and retailing. Employment opportunities include entry-level positions in general marketing administration, sales, marketing research and communication, and fundraising. This program can be completed in two semesters and serves as a direct pathway to the AA degree in Marketing. Students are advised to begin their studies with MARKET 021 (Principles of Marketing).

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities, and threats) in writing.
2. Evaluate the retail sales interactions of a product, after researching the product on the internet, and conducting a field observation in a retail store where the product is being sold.
3. Develop a strategic advertising plan for a new or existing product or service.

PROGRAM REQUIREMENTS

Requirements for the Marketing certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED COURSES (18 UNITS)

INTBUS 006	INTERNATIONAL MARKETING I	3
MARKET 001	PRINCIPLES OF SELLING	3
MARKET 011	FUNDAMENTALS OF ADVERTISING	3
MARKET 021	PRINCIPLES OF MARKETING	3
MARKET 031	RETAIL MERCHANDISING	3
OR		
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	
SUPV 012	WRITTEN COMMUNICATION FOR SUPERVISORS	3
OR		
BUS 001	INTRODUCTION TO BUSINESS	



MATHEMATICS

Department Chair: Kian Kaviani
(323) 953-4000 ext. 2828 | JH 101H
math.lacitycollege.edu

OVERVIEW

LACC offers math courses ranging from entry-level to university level, including basic statistics, college algebra, and math for liberal arts and business majors, as well as calculus and ordinary differential equations for STEM majors. Classes are offered in various formats six days a week, throughout the day, during fall, spring, winter, and summer sessions.

LACC's student Math Team has placed in the top 5 out of 200 colleges in the National American Mathematics Association of Two Year Colleges for the past 16 years. We placed number 1 in the nation for six of those years.

We hold an annual Math Contest for over 500 middle and high school students every March and offer scholarships to LACC for the top students.

A tutoring lab and four computer laboratories are available for student support and student employment. Many classes use software including MyMathLab, ALEKS, and Mathematica.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Mathematics	AS-T	C033153H	IGETC/CSUGE	21	Y
Mathematics	AS	C002754C	Any GE**	21	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Mathematics

Associate in Science (AS-T) Degree

Major Units: 21 Total Units: Minimum of 60
(State Code: 33153; TOP Code: 170100; Academic Plan: C033153H)

The Mathematics Associate in Science transfer degree meets the lower division course requirements necessary for the California State University (CSU) system. Mathematics courses include basic skills and general education courses for future teachers, and courses for students majoring in science, technology, engineering, and mathematics. The degree provides students with an analytical academic foundation to help them transfer to the California State University system.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Express results using appropriate units.
- Organize, present, and interpret mathematical models using symbolic, numerical, and graphical methods.
- Solve a variety of problems using mathematical techniques and/or reasoning.
- Use mathematical problem solving techniques in real-world applications.

PROGRAM REQUIREMENTS

Requirements for the Mathematics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses and 6 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (15 UNITS)

MATH 261*	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

LIST A (6 UNITS)

MATH 270	LINEAR ALGEBRA	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3

*MATH 260 (Precalculus) is a prerequisite for MATH 261.

Mathematics

Associate of Science (AS) Degree

Major Units: 21 Total Units: Minimum of 60
 (State Code: 02754; TOP Code: 170100; Academic Plan: C002754C)

An Associate Degree in mathematics from LACC can be the first half of an equation that adds up to a bachelor's degree in mathematics. Students take courses in statistics, calculus, linear algebra, and differential equations. These courses are first- and second-year degree requirements for the first two years of a bachelor's degree in mathematics. LACC graduates have gone on to earn bachelor's degrees from UC Berkeley, UCLA, UCSD, UCI, the California State University system, and nationwide. Students can join the award-winning Math Club. LACC Math Club students have been National Champions for the AMATYC National Mathematics Competition five times in the last 18 years. The Math Club placed in the top six for the past 16 years. Math scholarships are available.

PROGRAM STUDENT LEARNING OUTCOMES

1. Express results using appropriate units.
2. Organize, present, and interpret mathematical models using symbolic, numerical, and graphical methods.

3. Solve a variety of problems using mathematical techniques and/or reasoning.
4. Use mathematical problem solving techniques in real-world applications.

PROGRAM REQUIREMENTS

Requirements for the Mathematics Associate of Science degree may be met by completing: (a) 21 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (21 UNITS)

MATH 261*	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 270	LINEAR ALGEBRA	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3

*MATH 260 (Precalculus) is a prerequisite for MATH 261.



MUSIC

Department Chair: Christine Park
(323) 953-4000 ext. 2880 | HAMC 146
music.lacitycollege.edu

OVERVIEW

The Herb Alpert Music Center at Los Angeles City College offers a streamlined curriculum to create a transfer-ready, work-ready, and enriched student community through the Associate in Arts (AA-T) transfer degree that guarantees transfer to four-year CSU institutions, the Associate of Arts (AA) degree in Music, skill-building certificates, and general music education. Our dedicated and experienced faculty teach distinct and creative courses in theory, musicianship, appreciation, history, technology, performance, and techniques for students at all levels.

The Herb Alpert Music Scholarship provides two years of tuition-free study at LACC for all music majors seeking the Music Associate of Arts degree, Music Associate in Arts transfer degree, and certificates of achievement in music. The scholarship is available for qualified in-state, non-resident, and international students.

The Herb Alpert Music Academy (Applied Music Program) is designed for students seeking to transfer to four-year institutions to complete a Bachelor of Arts or Bachelor of Music degree. Music Academy students receive private lessons to prepare them for auditions and performances. Admission into the Music Academy requires a completed application that includes a video audition. Students accepted into the program must be a full-time music major for two years, enroll in required music courses, and fulfill all the expectations required of an Herb Alpert Music Scholarship student.

Through established transfer agreements, Herb Alpert Music Academy students who complete the required courses have a streamlined pathway to the UCLA Herb Alpert School of Music and are provided priority consideration for transfer to the Herb Alpert School of Music at CalArts. Visit the Music Department website for detailed course requirements.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Music	AA-T	C032496G	IGETC/ CSUGE	22	Y
Music	AA	C002736C	Any GE**	29	Y
Music Composition	C	C036658D	-	31-37	Y
Instrumental Performer	C	C010777D	-	23-28	Y
Music Technology	C	C038233D	-	32	N
Vocal Performer	C	C010778D	-	25-30	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Music

Associate in Arts (AA-T) Degree

Major Units: 22 Total Units: Minimum of 60
(State Code: 32496; TOP Code: 100400; Academic Plan: C032496G)

The Music Associate in Arts (AA-T) transfer degree prepares the student to transfer seamlessly to California State University (CSU) schools through courses that provide practical skills in theory, musicianship, piano, and performance.

To earn the AA-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
- Recognize and understand patterns and forms in musical examples from a variety of time periods and genres.
- Play or sing stylistically appropriate music from memory with precise rhythm, correct pitches, and accurate intonation.
- Participate in ensembles.

PROGRAM REQUIREMENTS

Requirements for the Music Associate in Arts transfer degree may be met by completing: (a) 14 units of major core courses, 4 units of "List A" courses, and 4 units of "Large Ensemble" courses with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (14 UNITS)

MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 202	HARMONY II	3
MUSIC 211	MUSICIANSHIP I	1
MUSIC 212	MUSICIANSHIP II	1
MUSIC 181*	APPLIED MUSIC I	0.5
MUSIC 182*	APPLIED MUSIC II	0.5
MUSIC 183*	APPLIED MUSIC III	0.5
MUSIC 184*	APPLIED MUSIC IV	0.5

LIST A (4 UNITS)

MUSIC 203	HARMONY III	3
MUSIC 213	MUSICIANSHIP III	1

LARGE ENSEMBLE** (SELECT 4 UNITS)

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1

MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

*Students must apply to enter the Herb Alpert Music Academy (applied music program). Students who qualify will receive additional private lessons (MUSIC 180-1, 180-2, 180-3, 180-4). Students who do not qualify should take group courses in their selected field (instrumental/voice/technology) to develop the skills needed to meet CSU audition requirements.

**Large ensembles are repeatable three times.

Music

Associate of Arts (AA) Degree

Major Units: 29 Total Units: Minimum of 60
(State Code: 02736; TOP Code: 100400; Academic Plan: C002736C)

The Music Associate of Arts degree provides the student with practical skills in theory, musicianship, piano, and performance. The degree may serve as a basis for further undergraduate education in music or prepare the student for entry into the music industry.

PROGRAM STUDENT LEARNING OUTCOMES

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Sight-sing and dictate rhythms and diatonic and chromatic melodies in various meters.
3. Play scales and repertoire demonstrating level IV piano proficiency.
4. Communicate in writing viewpoints on current musical trends and performance practice, using proper terminology from selected time periods.
5. Perform on their chosen instrument in public as a soloist or in an ensemble.

PROGRAM REQUIREMENTS

Requirements for the Music Associate of Arts degree may be met by completing: (a) 25 units of major core courses and 4 units of ensemble courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (25 UNITS)

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 202	HARMONY II	3
MUSIC 203	HARMONY III	3
MUSIC 211	MUSICIANSHIP I	1
MUSIC 212	MUSICIANSHIP II	1
MUSIC 213	MUSICIANSHIP III	1
MUSIC 311*	PIANO I	1

MUSIC 312*	PIANO II	1
MUSIC 313*	PIANO III	1
MUSIC 314*	PIANO IV	1

SELECT ONE

MUSIC 111	MUSIC APPRECIATION I	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	
MUSIC 121	MUSIC HISTORY AND LITERATURE I	
MUSIC 122	MUSIC HISTORY AND LITERATURE II	
MUSIC 135	AFRICAN AMERICAN MUSIC	
MUSIC 136	MUSIC IN AMERICAN CULTURE	

ENSEMBLE COURSES: SELECT FOUR** (4 UNITS)

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

*Or more advanced level.

**Ensemble courses are repeatable.

Music Composition

Certificate of Achievement

Units: 31-37

(State Code: 36658; TOP Code: 100500; Academic Plan: C036658D)

The Music Composition certificate of achievement provides the student a pathway to a career in teaching music and writing and transcribing musical scores. The student will gain knowledge and practical and technical skills in composition, theory, musicianship, piano, and the music business.

PROGRAM STUDENT LEARNING OUTCOMES

1. Harmonize melodies, analyze progressions, and realize a figured bass with advanced chromatic chords.
2. Perform and take dictation of chromatic melodies, harmonic progressions, and rhythms.
3. Play assigned piano (level 4) repertoire with appropriate dynamics, tempo, and interpretation.
4. Complete writing assignments on music history and the music industry at an intermediate level of English.

PROGRAM REQUIREMENTS

Requirements for the Music Composition certificate of achievement may be met by completing 31-37 units of required courses with a grade of "C" or better.

REQUIRED COURSES (31-37 UNITS)

MUSIC 137	MUSIC AS A BUSINESS	3
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THEORY LEVEL 1 (8 UNITS)

MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 211	MUSICIANSHIP I	1

THEORY LEVEL 2 (3-4 UNITS)

MUSIC 202 AND	HARMONY II	3
MUSIC 212 OR	MUSICIANSHIP II	1
MUSIC 205	COMMERCIAL HARMONY I	3

THEORY LEVEL 3 (3-4 UNITS)

MUSIC 203 AND	HARMONY III	3
MUSIC 213 OR	MUSICIANSHIP III	1
MUSIC 206	COMMERCIAL HARMONY II	3

ADVANCED THEORY 1: SELECT ONE (3 UNITS)

MUSIC 224	COMPOSITION	3
MUSIC 271	SONGWRITERS' WORKSHOP I	3

ADVANCED THEORY 2: SELECT ONE (3 UNITS)

MUSIC 221	COUNTERPOINT I	3
MUSIC 223	TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES	3
MUSIC 231	ORCHESTRATION AND ARRANGING I	3

APPRECIATION: SELECT ONE (3 UNITS)

MUSIC 111	MUSIC APPRECIATION I	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	3
MUSIC 118	FILM MUSIC APPRECIATION	3
MUSIC 121	MUSIC HISTORY AND LITERATURE I	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II	3
MUSIC 141	JAZZ APPRECIATION	3

INSTRUMENT LEVEL 1: SELECT ONE (1-2 UNITS)

MUSIC 311*	PIANO I	1
MUSIC 341-1	INTERMEDIATE PIANO I	2
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2

INSTRUMENT LEVEL 2: SELECT ONE (1-2 UNITS)

MUSIC 312*	PIANO II	1
MUSIC 341-2	INTERMEDIATE PIANO II	2
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II	2

INSTRUMENT LEVEL 3: SELECT ONE (1-2 UNITS)

MUSIC 313*	PIANO III	1
MUSIC 341-3	INTERMEDIATE PIANO III	2
MUSIC 361-3	COMMERCIAL PIANO TECHNIQUES WORKSHOP III	2
MUSIC 601*	BRASS INSTRUMENT INSTRUCTION I	2
MUSIC 611*	STRING INSTRUMENT INSTRUCTION I	2
MUSIC 621*	WOODWIND INSTRUMENT INSTRUCTION I	2
MUSIC 631*	PERCUSSION INSTRUMENT INSTRUCTION I	2
MUSIC 650*	BEGINNING GUITAR	2

INSTRUMENT LEVEL 4: SELECT ONE (1-2 UNITS)

MUSIC 314*	PIANO IV	1
MUSIC 341-4	INTERMEDIATE PIANO IV	2
MUSIC 361-4	COMMERCIAL PIANO TECHNIQUES WORKSHOP IV	2
MUSIC 602*	BRASS INSTRUMENT INSTRUCTION II	2
MUSIC 612*	STRING INSTRUMENT INSTRUCTION II	2
MUSIC 622*	WOODWIND INSTRUMENT INSTRUCTION II	2
MUSIC 632*	PERCUSSION INSTRUMENT INSTRUCTION II	2
MUSIC 651*	CLASSICAL GUITAR I	2

ENSEMBLE COURSE: SELECT ONE (1 UNIT)

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1

MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

Instrumental Performer Certificate of Achievement

Units: 23-28

(State Code: 10777; TOP Code: 100500; Academic Plan: C010777D)

The Instrumental Performer certificate of achievement provides the student a pathway to a career in teaching courses in music, directing and conducting instrumental groups, and playing the chosen instrument in solo or ensemble performance. The student will gain knowledge and practical and technical skills in their chosen instrument (piano, guitar, strings, woodwinds, brass, percussion), theory, musicianship, and ensemble performance.

PROGRAM STUDENT LEARNING OUTCOMES

1. Perform assigned technical exercises and repertoire on the chosen instrument with appropriate technique and musicality, and perform with ensembles in a public setting.
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

PROGRAM REQUIREMENTS

Requirements for the Instrumental Performer certificate of achievement may be met by completing 23-28 units of required and specialization courses with a grade of "C" or better.

REQUIRED COURSES

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 111 OR	MUSIC APPRECIATION I	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	
OR		
MUSIC 118	FILM MUSIC APPRECIATION	
OR		
MUSIC 141	JAZZ APPRECIATION	

ENSEMBLE: SELECT FOUR*

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

*Ensemble courses are repeatable three times

SPECIALIZATION COURSES

PIANO (23 TO 28 UNITS TOTAL)

MUSIC 311	PIANO I	1
MUSIC 312	PIANO II	1
MUSIC 313	PIANO III	1
MUSIC 314	PIANO IV	1
OR		
MUSIC 341-1	INTERMEDIATE PIANO I	2
MUSIC 341-2	INTERMEDIATE PIANO II	2
MUSIC 341-3	INTERMEDIATE PIANO III	2
MUSIC 341-4	INTERMEDIATE PIANO IV	2
OR		
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II	2
MUSIC 361-3	COMMERCIAL PIANO TECHNIQUES WORKSHOP III	2
MUSIC 361-4	COMMERCIAL PIANO TECHNIQUES WORKSHOP IV	2
MUS 271	SONGWRITERS WORKSHOP	3
OR		
MUS 205	COMMERCIAL HARMONY	
OR		
MUS 201	HARMONY I	3
AND		
MUS 211	MUSICIANSHIP I	1

BRASS (26 UNITS TOTAL)

MUSIC 311*	PIANO I	1
MUSIC 312*	PIANO II	1
MUSIC 601	BRASS INSTRUMENT INSTRUCTION I	2
MUSIC 602	BRASS INSTRUMENT INSTRUCTION II	2
MUSIC 603	BRASS INSTRUMENT INSTRUCTION III	2
MUSIC 604	BRASS INSTRUMENT INSTRUCTION IV	2

STRINGS (26 UNITS TOTAL)

MUSIC 311*	PIANO I	1
MUSIC 312*	PIANO II	1
MUSIC 611	STRING INSTRUMENT INSTRUCTION I	2
MUSIC 612	STRING INSTRUMENT INSTRUCTION II	2
MUSIC 613	STRING INSTRUMENT INSTRUCTION III	2
MUSIC 614	STRING INSTRUMENT INSTRUCTION IV	2

WOODWINDS (26 UNITS TOTAL)

MUSIC 311*	PIANO I	1
MUSIC 312*	PIANO II	1
MUSIC 621	WOODWIND INSTRUMENT INSTRUCTION I	2
MUSIC 622	WOODWIND INSTRUMENT INSTRUCTION II	2
MUSIC 623	WOODWIND INSTRUMENT INSTRUCTION III	2
MUSIC 624	WOODWIND INSTRUMENT INSTRUCTION IV	2

PERCUSSION (26 UNITS TOTAL)

MUSIC 311*	PIANO I	1
MUSIC 312*	PIANO II	1
MUSIC 631	PERCUSSION INSTRUMENT INSTRUCTION I	2
MUSIC 632	PERCUSSION INSTRUMENT INSTRUCTION II	2
MUSIC 632	PERCUSSION INSTRUMENT INSTRUCTION III	2
MUSIC 632	PERCUSSION INSTRUMENT INSTRUCTION IV	2

GUITAR (26 UNITS TOTAL)

MUSIC 311*	PIANO I	1
MUSIC 312*	PIANO II	1
MUSIC 650	BEGINNING GUITAR	2
MUSIC 651	CLASSICAL GUITAR I	2
MUSIC 652	CLASSICAL GUITAR II	2
MUSIC 653	CLASSICAL GUITAR III	2
OR		
MUSIC 661	COMMERCIAL GUITAR I	2
MUSIC 662	COMMERCIAL GUITAR II	2
MUSIC 663	COMMERCIAL GUITAR III	2

MUSIC ACADEMY (APPLIED MUSIC) TRACK (26 UNITS TOTAL)

MUSIC 181	APPLIED MUSIC I	0.5
MUSIC 182	APPLIED MUSIC II	0.5
MUSIC 183	APPLIED MUSIC III	0.5
MUSIC 184	APPLIED MUSIC IV	0.5
MUSIC 180-1	APPLIED MUSIC LABORATORY I	1.5
MUSIC 180-2	APPLIED MUSIC LABORATORY II	1.5
MUSIC 180-3	APPLIED MUSIC LABORATORY III	1.5
MUSIC 180-4	APPLIED MUSIC LABORATORY IV	1.5

*Or higher level

Music Technology

Certificate of Achievement

Units: 32

(State Code: 38233; TOP Code: 100500; Academic Plan: C038233D)

The Music Technology certificate of achievement provides the student a pathway to a career using audio and video equipment, and operating equipment to record, synchronize, mix, or reproduce music. The student will gain knowledge and practical and technical skills in music technology, music business, and theory.

PROGRAM STUDENT LEARNING OUTCOMES

1. Record, arrange, and mix projects in an assigned style using a digital audio workstation (DAW).
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Play assigned piano (level 2) repertoire with appropriate dynamics, tempo, and interpretation.
4. Complete writing assignments on the music industry, music history, and business at an intermediate level of English.

PROGRAM REQUIREMENTS

Requirements for the Music Technology certificate of achievement may be met by completing 32 units of required courses with a grade of "C" or better.

REQUIRED COURSES (32 UNITS)

MUSIC 101	FUNDAMENTALS OF MUSIC	3
MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 161	INTRODUCTION TO MUSIC TECHNOLOGY	3
MUSIC 261-1	MUSIC TECHNOLOGY WORKSHOP I	3
MUSIC 261-2	MUSIC TECHNOLOGY WORKSHOP II	3
MUSIC 261-3	MUSIC TECHNOLOGY WORKSHOP III	3
MUSIC 271	SONGWRITERS' WORKSHOP I	3
MUSIC 291	MUSIC PRODUCTION FOR MULTIMEDIA I	2
MUSIC 292	MUSIC PRODUCTION FOR MULTIMEDIA II	2
MUSIC 311	PIANO I	1
MUSIC 312	PIANO II	1
MUSIC 111	MUSIC APPRECIATION I	3
OR		
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	
OR		
MUSIC 118	FILM MUSIC APPRECIATION	
OR		
MUSIC 141	JAZZ APPRECIATION	

ENSEMBLE: SELECT TWO**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1

MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

***Ensemble courses are repeatable*

Vocal Performer Certificate of Achievement

Units: 25-30

(State Code: 10778; TOP Code: 100500; Academic Plan: C010778D)

The Vocal Performer certificate of achievement provides the student a pathway to a career in teaching courses in music, directing and conducting instrumental groups, and singing in solo or ensemble performance. The student will gain knowledge and practical and technical skills in voice, theory, musicianship, and ensemble performance.

PROGRAM STUDENT LEARNING OUTCOMES

1. Sing assigned technical exercises with appropriate technique and musicality, and perform with ensembles in a public setting.
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

PROGRAM REQUIREMENTS

Requirements for the Vocal Performer certificate of achievement may be met by completing 25-30 units of required courses and specializations with a grade of "C" or better.

REQUIRED COURSES (25-30 UNITS)

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 311	PIANO I	1
MUSIC 312	PIANO II	1
MUSIC 271	SONGWRITERS' WORKSHOP I	3
OR		
MUSIC 205	COMMERCIAL HARMONY I	
OR		
MUSIC 201	HARMONY I	3
AND		
MUSIC 211	MUSICIANSHIP I	1
MUSIC 111	MUSIC APPRECIATION I	3
OR		
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	
OR		
MUSIC 118	FILM MUSIC APPRECIATION	
OR		
MUSIC 141	JAZZ APPRECIATION	



ENSEMBLE: SELECT FOUR*

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 702	COMMERCIAL ENSEMBLE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Ensemble courses are repeatable three times*

COMMERCIAL VOICE TRACK

MUSIC 400	VOICE FUNDAMENTALS	1
MUSIC 431	COMMERCIAL VOICE I	1
MUSIC 432	COMMERCIAL VOICE II	1
MUSIC 433	COMMERCIAL VOICE III	1

CLASSICAL VOICE TRACK

MUSIC 400	VOICE FUNDAMENTALS	1
MUSIC 401	CLASSICAL VOICE I	1
MUSIC 402	CLASSICAL VOICE II	1
MUSIC 403	CLASSICAL VOICE III	1

MUSIC ACADEMY (APPLIED MUSIC) TRACK

MUSIC 181	APPLIED MUSIC I	0.5
MUSIC 182	APPLIED MUSIC II	0.5
MUSIC 183	APPLIED MUSIC III	0.5
MUSIC 184	APPLIED MUSIC IV	0.5
MUSIC 180-1	APPLIED MUSIC LABORATORY I	1.5
MUSIC 180-2	APPLIED MUSIC LABORATORY II	1.5
MUSIC 180-3	APPLIED MUSIC LABORATORY III	1.5
MUSIC 180-4	APPLIED MUSIC LABORATORY IV	1.5

NURSING

Director: Christiana Baskaran
 (323) 953-4000 ext. 2065 | SCI TECH 218
 nursing.lacitycollege.edu

OVERVIEW

The LACC Registered Nursing program leads to eligibility for licensure as a registered nurse (RN). The program is accredited by the California Board of Registered Nursing.

The Associate of Science degree is a two-year full-time program that includes theory and clinical courses. Clinical experiences include the opportunity for students to participate in nursing care and treatments of clients in hospitals and other health care facilities.

Admission to the Program

All students interested in the Nursing Program must first attend a mandatory information session. Prospective students should visit the department website for information. Details on Registered Nursing program standards can be found in the E-10 Guidelines at the LACC Nursing and LACCD websites.

The following are required for entry into the program:

1. Completion of prerequisite courses with a grade of “C” or better, posted on the student transcript. Prerequisite courses include: Anatomy 001 (4 units), Physiology 001 (4 units), Microbiology 020 (4 units), Chemistry 060 (5 units) if the student has not completed one-year of high school Chemistry (two semesters each with a “C” or higher), Psychology 001 (3 units), Psychology 041 (3 units), English 101 (3 units), and Math 125 or higher (5 units). Students must meet a “cut score” of 80% based on college grade point average (GPA), college English GPA, and core Biology GPA. Students are strongly encouraged to complete Communication Studies 101 (3 units), an American Institutions course (3 units), and a Humanities course (3 units) prior to entering the program, as these are required to graduate.

2. Students must take the Test of Essential Academic Skills (TEAS)—a diagnostic assessment test of basic math, English, reading, and science—and achieve a composite minimum average score of 62% on the first attempt or, on a second attempt, a minimum of 62% in all areas after remediation.
3. Submit a Nursing Program application with proof of high school diploma and/or college degree. If students received their high school diploma from a foreign country and/or are requesting equivalency of foreign college credits to fulfill prerequisites, transcripts must be evaluated for equivalency by an LACCD-approved agency.
4. The complete application is reviewed by a selection committee. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.

NCLEX-RN Exam

Upon graduation, students will be eligible to apply for and take the NCLEX-RN examination. The Board of Registered Nursing may deny licensure on such grounds as being convicted of crime, acts of dishonesty, and fraud or deceit.

The information above may be updated or modified subject to district, state, and/or BRN request. Contact the LACC Nursing Department and visit the LACC Nursing website for additional information.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Registered Nursing	AS	C014274C	Any GE**	36	Y
*FA = Financial Aid Eligible. Yes = Eligible for all aid. No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility. **Any General Education Pattern: LACCD GE, CSUGE, or IGETC					





Registered Nursing Associate of Science (AS) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 14274; TOP Code: 123010; Academic Plan: C014274C)

PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize the nursing process as a basis for decisions in the planning and implementation for nursing care across the lifespan to a diverse population.
2. Apply critical thinking to make decisions and provide safe patient care.
3. Demonstrate effective communication skills in the provision of care across the lifespan.
4. Function within the scope of practice and standards of care of the California Board of Registered Nursing and Nurse Practice Act.

PROGRAM REQUIREMENTS

Requirements for the Registered Nursing Associate of Science degree may be met by completing: (a) 36 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (36 UNITS)

REGNRSG 103	NURSING PHARMACOLOGY	1
REGNRSG 104	NURSING FOUNDATIONS - THEORY	2
REGNRSG 104L	NURSING FOUNDATIONS - CLINICAL	2.5
REGNRSG 105	BEGINNING MEDICAL/SURGICAL - THEORY	2
REGNRSG 105L	BEGINNING MEDICAL/SURGICAL - CLINICAL	2.5
REGNRSG 106	NURSING CARE OF THE CHILDBEARING FAMILY - THEORY	2
REGNRSG 106L	NURSING CARE OF THE CHILDBEARING FAMILY - CLINICAL	2
REGNRSG 107	NURSING CARE OF THE PEDIATRIC CLIENT - THEORY	2
REGNRSG 107L	NURSING CARE OF THE PEDIATRIC CLIENT - CLINICAL	2
REGNRSG 108	NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - THEORY	2
REGNRSG 108L	NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - CLINICAL	2
REGNRSG 109	INTERMEDIATE MEDICAL/SURGICAL NURSING - THEORY	2.5
REGNRSG 109L	INTERMEDIATE MEDICAL/SURGICAL NURSING - CLINICAL	2.5
REGNRSG 110	ADVANCED MEDICAL/SURGICAL NURSING - THEORY	2.5
REGNRSG 110L	ADVANCED MEDICAL/SURGICAL NURSING - CLINICAL	2.5
REGNRSG 111	NURSING LEADERSHIP AND MANAGEMENT - THEORY	2
REGNRSG 111L	NURSING LEADERSHIP AND MANAGEMENT - CLINICAL	2

Note: The major core courses listed above reflect a revision to the program. The revised theory and clinical courses will be phased in over the next four semesters. Students who started the program prior to fall 2020 should consult the catalog for that year. Speak to the Nursing program director for more information.

PHILOSOPHY

Chair: Julio Torres
(323) 953-4000 ext. 2763 | HH 200C
philosophy.lacitycollege.edu

OVERVIEW

Too often when we hear the word “philosophy,” the thought of old statues and ancient writings comes to mind. In fact, philosophy is alive and well and critical to our everyday decision-making, as well as the decisions made by businesses, religious institutions, and governments around the globe. Additionally, examining the principles of philosophy helps one become a more ethical and organized thinker. These skills are critical for future managers. The logic skills gained can benefit everyone, especially aspiring lawyers who will need to present well-structured arguments. The Philosophy program empowers students to examine questions about ethics, reality, and knowledge that give them a deeper understanding of themselves and the world in which they live.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Philosophy	AA-T	C038857G	IGETC/CSU	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Philosophy

Associate in Arts (AA-T) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 38857; TOP Code: 150900; Academic Plan: C0388857G)

The Philosophy Associate in Arts transfer degree is designed to prepare the student for transfer to the California State University (CSU) system of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Philosophy. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of philosophy.

To earn the AA-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor’s Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Analyze and evaluate the work of major figures in philosophy.
- Compare and contrast different philosophical views across historical periods and contexts of human experience.
- Evaluate the most important topics in key areas of philosophy, such as theory of knowledge, metaphysics, and ethics.
- Demonstrate the ability to apply philosophical ideas to philosophical problems.
- Express philosophical ideas and defend them in argument, both in writing and orally.

PROGRAM REQUIREMENTS

Requirements for the Philosophy Associate in Arts transfer degree may be met by completing: (a) 6 units of major core courses, 3 units from “List A,” 6 units from “List B,” and 3 units from “List C” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (6 UNITS)

PHILOS 001	INTRODUCTION TO PHILOSOPHY	3
OR		
PHILOS 020	ETHICS	
PHILOS 008	DEDUCTIVE LOGIC	3
OR		
PHILOS 009	SYMBOLIC LOGIC	

LIST A: SELECT ONE COURSE (3 UNITS)

PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3
PHILOS 020	ETHICS	3

LIST B: SELECT TWO COURSES (6 UNITS)

PHILOS 030	ASIAN PHILOSOPHY	3
PHILOS 032	PHILOSOPHY OF RELIGION	3
PHILOS 040	INTRODUCTION TO THE PHILOSOPHY OF ART	3

LIST C: SELECT ONE COURSE (3 UNITS)

PHILOS 005	CRITICAL THINKING AND COMPOSITION	3
PHILOS 006	LOGIC IN PRACTICE	3

PHOTOGRAPHY

Department Chair: Alexandra Wiesenfeld
 (323) 953-4000 ext. 2515 | DH 103B
 Vice Chair: Nicole Belle
 (323) 953-4000 ext. 2835 | DH 309
 art.lacitycollege.edu

OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

We offer a variety of digital and film-based courses for students wanting to pursue a commercial, photojournalism, or fine art career as a photographer. We are a vocational program and offer Digital and Photojournalism certificates as well as an Applied Photography Associate of Arts Degree. We also offer several classes that transfer to UC and Cal State Universities.

We have an excellent faculty and staff that is ready to help you develop your vision as a photographer. From beginning to advanced analog and digital photography to experimental photographic techniques, you can learn it here at LACC.

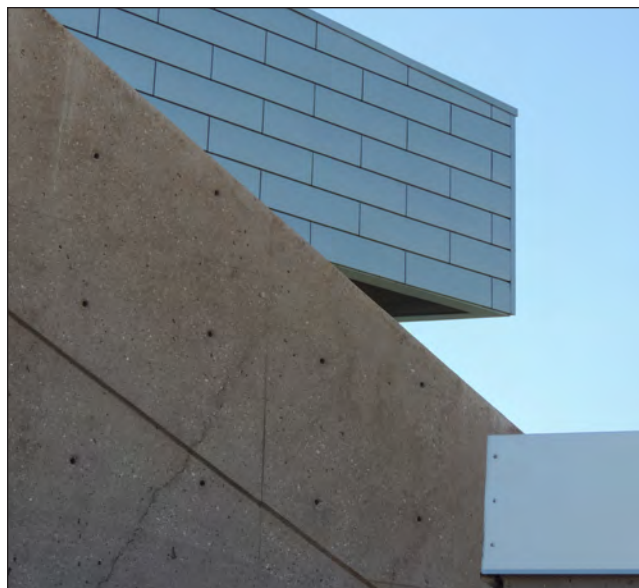
PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Applied Photography</i>	AA	C008235C	Any GE**	36	Y
<i>Photography: Digital</i>	C	C010780D	-	18	Y
<i>Photojournalism Photography</i>	C	C010781D	-	18	Y
<i>Digital Photography</i>	CS	C101210J	-	9	N
<i>Photography Darkroom</i>	CS	C101100J	-	9	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Health Advisory

Because students enrolled in the Photography program are required to precisely mix photographic chemicals, some of which are toxic, it is advisable that a student be able to clearly understand oral instructions and reading materials that are distributed in class and lab. Consequently, it is advisable for students to possess reading comprehension at the ENGLISH 028 level or higher.



Applied Photography Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
 (State Code: 08235; TOP Code: 101200; Academic Plan: C008235C)

Students interested in pursuing a career in photography as a photographer, photographic post-production technician, photographic assistant, or entrepreneurial business owner in photography will learn the skills necessary to enter the job market. The core program consists of rigorous training in black and white analog photography, including film exposure, film processing, printing, introduction to the Zone System, medium and large format photography, and studio photography. Classroom training in elective requirements includes instruction with professional digital cameras, computers and computer software programs used in the industry, professional scanners, professional digital printers, professional lighting equipment, and photographic accessories. An emphasis is placed on image optimization including color correction and contrast control. Students produce a professional portfolio targeting their chosen area, including publication media (print or web), commercial photography, advertising photography, portraiture, product photography, location photography, editorial photography, photojournalism, and fine art photography.

PROGRAM STUDENT LEARNING OUTCOMES

1. Make informed decisions regarding the proper selection of equipment and materials, including camera formats, lens focal lengths, film selection, and print formats based upon the needs of individual photographic assignments.
2. Pre-visualize the final photographs including locations, subject matter, natural lighting techniques, and composition based on particular photographic assignments.
3. Accurately calculate proper exposure in camera, including selection of appropriate shutter speeds and apertures with the use of a light meter, and properly calculate development times and printing times based on film selection for specific photographic assignments.

4. Produce a cohesive body of work as a portfolio that demonstrates personal style, aesthetic awareness, and technical proficiency.
5. Understand the concepts and professional lighting techniques in the studio and on location.

PROGRAM REQUIREMENTS

Requirements for the Applied Photography Associate of Arts degree may be met by completing: (a) 24 units of major core courses and 12 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (24 UNITS)

PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 001	ELEMENTARY PHOTOGRAPHY	6
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTO 050	SPECIALTY FIELDS	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
OR		
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3

MAJOR ELECTIVE COURSES* (12 UNITS)

PHOTO 015	FUNDAMENTALS OF PORTRAITURE	3
PHOTO 020	BEGINNING PHOTOJOURNALISM	4
PHOTO 049	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING	6
PHOTO 022	CREATIVE PHOTO-VISION	3
PHOTO 034	HISTORY OF PHOTOGRAPHY	3
PHOTO 017	INTRODUCTION TO COLOR PHOTOGRAPHY	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 648	ANIMATION—DIGITAL IMAGING	3

*6 or more units must be in PHOTO.

Photography: Digital Certificate of Achievement

Units: 18

(State Code: 10780; TOP Code: 101200; Academic Plan: C010780D)

Students interested in pursuing a career in photography as a photographer, photographic post-production technician, photographic assistant, or as an entrepreneurial business owner in photography will learn the skills necessary to enter the job market. Classroom training includes instruction with professional digital cameras, computers and computer software programs used in the industry, professional scanners, professional digital printers, professional lighting equipment and photographic accessories. An emphasis is placed on image optimization including color correction and contrast control.

PROGRAM STUDENT LEARNING OUTCOMES

1. Operate a digital SLR camera using advanced functions.
2. Identify and correct color balance and contrast in digital files.

3. Use the tools in Adobe Raw Processor to correctly process a RAW file.
4. Organize retouching, repairing, and enhancement of images.
5. Demonstrate proper technique when operating electronic flash in the studio and on location.
6. Demonstrate classic lighting techniques both with natural light and studio light.

PROGRAM REQUIREMENTS

Requirements for the Photography: Digital certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

REQUIRED COURSES (18 UNITS)

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 015	FUNDAMENTALS OF PORTRAITURE	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTO 049	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING	6
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3

Photojournalism Photography Certificate of Achievement

Units: 18

(State Code: 10781; TOP Code: 101200; Academic Plan: C010781D)

Students interested in pursuing a career in photojournalism and documentary photography begin by learning basic skills in photography using digital cameras and post-production software necessary to accurately create images that effectively tell stories and communicate ideas. Elective requirements allow the students to select courses that most align with their career goals and to work as part of a publication staff on the campus newspaper and magazine using both print and online platforms.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate the advanced operations of a digital SLR camera in program mode.
2. Identify and correct color balance and contrast in digital files.
3. Organize images in a searchable archive using Adobe Bridge.
4. Recognize and evaluate the elements of news photography.
5. Crop and size photos for newspaper publication.

PROGRAM REQUIREMENTS

Requirements for the Photojournalism Photography certificate of achievement may be met by completing 13 units of required courses and 5 units of elective courses with a grade of “C” or better.

REQUIRED CORE (13 UNITS)

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 020	BEGINNING PHOTOJOURNALISM	4
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3

ELECTIVE COURSES (SELECT 5 UNITS)

JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217-1	PUBLICATION LABORATORY I	2
JOURNAL 217-2	PUBLICATION LABORATORY II	2
JOURNAL 218-1	PRACTICAL EDITING I	3
JOURNAL 218-2	PRACTICAL EDITING II	3

JOURNAL 219-1	TECHNIQUES FOR STAFF EDITORS I	1
JOURNAL 219-2	TECHNIQUES FOR STAFF EDITORS II	1
JOURNAL 219-3	TECHNIQUES FOR STAFF EDITORS III	1
JOURNAL 185	DIRECTED STUDY - JOURNALISM	1
JOURNAL 220	MAGAZINE PRODUCTION I	3
JOURNAL 285	DIRECTED STUDY - JOURNALISM	2
PHOTO 010	BEGINNING PHOTOGRAPHY	3

Requirements for the Digital Photography skills certificate may be met by completing 9 units of required courses with a grade of “C” or better.

REQUIRED COURSES (9 UNITS)

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3

Digital Photography Skills Certificate

Units: 9

(TOP Code: 101200; Academic Plan: C101210J)

Upon earning a Digital Photography skills certificate, the student will acquire the necessary basic digital skills to take more advanced photography classes that can lead to a Digital Photography certificate of achievement, freelance photography, or an Applied Photography AA degree.

PROGRAM STUDENT LEARNING OUTCOMES

1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of Adobe Photoshop tool box.
4. Manipulate adjustment layers in Adobe Photoshop to optimize image quality and produce desired results using features including the histogram.
5. Use retouching techniques to correct flaws and imperfections in images and subject matter.
6. Prepare a file to be printed at a lab or on an inkjet printer, including an understanding of color space and color profiling for different output.
7. Operate studio hot lights correctly by controlling shadow and highlight detail while producing digital images in the studio.

PROGRAM REQUIREMENTS

Photography Darkroom Skills Certificate

Units: 9

(TOP Code: 101200; Academic Plan: C101100J)

Upon earning a Photography Darkroom skills certificate, the student will acquire a basic understanding of film development and printing as well as acquiring the necessary skills to take more advanced photography classes that can lead to an Applied Photography AA degree.

PROGRAM STUDENT LEARNING OUTCOMES

1. Calculate the appropriate shutter speed and aperture to produce correct negative exposure and to produce desired visual characteristics.
2. Develop negative correctly to optimize image quality.
3. Apply aesthetic concepts and compositional principals to create powerful and interesting photographs.
4. Demonstrate black and white printing proficiency by producing photographic prints with a wide tonal scale.
5. Operate studio hot lights correctly by controlling shadow and highlight detail while producing photographs in the studio.

PROGRAM REQUIREMENTS

Requirements for the Photography Darkroom skills certificate may be met by completing 9 units of required courses with a grade of “C” or better.

REQUIRED COURSES (9 UNITS)

PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 001	ELEMENTARY PHOTOGRAPHY	6



PHYSICS

Department Chair: Jayesh Bhakta
 (323) 953-4000 ext. 2923 | SCI 222D
 physics.lacitycollege.edu

OVERVIEW

Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical, and technical fields. The LACC Physics department offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements to four-year schools. In addition to modern equipment, the department offers research experiences at Cal State LA and JPL (Jet Propulsion Laboratory), access to an on-campus observatory and computer controlled telescopes, and “Star Parties”— special astronomy field trips.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Physics	AS-T	C033154H	IGETC/CSUGE	30	Y
Physics	AS	C002755C	Any GE**	42	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Physics

Associate in Science (AS-T) Degree

Major Units: 30 Total Units: Minimum of 60
 (State Code: 33154; TOP Code: 190200; Academic Plan: C033154H)

The Associate in Science in Physics transfer degree offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements to complete the requirements for a baccalaureate degree in Physics. Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical and technical fields. This program allows students to comprehend the core concepts and principles of classical and modern physics.

To earn the AS-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor’s Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Comprehend the core concepts and principles of classical and modern physics.
2. Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.
3. Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.
4. Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.
5. Utilize computer applications for data acquisition, presentation and analysis.

PROGRAM REQUIREMENTS

Requirements for the Physics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses and 15 units from “List A” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (15 UNITS)

PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5

LIST A (15 UNITS)

MATH 261*	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

*MATH 260 (Precalculus) is a prerequisite for MATH 261.

Physics

Associate of Science (AS) Degree

Major Units: 42 Total Units: Minimum of 60
 (State Code: 02755; TOP Code: 190200; Academic Plan: C002755C)

The Associate of Science in Physics program is comprised of a sequence of courses typically required as lower division preparation for transfer in a Physics major at a four-year school as a junior. Students wishing to enter the program of study should have completed precalculus level math.

PROGRAM STUDENT LEARNING OUTCOMES

1. Comprehend the core concepts and principles of classical and modern physics.
2. Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.
3. Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.
4. Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.

5. Utilize computer applications for data acquisition, presentation, and analysis.

PROGRAM REQUIREMENTS

Requirements for the Physics Associate of Arts degree may be met by completing: (a) 42 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (42 UNITS)

CHEM 101	GENERAL CHEMISTRY I	5
ENG GEN 120	INTRO TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS	4
MATH 261*	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5

*MATH 260 (Precalculus) is a prerequisite for MATH 261.



POLITICAL SCIENCE

Department Chair: Anthony Clark
 (323) 953-4000 ext. 2949 | FH 219F
 socialsciences.lacitycollege.edu

OVERVIEW

When you study Political Science, you will learn about how political power is distributed, how different governments operate and interact, and how rules are made and enforced. You will explore both the “who” of politics (such as politicians, international organizations, and the public) and the “how” (such as elections, political institutions, and public administration). Politics affects virtually every aspect of our lives, including the availability of education, jobs, housing, and healthcare. Whether countries are at war or at peace depends both on what governments do and who supports them. Studying political science can open up a wide range of job opportunities in both the public, private, and not-for-profit private sectors. Students interested in careers in business, education, law, journalism, communications, government, or politics more generally will obtain vital knowledge and skills. Students can also get practical skills by doing co-ops with government or organizations as part of their education experience.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Political Science	AA-T	C032923G	IGETC/CSUGE	18	Y
Modern Political Studies	AA	C002765C	Any GE**	18	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Political Science Associate in Arts (AA-T) Degree

Major Units: 18 Total Units: Minimum of 60
 (State Code: 32923; TOP Code: 220700; Academic Plan: C032923G)

The Political Science Associate in Arts transfer degree prepares students for seamless transfer to California State University (CSU) institutions by offering the four standard core introductory courses in Political Science, as well as two electives that prepare the student for timely completion of a BA in Political Science. Research, writing, and critical thinking skills the foundation for Political Science.

To earn the AA-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor’s Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Critically evaluate the decentralized nature of power in the American political system.
- Assess the major concepts in comparing and analyzing political systems and political cultures around the globe (e.g., globalization, democratization, and political and economic development in selected countries)
- Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
- Use media resources to evaluate and assess research and writings in issues of Political Science.
- Judge the respective relevance of the major western political philosophers of the past for the 21st century.

PROGRAM REQUIREMENTS

Requirements for the Political Science Associate in Arts transfer degree may be met by completing: (a) 3 units of major core courses, 9 units from “List A,” and 6 units from “List B” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (3 UNITS):

POL SCI 001 THE GOVERNMENT OF THE UNITED STATES . . . 3

LIST A: SELECT THREE COURSES (9 UNITS)

POL SCI 002 MODERN WORLD GOVERNMENTS 3
 POL SCI 005 THE HISTORY OF WESTERN POLITICAL
 THOUGHT. 3
 POL SCI 007 CONTEMPORARY WORLD AFFAIRS. 3

LIST B: SELECT TWO COURSES (6 UNITS)

POL SCI 014	GOVERNMENT AND POLITICS IN THE MIDDLE EAST.....	3
POL SCI 019	WOMEN IN POLITICS.....	3
OR ANY "LIST A" COURSE NOT ALREADY USED		

Modern Political Studies Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60
(State Code: 02765; TOP Code: 220700; Academic Plan: C002765C)

This multi-disciplinary AA focuses on the systematic study of political institutions and behavior in contemporary and historical society through courses in Political Science, History, Economics, and Sociology. The program prepares students for transfer to UC and CSU schools in Political Science and also provides foundational courses relevant to upper division studies in Ethnic and/or Cultural Studies, History, Economics, Social Justice, Public Planning, Public Administration, and Pre-Law.

PROGRAM STUDENT LEARNING OUTCOMES

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe (e.g., globalization, democratization, political and economic development in selected countries).
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of Political Science.

PROGRAM REQUIREMENTS

Requirements for the Modern Political Studies Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (18 UNITS)

ECON 001	PRINCIPLES OF ECONOMICS I	3
OR		
ECON 002	PRINCIPLES OF ECONOMICS II	3
HISTORY 011	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3
POL SCI 001	THE GOVERNMENT OF THE UNITED STATES	3
POL SCI 002	MODERN WORLD GOVERNMENTS	3
POL SCI 007	CONTEMPORARY WORLD AFFAIRS.....	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3
OR		
SOC 011	RACE AND ETHNIC RELATIONS	3



PSYCHOLOGY/ HUMAN SERVICES

Department Chair: Rochelle Sechooler
(323) 953-4000 ext. 2930 | HH 100G
psychology.lacitycollege.edu

OVERVIEW

LACC's Psychology/Human Services programs can be completed in less than two years or at a slower pace to accommodate your work or other life obligations.

The Human Services program has been recognized as outstanding by the Los Angeles Community College District and by the California Community College Association for Occupational Education. The LACC Human Services certificate and degree programs prepare students for careers in counseling a variety of clients, including children, seniors, victims of violence, parolees, the mentally ill, and substance abusers. A career in human services is a career of making a difference for others while discovering more about yourself. Human services professionals help people turn their lives around and find new directions. Occupations include activity director, gang counseling, special education assistant, domestic violence counselor, senior & teen service providers, probation office assistant, activity director, disabled services, CalWORKS/GAIN program assistant, childcare worker, social worker assistant, mental health worker, and alcohol/drug abuse counselor.

The Psychology Associate in Arts transfer degree is designed to assist students in the seamless transfer to the California State University (CSU) system for attainment of a baccalaureate degree in Psychology or a similar major.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Psychology</i>	AA-T	C032502G	<i>IGETC/CSUGE</i>	19	Y
<i>Human Services: Addiction Studies</i>	AA	C008246C	<i>Any GE**</i>	42	Y
<i>Human Services: Generalist</i>	AA	C002760C	<i>Any GE**</i>	36	Y
<i>Human Services: Addiction Studies</i>	C	C021629D	-	42	Y
<i>Human Services: Generalist</i>	C	C021628D	-	39	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Psychology

Associate in Arts (AA-T) Degree

Major Units: 19 Total Units: Minimum of 60
(State Code: 32502; TOP Code: 200100; Academic Plan: C032502G)

The Psychology Associate in Arts transfer degree is designed to assist students in the seamless transfer to the California State University (CSU) system for attainment of a baccalaureate

degree in Psychology or a similar major. Upon completion of the AA-T in Psychology, students will demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions; and summarize core principles in the foundational courses of psychology such as general psychology, social psychology, and personality. Psychology majors will acquire the ability to survey theories critically, research the major areas of psychology, use descriptive and inferential statistics, design and conduct research, and write reports using analysis, argumentation, and proper psychological style.

To earn the AA-T, students must meet the following requirements:

a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Acquire a knowledge base in psychology.
2. Learn scientific inquiry and critical thinking skills.
3. Demonstrate an understanding of ethical and social responsibility in a diverse world.
4. Learn to communicate orally and verbally.
5. Demonstrate professional development skills and behaviors.

PROGRAM REQUIREMENTS

Requirements for the Psychology Associate in Arts transfer degree may be met by completing: (a) 10 units of major core courses, 3 units from "List A," 3 units from "List B", and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (10 UNITS)

MATH 227	STATISTICS	4
PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 074	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES.	3

LIST A (3 UNITS)

PSYCH 002	BIOLOGICAL PSYCHOLOGY	3
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LIST B: SELECT ONE COURSE (3 UNITS)

PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3

LIST C: SELECT ONE COURSE (3 UNITS)

PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
OR ANY COURSE NOT USED IN "LIST B"		

Human Services: Addiction Studies Associate of Arts (AA) Degree

Major Units: 42 Total Units: Minimum of 60
(State Code: 08246; TOP Code: 210440; Academic Plan: C008246C)

Students in the Human Services Addiction Studies degree program are academically prepared in basic psychology courses in introductory psychology, personality and social development, and abnormal psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in group-dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through Field Work courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate counseling's core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Addiction Studies.
4. Evaluate community-based drug/alcohol organizations.

PROGRAM REQUIREMENTS

Requirements for the Human Services: Addiction Studies Associate of Arts degree may be met by completing: (a) 42 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (42 UNITS)

PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 063	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 064	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
PSYCH 065	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCH 067	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCH 068	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH	3
PSYCH 084	FIELDWORK I, ADDICTION STUDIES	3
PSYCH 085	FIELDWORK II, DRUG/ALCOHOL	3
PSYCH 086	FIELDWORK III, DRUG/ALCOHOL	3

Human Services: Generalist Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 02760; TOP Code: 210400; Academic Plan: C002760C)

Students in the Human Services: Generalist degree program study three core areas. Academic preparation is offered in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another portion of the core classes concentrates on important communication skills and self-awareness through participating in group dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three-semester rotation through fieldwork courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize core principles in the foundational courses of psychology such as General Psychology, Developmental Psychology, Social Psychology, and Personality.
3. Demonstrate counseling's 12 core functions including screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.
4. Evaluate community-based human resources organizations.

PROGRAM REQUIREMENTS

Requirements for the Human Services: Generalist Associate of Arts degree may be met by completing: (a) 36 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (36 UNITS)

PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 044	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 081	FIELD WORK I	3
PSYCH 082	FIELD WORK II	3
PSYCH 083	FIELD WORK III	3

**Human Services: Addiction Studies
Certificate of Achievement**

Units: 42

(State Code: 21629; TOP Code: 210440; Academic Plan: C021629D)

Students in the Human Services Addiction Studies certificate program are academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in group dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through fieldwork courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate competency in the 12 core functions including screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Addiction Studies.

PROGRAM REQUIREMENTS

Requirements for the Human Services: Addiction Studies certificate of achievement may be met by completing 42 units of required courses with a grade of "C" or better.

REQUIRED COURSES (42 UNITS)

ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 063	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 064	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
PSYCH 065	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCH 067	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCH 068*	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH	3
PSYCH 084	FIELDWORK I, ADDICTION STUDIES	3
PSYCH 085	FIELDWORK II, DRUG/ALCOHOL	3
PSYCH 086	FIELDWORK III, DRUG/ALCOHOL	3

*Can be substituted with PSYCH 002 (BIOLOGICAL PSYCHOLOGY). Contact the Department Chair for more information.

**Human Services: Generalist
Certificate of Achievement**

Units: 39

(State Code: 21628; TOP Code: 210400; Academic Plan: C021628D)

Students in the Human Services Generalist certificate program are academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in group dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through fieldwork courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Demonstrate competency in foundational courses, including General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.

PROGRAM REQUIREMENTS

Requirements for the Human Services: Generalist certificate of achievement may be met by completing 39 units of required courses with a grade of "C" or better.

REQUIRED COURSES (39 UNITS)

COMM 101	PUBLIC SPEAKING	3
OR		
PSYCH 060	STRESS MANAGEMENT	
OR		
PSYCH 064	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 044	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 081	FIELD WORK I	3
PSYCH 082	FIELD WORK II	3
PSYCH 083	FIELD WORK III	3

RADIOLOGIC TECHNOLOGY

Department Chair: Julie Washenik
(323) 953-4000 ext. 2942 | RT
radtech.lacitycollege.edu

OVERVIEW

Radiologic Technology is a health care profession whose practitioners work in hospitals, clinics, free-standing imaging centers, and private offices. The radiologic technologist (radiographer) is a member of the health care team who works directly with the patient and the physician, performing a wide variety of diagnostic x-ray procedures.

A career in Radiologic Technology offers vast opportunities for advancement. The radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment, and the care and management of the patient. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California Department of Public Health (CDPH).

The Radiologic Technology curriculum is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the State of California, Department of Public Health. The clinical educational centers are accredited by the Joint Commission for the Accreditation of Health Care Organizations (JCAHO). Los Angeles City College is accredited by the Western Association of Schools and Colleges. Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California, Department of Health Services, Radiologic Health Branch. An advisory committee, composed of Radiologists, Radiologic Technologists, Radiology Administrators, Clinical Instructors and Student Technologists, cooperates with the College faculty and administrators in continuous curriculum development, evaluation, and revision.

Admissions to the Program

Prerequisite courses for entrance into the Radiologic Technology program are Anatomy 001, Physiology 001, English 101, Math 125 or higher, and Radiologic Technology 200, 201, 202, and 203. We encourage for you to meet with an LACC Counselor for questions regarding the Math, English, and general education courses.

All LACCD students must also satisfy the general education requirements prior to applying for entry into the Radiologic Technology program (an exception to this rule is if students already possess an Associate or higher degree from a regionally accredited program). This change corresponds to the ARRT 2015 Associate degree requirement.
<https://www.arrt.org/Certification/Academic-Degree-Requirement>

An application form, to be submitted online through the LACC Radiologic Technology Department website at:
<http://www.lacitycollege.edu/academic/departments/radtech/index.html>

Applicants are selected via lottery and are placed on a waiting list. The waiting list selection method was implemented for the first time with the fall 2020 cohort.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Radiologic Technology	AS	C002749C	Any GE**	107	Y
Patient Care	CS	C122502J	-	8	N
Radiologic Technology - Clinical Education	CS	C122500J	-	12	N
Radiologic Technology - Fluoroscopy	CS	C122501J	-	3	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Radiologic Technology Associate of Science (AS) Degree

Major Units: 107

(State Code: 02749; TOP Code: 122500; Academic Plan: C002749C)

PROGRAM STUDENT LEARNING OUTCOMES

1. Position the patient to demonstrate the requested anatomy required by the physician to show the presence or absence of disease.
2. Effectively and efficiently assess the patient's condition and communicate relative information to doctors, the patient, family members, and other hospital staff.
3. Administer ionizing radiation, ethically and judiciously, to the patient following the principle of "as low as reasonably achievable."
4. Employ patient care practices based on acceptable ethical behavior and established standards within their scope of practice.
5. Pass the registration and licensing examinations offered by state and national accrediting organizations.
6. Pass the American Registry of Radiologic Technology examination in radiography.

PROGRAM REQUIREMENTS

Requirements for the Radiologic Technology Associate of Science degree may be met by completing: (a) 107 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (107 UNITS)

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
MATH 125	INTERMEDIATE ALGEBRA	5
RAD TEC 103	RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM	4
RAD TEC 104	RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS	4

RAD TEC 200	INTRODUCTION TO RADIOLOGIC TECHNOLOGY	3
RAD TEC 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RAD TEC 202	INTRODUCTION TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING	4
RAD TEC 203	INTRODUCTION TO DIGITAL RADIOGRAPHY & RADIOGRAPHIC ANATOMY	4
RAD TEC 205	FUNDAMENTALS OF X-RAY PHYSICS	4
RAD TEC 206	RADIOGRAPHIC EXPOSURE	4
RAD TEC 207	PATIENT CARE AND MANAGEMENT	4
RAD TEC 208	CROSS SECTIONAL ANATOMY AND PATHOLOGY	3
RAD TEC 209	PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS)	3
RAD TEC 210	QUALITY MANAGEMENT	3
RAD TEC 211	COMPUTER TOMOGRAPHY	4
RAD TEC 240	RADIATION PROTECTION AND BIOLOGY	4
RAD TEC 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY	4
RAD TEC 260	INTRODUCTION TO CLINICAL EDUCATION	4
RAD TEC 280	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I	6
RAD TEC 281	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II	12
RAD TEC 282	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III	4
RAD TEC 283	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY IV	12
*COOP ED 195	WORK EXPERIENCE – GENERAL I	1

*Optional

Patient Care Skills Certificate

Units: 8

(TOP Code: 122500; Academic Plan: C122502J)

The Patient Care skills certificate focuses on teaching students to deliver quality care to diverse patients of various ages and ethnicities. Students complete an internship while enrolled in the cooperative education courses.

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze acute changes in the patient’s condition and take appropriate interventional action.
2. Employ the techniques of body mechanics necessary for safe transport, transfer and positioning of patients.
3. Examine changes in a patient’s condition that would signal an emergency requiring immediate care.

PROGRAM REQUIREMENTS

Requirements for the Patient Care skills certificate may be met by completing 8 units of required courses with a grade of “C” or better.

REQUIRED COURSES (8 UNITS)

RAD TECH 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RAD TECH 207	PATIENT CARE AND MANAGEMENT	4
COOP ED 195	WORK EXPERIENCE - GENERAL I	1

Radiologic Technology – Clinical Education Skills Certificate

Units: 12

(TOP Code: 122500; Academic Plan: C122500J)

The Radiologic Technology skills certificate is for students who are enrolled in the LACC Radiologic Technology program and have completed their didactic and clinical education.

PROGRAM STUDENT LEARNING OUTCOMES

1. Perform radiographic procedures and produce quality images.
2. Apply radiation safety and protection for patients, themselves and others.
3. Utilize effective communication with patients and colleagues in the clinical environment.

PROGRAM REQUIREMENTS

Requirements for the Clinical Education skills certificate may be met by completing 12 units of required courses with a grade of “C” or better.

REQUIRED COURSE (12 UNITS)

RAD TECH 283	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV	12
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Radiologic Technology Fluoroscopy Skills Certificate

Units: 3

(TOP Code: 122500; Academic Plan: C122501J)

The fluoroscopy skills certificate is for students who are enrolled in the LACC Radiologic Technology program and have completed their didactic and clinical training in fluoroscopic procedures.

PROGRAM STUDENT LEARNING OUTCOMES

1. Identify and describe various ways of maintaining quality control in fluoroscopy.
2. Examine fluoroscopy images for correct positioning, centering, appropriate anatomy, and overall image quality.
3. Differentiate fluoroscopic examinations from static diagnostic radiographic examinations.

PROGRAM REQUIREMENTS

Requirements for the Fluoroscopy skills certificate may be met by completing 3 units of required courses with a grade of “C” or better.

REQUIRED COURSE (3 UNITS)

RAD TECH 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY	3
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REAL ESTATE

Department Chair: Britt Hastey
(323) 953-4000 ext. 2549 | AD 304
business.lacitycollege.edu

OVERVIEW

The Real Estate curriculum prepares students who plan to enter the field in such areas as appraising, brokerage, escrows, property management, and sales. The three programs prepare students for employment and qualifies them for the California Real Estate Sales and Broker examinations. The degree program offers a more comprehensive curriculum than the certificate programs and allows the student to transfer to a four-year university where a bachelor's degree in Real Estate can be earned. Note: Real Estate courses may not be offered on a regular basis due to fluctuating demands on the real estate market.

For license and exam requirement information, visit the California Bureau of Real Estate website <http://dre.ca.gov>.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Real Estate	AA	C002726C	Any GE**	36	Y
Real Estate Broker License	C	C010771D	-	24	Y
Real Estate Sales License	CS	C051100J	-	9	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Real Estate

Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 02726; TOP Code: 051100; Academic Plan: C002726C)

The growing field of real estate offers career options in sales and with mortgage companies and law firms. Earning a real estate degree prepares students to the real estate field in such areas as sales, brokerage, appraisal, property management, and escrows. Graduates of real estate degree programs can expect above-average job growth. Salaries of real estate professionals vary by workplace, experience, education, and geographic location. For additional information, consult with the California Department of Real Estate at: <http://dre.ca.gov/>

PROGRAM STUDENT LEARNING OUTCOMES

1. Prepare a purchase agreement for a given scenario: selling agent representing a buyer in single family residence.
2. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients.
3. Prepare agency disclosures for agent/buyer, agent/seller, and dual agency.
4. Prepare a worksheet for appropriate loan programs to purchase a single family home.
5. Create an investment plan for the purchase of an apartment or commercial building.

PROGRAM REQUIREMENTS

Requirements for the Real Estate Associate of Arts degree may be met by completing: (a) 36 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (36 UNITS)

BUS 001	INTRODUCTION TO BUSINESS.....	3
REAL ES 001	REAL ESTATE PRINCIPLES.....	3
REAL ES 003	REAL ESTATE PRACTICES.....	3
REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I.....	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II.....	3
REAL ES 007	REAL ESTATE FINANCE I.....	3
REAL ES 009	REAL ESTATE APPRAISAL I.....	3
REAL ES 011	ESCROW PRINCIPLES.....	3
REAL ES 014	PROPERTY MANAGEMENT.....	3
REAL ES 018	REAL ESTATE INVESTMENTS I.....	3
REAL ES 021	REAL ESTATE ECONOMICS.....	3
REAL ES 060	REAL ESTATE MATHEMATICS.....	3
OR		
BUS 038	BUSINESS COMPUTATIONS.....	

Real Estate Broker License Certificate of Achievement

Units: 24

(State Code: 10771; TOP Code: 051100; Academic Plan: C010771D)

The Real Estate Broker License certificate of achievement satisfies the statutory college course requirement necessary for the California Real Estate Broker license. Per California State requirements, students must take the five core required courses, in addition to three of the five required elective courses listed below. Additional experience is also required. Consult with the California Department of Real Estate for additional licensing information and requirements at <http://dre.ca.gov/Examinees/ApplyBroker.html> or <http://dre.ca.gov>

PROGRAM STUDENT LEARNING OUTCOMES

1. Take and pass the California Real Estate Broker License Exam.
2. Complete real estate forms, including listing agreement, purchase contracts, and cost sheets.
3. Work with loan officers and underwriters.
4. Practice professional responsibility in accordance with the laws, regulations, and standards of conduct codified in the California Real Estate Law and the Regulations of the Real Estate Commissioner.

PROGRAM REQUIREMENTS

Requirements for the Broker License certificate of achievement may be met by completing 15 units of required courses and 9 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (15 UNITS)

REAL ES 003	REAL ESTATE PRACTICES.....	3
REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I.....	3
REAL ES 007	REAL ESTATE FINANCE I.....	3
REAL ES 009	REAL ESTATE APPRAISAL I.....	3
REAL ES 021	REAL ESTATE ECONOMICS.....	3

ELECTIVE COURSES (SELECT 9 UNITS)

REAL ES 001	REAL ESTATE PRINCIPLES	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 011	ESCROW PRINCIPLES	3
REAL ES 014	PROPERTY MANAGEMENT	3
REAL ES 018	REAL ESTATES INVESTMENTS I	3

and appraisals, negotiating sales prices, and helping clients select financing options.

3. List, market, show, rent, lease, and/or sell properties.
4. Practice professional responsibility in accordance with the laws, regulations and standards of conduct codified in the California Real Estate Law and the Regulations of the Real Estate Commissioner.

Real Estate Sales License Skills Certificate

Units: 9

(TOP Code: 051100; Academic Plan: C051100J)

The Real Estate Sales License skills certificate satisfies the statutory college course requirement necessary for the California Real Estate Sales license. Per California State requirements, students must take the two core required courses (REAL ES 001 and REAL ES 003), in addition to one of the eight required elective courses listed below. Consult with the California Department of Real Estate for additional licensing information and requirements at <http://dre.ca.gov/Examinees/Apply-Salesperson.html> or <http://dre.ca.gov>

PROGRAM REQUIREMENTS

Requirements for the Real Estate Sales License skills certificate may be met by completing 6 units of required courses and 3 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (6 UNITS)

REAL ES 001	REAL ESTATE PRINCIPLES	3
REAL ES 003	REAL ESTATE PRACTICES	3

ELECTIVE COURSES: SELECT ONE (3 UNITS)

REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 007	REAL ESTATE FINANCE I	3
REAL ES 009	REAL ESTATE APPRAISAL I	3
REAL ES 011	ESCROW PRINCIPLES	3
REAL ES 014	PROPERTY MANAGEMENT	3
REAL ES 018	REAL ESTATE INVESTMENTS I	3
REAL ES 021	REAL ESTATE ECONOMICS	3

PROGRAM STUDENT LEARNING OUTCOMES

1. Take and pass the California Real Estate Sales License Exam.
2. Assist buyers and sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections



RUSSIAN

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.lacitycollege.edu

OVERVIEW

Russian is the eighth most spoken language on the planet, boasting 170 million native speakers worldwide. Proficiency in Russian opens doors to jobs in such government bodies as the State Department, the Commerce Department, the Justice Department, the Department of Defense, and various intelligence agencies. Unlimited commercial opportunities are emerging from an expanding Russian economy. Western firms which now do business in Russia, and newly established Russian firms that do business with the West (and indeed with everyone), have created myriad job opportunities for those with multiple language skills. Russia remains the lingua franca of a massive portion of Eurasia, so studying it opens you up to numerous NGOs, companies, and government bodies both in that region and at home.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Russian Language and Civilization: Elementary Level</i>	C	C036347D	-	16	N
<i>Russian Language and Civilization: Intermediate Level</i>	C	C036348D	-	16	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Russian Language and Civilization: Elementary Level Certificate of Achievement

Units: 16

(State Code: 36347; TOP Code: 110600; Academic Plan: C036347D)

The Russian Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Russian language and the knowledge of Russian culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Russian culture at the ACTFL Novice Range.

PROGRAM REQUIREMENTS

Requirements for the Russian Language and Civilization: Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

RUSSIAN 001	ELEMENTARY RUSSIAN I	5
RUSSIAN 002	ELEMENTARY RUSSIAN II	5
RUSSIAN 007	CONVERSATIONAL RUSSIAN	3
RUSSIAN 010	RUSSIAN CIVILIZATION	3

Russian Language and Civilization: Intermediate Level Certificate of Achievement

Units: 16

(State Code: 36348; TOP Code: 110600; Academic Plan: C036348D)

The Russian Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Russian language and the knowledge of Russian culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Define fundamental aspects of Russian culture at the ACTFL Intermediate Range

PROGRAM REQUIREMENTS

Requirements for the Russian Language and Civilization: Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

RUSSIAN 003	INTERMEDIATE RUSSIAN I	5
RUSSIAN 004	INTERMEDIATE RUSSIAN II	5
RUSSIAN 007	CONVERSATIONAL RUSSIAN	3
RUSSIAN 010	RUSSIAN CIVILIZATION	3

SOCIAL JUSTICE

Department Chair: Anthony Clark
 (323) 953-4000 ext. 2949 | FH 219F
 socialsciences.lacitycollege.edu

OVERVIEW

Social Justice explores the important terrain between the ideals of justice and the everyday local, including BLM, DACA, equity, LGBTQ+, police brutality, and global expressions of injustice. With a strong commitment to applied study, the major educates critical thinkers to be fluent in the rich and interdisciplinary histories and theories of social justice and injustice. The goal of the Social Justice AA-T is to create an informed global and local citizenship committed to strategic, accountable, and reflexive engagement in social justice work.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Social Justice Studies: General	AA-T	C038010G	IGETC/CSUGE	19	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Social Justice Studies: General Associate in Arts (AA-T) Degree

Major Units: 19 Total Units: Minimum of 60
 (State Code: 38010; TOP Code: 220100; Academic Plan: C038010G)

The Social Justice Studies: General Associate in Arts transfer degree is intended for students who are interested in the structure and functioning of American society as it relates social justice issues. Students who earn the degree can transfer and complete a bachelor's degree at a California State University (CSU) campus in such major as Africana Studies, Chicano Studies, Conflict Resolution, Ethnic Studies, Gender Studies, Labor and Employment Studies, LGBTQ Studies, Mexican-American Studies, Peacebuilding, and Women Studies. 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.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe, including globalization, democratization, and political and economic development in selected countries.
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of political science.

PROGRAM REQUIREMENTS

Requirements for the Social Justice Studies: General Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses and 10 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (SELECT 9 UNITS)

SOC 011	RACE AND ETHNIC RELATIONS	3
SOC 022	SOCIOLOGY OF WOMEN	3
SOC 031	SOCIOLOGY OF GENDER	3
AFRO AM 004	THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I	3
AFRO AM 005	THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II	3
CHICANO 044	MEXICAN CIVILIZATION	3

LIST A (10 UNITS)

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I	3
MATH 227	STATISTICS	4
POL SCI 019	WOMEN IN POLITICS	3

SPANISH

Department Chair: Mickey Hong
(323) 953-4000 ext. 2736 | JH 111G
modernlang.lacitycollege.edu

OVERVIEW

Spanish is the official language of 21 countries. It is the native language of over 400 million people. Spanish is the fastest growing language in the US, with over 40 million people who speak Spanish as their first language. Spanish is an official language of the E.U., UNESCO, U.N., GATT, ONUDI & U.I.T. and is one of the most important languages in international political meetings. There are more than 16,000 publications, 250 TV channels, and 5,000 radio stations in Spanish. Spanish is quickly becoming one of the most frequently used and important languages for business. Speaking Spanish opens you up to a variety of world cultures, from Spain to South America, Central America, and the Caribbean. When you visit a Spanish-speaking country, your experience will be inevitably enriched by communicating in the language of its people.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Spanish	AA-T	C038385G	IGETC/CSUGE	23	Y
Spanish	AA	C002744C	Any GE**	18-29	Y
Spanish Language and Civilization - Elementary Level	C	C035338D	-	16	N
Spanish Language and Civilization - Intermediate Level	C	C035337D	-	16	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Spanish

Associate in Arts (AA-T) Degree

Major Units: 23 Total Units: Minimum of 60
(State Code: 38385; TOP Code: 110500; Academic Plan: C038385G)

The Spanish AA-T curriculum is designed to provide an opportunity for the Spanish major to complete first and second year requirements for transfer to a four-year public California institution.

To earn the AA-T, students must meet the following requirements:

a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

b. A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
- Write at the ACTFL Intermediate High Level.
- Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
- Read and comprehend written discourse at the ACTFL Intermediate High Level.
- Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Spanish Associate in Arts transfer degree may be met by completing: (a) 20 units of major core courses and 3 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (20 UNITS)

OPTION 1:

SPANISH 001	ELEMENTARY SPANISH I	5
SPANISH 002	ELEMENTARY SPANISH II	5
SPANISH 003	INTERMEDIATE SPANISH I	5
OR		
SPANISH 035	SPANISH FOR SPANISH SPEAKERS I	
SPANISH 004	INTERMEDIATE SPANISH II	5
OR		
SPANISH 036	SPANISH FOR SPANISH SPEAKERS II	

OPTION 2 SUBSTITUTION COURSES*:

SPANISH 005	ADVANCED SPANISH I	5
SPANISH 006	ADVANCED SPANISH THROUGH SPANISH LITERATURE	5
SPANISH 011	GREAT BOOKS OF SPANISH LITERATURE	3
SPANISH 015	GREAT BOOKS OF LATIN AMERICAN LITERATURE	3
OR ANY "LIST A" COURSE NOT ALREADY USED		

*If a student places out of any core course and is not awarded units, the student will need to take additional courses required to reach at least 18 total units in the major (per Title V regulations). Course substitutions are made at the discretion of the college. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC).

LIST A: SELECT ONE COURSE (3 UNITS)

SPANISH 009	CIVILIZATION OF SPAIN	3
SPANISH 010	LATIN AMERICAN CIVILIZATION	3
SPANISH 015	GREAT BOOKS OF LATIN AMERICAN LITERATURE	3

Spanish

Associate of Arts (AA) Degree

Major Units: 18-29 Total Units: Minimum of 60
(State Code: 02744; TOP Code: 110500; Academic Plan: C002744C)

The Spanish Associate of Arts degree is designed to prepare students to transfer to a university with a major in Spanish, Romance languages, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Spanish Associate of Arts degree may be met by completing: (a) 14 units of major core courses and 4-15 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (14 UNITS)

SPANISH 004	INTERMEDIATE SPANISH II	5
SPANISH 007	CONVERSATIONAL SPANISH	3
SPANISH 009	CIVILIZATION OF SPAIN	3
SPANISH 010	LATIN AMERICAN CIVILIZATION	3

MAJOR ELECTIVE COURSES (SELECT 4-15 UNITS)

SPANISH 001*	ELEMENTARY SPANISH I	5
SPANISH 002*	ELEMENTARY SPANISH II	5
SPANISH 003*	INTERMEDIATE SPANISH I	5
SPANISH 011	GREAT BOOKS OF SPANISH LITERATURE	3
SPANISH 015	GREAT BOOKS OF LATIN AMERICAN LITERATURE	3
SPANISH 021	FUNDAMENTALS OF SPANISH I	3
SPANISH 022	FUNDAMENTALS OF SPANISH II	3
SPANISH 035	SPANISH FOR SPANISH SPEAKERS I	5
SPANISH 036	SPANISH FOR SPANISH SPEAKERS II	5
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
CHICANO 044	MEXICAN CIVILIZATION	3
DNCESPC 311	FLAMENCO AND SPANISH DANCE	1
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3

*SPANISH 001, 002, and 003 are prerequisites to SPANISH 004.

Spanish Language and Civilization - Elementary Level

Certificate of Achievement

Units: 16

(State Code: 35338; TOP Code: 110500; Academic Plan: C035338D)

The Spanish Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Spanish language and the knowledge of Spanish-speaking culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Spanish culture at the ACTFL Novice Range.

PROGRAM REQUIREMENTS

Requirements for the Spanish Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

SPANISH 001	ELEMENTARY SPANISH I	5
SPANISH 002	ELEMENTARY SPANISH II	5
SPANISH 007	CONVERSATIONAL SPANISH	3
SPANISH 009	CIVILIZATION OF SPAIN	3
OR		
SPANISH 010	LATIN-AMERICAN CIVILIZATION	

Spanish Language and Civilization - Intermediate Level

Certificate of Achievement

Units: 16

(State Code: 35337; TOP Code: 110500; Academic Plan: C035337D)

The Spanish Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Spanish language and the knowledge of Spanish-speaking culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement.

PROGRAM STUDENT LEARNING OUTCOMES

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Define fundamental aspects of Spanish culture at the ACTFL Intermediate Range.

PROGRAM REQUIREMENTS

Requirements for the Spanish Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

SPANISH 003	INTERMEDIATE SPANISH I	5
SPANISH 004	INTERMEDIATE SPANISH II	5
SPANISH 007	CONVERSATIONAL SPANISH	3
SPANISH 009	CIVILIZATION OF SPAIN	3
	OR	
SPANISH 010	LATIN-AMERICAN CIVILIZATION	



TELEVISION

Department Chair: Jen Vaughn
(323) 953-4000 ext. 2631 | CC 181
cinematv.lacitycollege.edu

OVERVIEW

The Cinema and Television Department offers a low-cost, comprehensive, hands-on training program that provides both basic and advanced courses in film, video, and television studio production. Located in modern facilities designed by the renowned architect William L. Pereira, the department has audio and camera equipment packages for student use, as well as a sound stage, television three-camera studios, digital editing rooms, screening rooms, non-linear multi-station computer labs, and other audio and video post-production systems. The Television program's first semester consists of a basic studio production class, a lighting and audio course, and history of television. In the following semesters, students can take intermediate and advanced studio production, television news-gathering, digital production, and television writing.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Television Production	AA	C008220C	Any GE**	36	Y
Television Production	C	C021619D	-	33	Y
Beginning Cinema & Television Production	CS	C060422J	-	12	N
Television Studio Production (Level 1)	CS	C060421J	-	12	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
**Any General Education Pattern: LACCD GE, CSUGE, or IGETC



Television Production

Associate of Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60
(State Code: 08220; TOP Code: 060420; Academic Plan: C008220C)

The Television Production AA degree provides students with the technical competence, principles, television history, and hands-on training necessary to launch a successful career in television production both above and below the line. We also offer an Associate in Arts transfer degree (AS-T) for those who wish to go on to pursue a degree at a four-year school. Students must complete a minimum of 36 units in Cinema and/or Television, with a minimum of 15 units in Television; TV 001, 004, and 009 must be completed first.

PROGRAM STUDENT LEARNING OUTCOMES

1. Students demonstrate knowledge of the historical, cultural, and economic influences on television.
2. Students demonstrate a breadth of knowledge and command of the processes of writing, production, direction, and distribution of both live-switched television productions including news programs, interview format shows, awards shows, and location TV production.
3. Students demonstrate knowledge of the job market pathways into television.

PROGRAM REQUIREMENTS

Requirements for the Television Production Associate of Arts degree may be met by completing: (a) 12 units of major core courses and 24 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (12 UNITS)

T V 001	INTRODUCTION TO TELEVISION	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
T V 009	TV EQUIPMENT	3
T V 046	TELEVISION PRODUCTION	3

MAJOR ELECTIVE COURSES (SELECT 24 UNITS)

T V 006	STUDIO AND REMOTE PRODUCTION	3
T V 007	TELEVISION ANNOUNCING I	3
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II	3
T V 048	TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP	3
T V 049	TV PRODUCTION WORKSHOP	3
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I	3
T V 185	DIRECTED STUDY - TELEVISION	1
CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 005	INTRODUCTION TO SCREENWRITING	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING	3
CINEMA 018	INTRODUCTION TO FILM GENRES	3

CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES	3
CINEMA 032-1	EDITING FUNDAMENTALS I	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC	3
CINEMA 185	DIRECTED STUDY – CINEMA	1
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA	1

Courses may be substituted under special circumstances and approval from the department.

Television Production Certificate of Achievement

Units: 33

(State Code: 21619; TOP Code: 060420; Academic Plan: C021619D)

The Television Production certificate of achievement provides students with hands-on skills in multiple-camera studio pre-production, production, and post-production. Students may successfully transition into the entertainment industry with this certificate, both in scripted television sitcom and drama series, and in reality programming. The careers for which LACC helps its students prepare include producers, writers, directors, camera operators, lighting directors, grips and electricians, picture and sound editors, colorists, sound engineers, and production assistants.

PROGRAM STUDENT LEARNING OUTCOMES

1. Differentiate the historical, cultural, and economic influences on television.
2. Formulate knowledge and command of the processes of writing, production, direction, and distribution of both live-switched television productions including news programs, interview format shows, and awards shows, and location television programming.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in TV studio and the field.

PROGRAM REQUIREMENTS

Requirements for the Television Production certificate of achievement may be met by completing 27 units of required courses and 6 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (SELECT 27 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
T V 001	INTRODUCTION TO TELEVISION	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
T V 006	STUDIO AND REMOTE PRODUCTION	3
OR		
T V 007	TELEVISION ANNOUNCING I	
T V 009	TV EQUIPMENT	3
T V 046	TELEVISION PRODUCTION	3

T V 048	TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP	3
OR		
T V 049	TV PRODUCTION WORKSHOP	
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I	3

ELECTIVE COURSES (SELECT 6 UNITS)

CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 005	INTRODUCTION TO SCREENWRITING	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST-PRODUCTION SOUND DESIGN	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING	3
CINEMA 018	INTRODUCTION TO FILM GENRES	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES	3
CINEMA 032-1	EDITING FUNDAMENTALS I	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC	3
CINEMA 185	DIRECTED STUDY – CINEMA	1
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA	1
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II	3
T V 185	DIRECTED STUDY - TELEVISION	1



Beginning Cinema & Television Production Skills Certificate

Units: 12

(TOP Code: 060420; Academic Plan: C060422.J)

The Beginning Cinema & Television Production skills certificate provides the student with basic skills in single- and multi-camera production.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explain and demonstrate knowledge of cinema and television pre-production techniques by preparing scripts and storyboards for cinema and television projects.
2. Operate cinema and television lighting, cameras, and sound equipment according to industry standards.
3. Utilize post-production cinema techniques to produce digital cinema projects with picture, sound, and editing.

PROGRAM REQUIREMENTS

Requirements for the Beginning Cinema & Television Production skills certificate may be met by completing 12 units of required courses with a grade of "C" or better.

REQUIRED COURSES (12 UNITS)

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
T V 009	TV EQUIPMENT	3

Television Studio Production (Level 1) Skills Certificate

Units: 12

(TOP Code: 060420; Academic Plan: C060421.J)

The Television Production (Level 1) skills certificate provides the student with beginning skills in multi-camera studio production.

PROGRAM STUDENT LEARNING OUTCOMES

1. Operate television studio and control-room equipment according to industry standards, while contributing as a crew member in a television studio environment.
2. Prepare and execute above-the-line production roles, including director, producer, and writer in a multi-camera television studio environment.

PROGRAM REQUIREMENTS

Requirements for the Television Studio Production (Level 1) skills certificate may be met by completing 12 units of required courses with a grade of "C" or better.

REQUIRED COURSES (12 UNITS)

T V 001	INTRODUCTION TO TELEVISION	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND	3
T V 009	TV EQUIPMENT	3
T V 046	TELEVISION PRODUCTION	3



THEATER - ACTING

Department Chair: Tony Maggio
 (323) 953-4000 ext. 2983 | TA 208
theatreacademy.lacitycollege.edu

OVERVIEW

The Theater Academy Acting degree and Professional Actor skills certificates are part of a rigorous, full-time professional program that develops student skills and talent in a progressive and integrated curriculum combined with extensive and dynamic hands-on production that results in creative growth and skill attainment. The programs require dedication and respect for the art and craft of acting. The intensive curriculum demands self-discipline, organization, and a determination to challenge one's own limits.

The Theatre Arts AA-T degree prepares the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower division requirements for a baccalaureate degree in Theatre Arts at a California State University (CSU) school.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Theatre Arts	AA-T	C033157G	IGETC/ CSUGE	19	Y
Theater Academy Acting	AA	C008234C	Any GE**	55	Y
Professional Actor Training - Level 1	CS	C100700J	-	21	N
Professional Actor Training - Level 3	CS	C100701J	-	16	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Theatre Arts

Associate in Arts (AA-T) Degree

Major Units: 19 Total Units: Minimum of 60
 (State Code: 33157; TOP Code: 100700; Academic Plan: C033157G)

The Theatre Arts Associate in Arts transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower division requirements for a baccalaureate degree in Theatre Arts at a California State University (CSU) school. The Theatre Arts degree coursework provides students with a comprehensive learning environment of both theoretical class work and hands-on experiences including production laboratory classes and all phases of play production. Students completing the degree have the foundations to continue their studies at a four-year institution for an advanced degree in Theatre Arts. The knowledge and skills offered in this degree lead students to develop foundational knowledge including topics and issues that develop their visual knowledge and theory, their creativity

and self-expression, and their ability to generate visual artworks that evidence their uniqueness in relation to both personal and cultural identity.

To earn the AA-T, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- A minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

PROGRAM STUDENT LEARNING OUTCOMES

- Identify and comprehend in theatre literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
- Perform in scenes or serve as technicians, designers, or production crew; or serve as costume designers or production crew in fully realized play productions.
- Demonstrate excellence in team practices and professional ethics.

PROGRAM REQUIREMENTS

Requirements for the Theatre Arts Associate in Arts transfer degree may be met by completing: (a) 10 units of major core courses and 9 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (10 UNITS)

THEATER 100	INTRODUCTION TO THE THEATER	3
OR		
THEATER 110	HISTORY OF THE WORLD THEATER	
THEATER 200	INTRODUCTION TO ACTING	3
OR		
THEATER 270	BEGINNING ACTING	
THEATER 294-1	REHEARSALS AND PERFORMANCES I	4
OR		
THEATER 335-1	APPLIED STAGE MANAGEMENT AND PRODUCTION I	
OR		
THEATER 345	TECHNICAL STAGE PRODUCTION	
OR		
THEATER 425-1	APPLIED COSTUMING FOR THE THEATER I	

LIST A: SELECT THREE COURSES (9 UNITS)

THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3

Theater Academy Acting Associate of Arts (AA) Degree

Major Units: 55

(State Code: 08234; TOP Code: 100700; Academic Plan: C008234C)

The Theater Academy Acting degree introduces the student to acting fundamentals through specific movement and vocal techniques, observation exercises, and scene study.

PROGRAM STUDENT LEARNING OUTCOMES

1. Identify and comprehend in theatre literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
2. Perform in scenes or serve as technicians, designers, or production crew in fully realized play productions.
3. Demonstrate excellence in team practices and professional ethics.

PROGRAM REQUIREMENTS

Requirements for the Theater Academy Acting Associate of Arts degree may be met by completing: (a) 55 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (55 UNITS)

THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE.	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY.	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE.	1
THEATER 110	HISTORY OF THE WORLD THEATER.	3
THEATER 235-1	PLAY PRODUCTION AND COMPANY PERFORMANCE I.	5
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT- LEVEL I.	2.5
THEATER 242-2	VOCAL AND PHYSICAL DEVELOPMENT- LEVEL II.	2.5
THEATER 242-3	VOCAL AND PHYSICAL DEVELOPMENT- LEVEL III	2.5
THEATER 242-4	VOCAL AND PHYSICAL DEVELOPMENT- LEVEL IV	2.5
THEATER 270*	BEGINNING ACTING.	3
THEATER 272	INTERMEDIATE APPLIED ACTING.	3
THEATER 274-1	ADVANCED APPLIED ACTING-LEVEL I.	3
THEATER 276-1	ACTORS' WORKSHOP-LEVEL I.	3
THEATER 277	CHARACTER ANALYSIS.	3
THEATER 294-1	REHEARSALS AND PERFORMANCES I	4
THEATER 294-2	REHEARSALS AND PERFORMANCES II.	4
THEATER 300	INTRODUCTION TO STAGE CRAFT.	3
THEATER 345	TECHNICAL STAGE PRODUCTION	4

**It is strongly recommended that students with no prior acting experience begin their studies by first taking THEATER 200 INTRODUCTION TO ACTING (3 units) before taking THEATER 270. Students should contact the Department for guidance.*

Professional Actor Training - Level 1 Skills Certificate

Units: 21

(TOP Code: 100700; Academic Plan: C100700J)

The Professional Actor Training Level 1 skills certificate introduces the student to acting fundamentals through specific movement and vocal techniques, character analysis, observation exercises, and scene study. The goal is to develop a firm foundation in basic acting skills and a strong respect and appreciation for all aspects of the theater. All training is geared toward preparing students for careers in acting and related industries.

PROGRAM STUDENT LEARNING OUTCOMES

1. Develop competency of advanced acting skills and techniques in the areas of physical and vocal characterization.
2. Perform substantial and challenging roles in the realization of classroom performance events in the form of final exams, scene study, and auto dramas.
3. Identify, comprehend, and apply an understanding of theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an advanced level.
4. Serve as technical crew, in the production of costumes, lighting, sound, or scenery or front of house, in the realization of a fully produced theater event and demonstrate excellence in team practices and professional ethics.

PROGRAM REQUIREMENTS

Requirements for the Professional Actor Training - Level 1 skills certificate may be met by completing 21 units of required courses with a grade of "C" or better.

REQUIRED COURSES (21 UNITS)

THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT LEVEL I	2.5
THEATER 242-2	VOCAL AND PHYSICAL DEVELOPMENT LEVEL II.	2.5
THEATER 270*	BEGINNING ACTING.	3
THEATER 272	INTERMEDIATE APPLIED ACTING.	3
THEATER 294-1	REHEARSALS AND PERFORMANCES I	4
THEATER 345	TECHNICAL STAGE PRODUCTION	4

SELECT TWO COURSES (2 UNITS):

THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1

**It is strongly recommended that students with no prior acting experience begin their studies by first taking THEATER 200 INTRODUCTION TO ACTING (3 units) before taking THEATER 270. Students should contact the Department for guidance.*

Professional Actor Training - Level 3 Skills Certificate

Units: 16

(TOP Code: 100700; Academic Plan: C100701J)

After successfully completing two years of professional actor training, a select number of students are invited to a third year of specialized training where they receive advanced coursework in directing, acting for the camera, rehearsal and performance, scene study, and work in classical acting. Audition and cold reading techniques, resume preparation and career marketing are only a few of the skills provided that will better equip the graduate to work in the highly competitive fields of theatre, film, and television.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal, and characterization techniques.
2. Perform in roles in the realization of a fully produced theater event.
3. Identify and comprehend theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an intermediate level of understanding.
4. Demonstrate excellence in team practices and professional ethics.

PROGRAM REQUIREMENTS

Requirements for the Professional Actor Training - Level 3 skills certificate may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 UNITS)

THEATER 225	BEGINNING DIRECTION	3
THEATER 275	SCENE STUDY	2
	OR	
THEATER 262-1	SPECIAL PROJECTS I	
THEATER 210	INTRODUCTION TO ORAL INTERPRETATION OF DRAMATIC LITERATURE	3
	OR	
THEATER 212	INTRODUCTION TO ORAL INTERPRETATION OF SHAKESPEAREAN LITERATURE	
THEATER 235-2	PLAY PRODUCTION AND COMPANY PERFORMANCE II	5
THEATER 277	CHARACTER ANALYSIS	3



THEATER - COSTUME DESIGN

Department Chair: Tony Maggio
 (323) 953-4000 ext. 2983 | TA 208
 theatreacademy.lacccollege.edu

OVERVIEW

The Costume Design programs train costume professionals through hands-on training for theater and film.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Costume Design Level 2	C	C031738D	-	47	Y
Costume Design Level 1	CS	C100601J	-	25	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.



Costume Design Level 2 Certificate of Achievement

Units: 47

(State Code: 31738; TOP Code: 100600; Academic Plan: C031738D)

The Costume Design Level 2 certificate of achievement trains costumers and designers through a broad-based theatre curriculum with continual reference to the requirements and differences of television, video, and film costuming. The hands-on curriculum guides the student through methods of costume construction, procedures for handling theatrical wardrobe and organizational techniques, analyzing scripts from a costume perspective, dealing with costuming emergencies, and understanding director/designer relationships. This hands-on program stresses shop discipline, organization, maintenance, and procedures. The final semesters of study focus on the student's individual interests and talents, including the development of a portfolio, the design of an LACC production, or internship at one of the Los Angeles theaters.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate advanced competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.
2. Demonstrate advanced proficiency in skills such as hand sewing, basic pattern drafting, machine sewing, and rendering.
3. Organize data in a computer database.
4. Serve as technical crew, designer's assistant, designers and/or crew heads in the realization of costumes for a fully produced theater event.
5. Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.

PROGRAM REQUIREMENTS

Requirements for the Costume Design Level 2 certificate of achievement may be met by completing 47 units of required courses with a grade of "C" or better.

REQUIRED COURSES (47 UNITS)

THEATER 262-1	SPECIAL PROJECTS I	2
THEATER 262-2	SPECIAL PROJECTS II	2
THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425-1	APPLIED COSTUMING FOR THE THEATER I	4
THEATER 425-2	APPLIED COSTUMING FOR THE THEATER II	4
THEATER 425-3	APPLIED COSTUMING FOR THE THEATER III	4
THEATER 425-4	APPLIED COSTUMING FOR THE THEATER IV	4
THEATER 411	COSTUMING FOR THE THEATER	3
THEATER 413	COSTUME DYEING AND PAINTING	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER	3
THEATER 417	COSTUMING FOR FILM	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION	3
THEATER 420	COSTUMING ON SET	3

Costume Design Level 1 Skills Certificate

Units: 25

(TOP Code: 100600; Academic Plan: C100601J)

The Costume Design Level 1 skills certificate program emphasizes historical costume, costume design, drawing, costume shop discipline and organization, costume storage organization, sewing, and stagecraft. All training is geared towards preparing students for Costume Design Level 2 and careers in costuming, costume design, and related industries.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.
2. Demonstrate basic proficiency in hand sewing, basic pattern drafting, machine sewing, and rendering.
3. Organize data in a computer database.
4. Serve as technical crew, designer's assistant, designers and/or crew heads in the realization of costumes for a fully produced theater event.
5. Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.

PROGRAM REQUIREMENTS

Requirements for the Costume Design Level 1 skills certificate may be met by completing 13 units of required courses and 12 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (13 UNITS)

THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425-1	APPLIED COSTUMING FOR THE THEATER - 1 . . .	4
THEATER 425-2	APPLIED COSTUMING FOR THE THEATER - 2 . . .	4
THEATER 262-1	SPECIAL PROJECTS - 1	2

ELECTIVE COURSES: SELECT FOUR COURSES (12 UNITS)

THEATER 411	COSTUMING FOR THE THEATER	3
THEATER 413	COSTUME DYEING AND PAINTING	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER	3
THEATER 417	COSTUMING FOR FILM	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION	3
THEATER 420	COSTUMING ON SET	3



THEATER - TECHNICAL

Department Chair: Tony Maggio
(323) 953-4000 ext. 2983 | TA 208
theatreacademy.lacitycollege.edu

OVERVIEW

The Technical Theater program prepares students for work in all aspects of technical production, including modern entertainment technology. Advanced students in the design areas may be invited back for a third year to work as an assistant designer and then to design their own show, work as a lead scenic artist, or receive advanced training as a stage manager.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
<i>Technical Theatre - Entertainment Technology</i>	C	C031547D	-	44	Y
<i>Technical Theater-Entertainment Technology Level 1</i>	CS	C100600J	-	22	N

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Technical Theatre - Entertainment Technology Certificate of Achievement

Units: 44

(State Code: 31547; TOP Code: 100600; Academic Plan: C031547D)

The Technical Theatre Entertainment Technology program produces highly trained and specialized theater technicians who develop a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The program is hands-on with faculty working alongside students who are specifically interested in the disciplines and craft related to the stage technician. Cutting-edge technologies are taught on state-of-the-art equipment. The curriculum combines classroom study with experience in the department's rigorous play production schedule. The program covers basic through advanced level training in equipment, procedures, principles, and techniques used in play production, including construction, painting, lighting, properties, stage scenery movement, special effects, and organization of stage activity. All training is geared towards preparing students for careers in technical theater and related industries. Students completing the certificate are trained to enter entertainment industry related fields including carpenter, audio technician, lighting technician/electrician, fine artist/ painter/sculptor, set and exhibit designers, ushers, lobby attendants, and ticket takers.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate advanced competency using technical theater systems for scenery, lights, and sound in the production and realization of scenery, lighting plans, and/or audio plans for live events.

2. Serve as technical crew, designer's assistant, designer, and/or crew head in the realization of a fully produced theater event.
3. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

PROGRAM REQUIREMENTS

Requirements for the Technical Theatre - Entertainment Technology certificate of achievement may be met by completing 44 units of required courses with a grade of "C" or better.

REQUIRED COURSES (44 UNITS)

THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 300	INTRODUCTION TO STAGE CRAFT.	3
THEATER 335-1	APPLIED STAGE MANAGEMENT AND PRODUCTION I	4
THEATER 335-2	APPLIED STAGE MANAGEMENT AND PRODUCTION II	4
THEATER 335-3	APPLIED STAGE MANAGEMENT AND PRODUCTION III	4
THEATER 335-4	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4
THEATER 302	INTRODUCTION TO STAGE MANAGEMENT.	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 313	SCENIC PAINTING FOR THE THEATER.	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN.	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3

Technical Theater - Entertainment Technology Level 1 - Skills Certificate

Units: 22

(TOP Code: 100600; Academic Plan: C100600J)

The Technical Theater program graduates highly trained and specialized scenic technicians who have learned a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The Technical Theater program is one of the most unique hands-on programs of its kind in the country, with faculty working alongside students who are specifically interested in the disciplines and craft related to the stage technician. The cutting edge technologies being taught on state-of-the-art equipment are some of the most advanced in theater training and education. The curriculum combines classroom study with the intense hands-on experience associated with the department's rigorous play production schedule.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic competency using technical theater systems for scenery lights and sound in the production and

realization of scenery, lighting plans, and/or audio plans for live events.

2. Serve as technical crew, designer's assistant, designers, and/or crew heads in the realization of a fully produced theater event.
3. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

PROGRAM REQUIREMENTS

Requirements for the Technical Theater – Entertainment Technology Level 1 skills certificate may be met by completing 13 units of required courses and 9 units of elective courses with a grade of “C” or better.

REQUIRED COURSES (SELECT 13 UNITS)

THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 335-1	APPLIED STAGE MANAGEMENT AND PRODUCTION I	4
THEATER 335-2	APPLIED STAGE MANAGEMENT AND PRODUCTION II	4

SELECT TWO COURSES (2 UNITS):

THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1

ELECTIVE COURSES: SELECT THREE COURSES (9 UNITS)

THEATER 302	INTRODUCTION TO STAGE MANAGEMENT	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 313	SCENIC PAINTING FOR THE THEATER	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3



NONCREDIT PROGRAMS

Dean: Angelica Ramirez
 Assistant Dean: Imelda Perez
 (323) 953-4000 ext. 2230 | EWD 100
noncredit.lacitycollege.edu

The LACC Noncredit Adult Education programs prepare basic skills learners, English as a second language learners, disadvantaged populations, and other non-traditional college students to attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to college, and/or effectively explore, plan, and establish career pathways leading to growth opportunities in high demand occupations. Students enrolled in the Noncredit Adult Education programs can access a full range of personal, career, and academic counseling services, and non-degree applicable courses and certificates, free of charge.

The programs prepare students to achieve a variety of educational and professional goals, with over 75 courses and more than 25 noncredit certificates. Certificates are designed as Career Development and College Preparation (CDCP) programs, containing relevant coursework for improved employability, job placement, and academic skills. Subject areas include college and career readiness, computer skills, High School Equivalency (HSE), English as a second language (ESL) and Civics, health career pathways, child development, customer service, entrepreneurship, retail, and hospitality. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement.

Noncredit courses are taught at LACC and throughout the region at partner sites to ensure equitable access to all community members. Courses are open-entry, allowing students to register at any time during the academic year. Flexible scheduling allows students, particularly working adults, the ability attend classes during the daytime or evening, or on weekends.

College and Career Readiness

Prepares students in strengthening their skills in reading writing, spelling, mathematics, English usage, and grammar. Provides students with a strong educational foundation that can be used as a basis of employment preparation, college-level readiness, and High School Equivalency test preparation.

High School Equivalency Test Preparation

Prepares students with the literature and language arts, science, social studies, and math skills necessary for the High School Equivalency test. Students who pass all parts of the GED or HiSET test will be granted a California High School Equivalency (HSE) Certificate from the state. To ensure equitable access, LACC hosts a GED testing center for students to take the official examination.

English as a Second Language (ESL)

Facilitates English language acquisition through listening, speaking, reading, and writing practice in order to reach students' career, academic, and personal goals. Classes also incorporate civics education to community members and prospective United States citizens. Specialized areas such as vocational ESL are available to ESL students at the intermediate level and above.

Citizenship

Introduces students to U.S. citizenship and the naturalization process, U.S. history, and government. Prepares students for the U.S. Citizenship and Immigration Services (USCIS) interview and exam.

Career Educational Training

Offers students a variety of short-term certificate programs and single-course options designed to prepare for a high-demand career and to advance current work skills. Prepares learners with academic knowledge, and technical and strong workforce skills to access sustainable career pathways.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN
Academic Preparation	COC	C036581E
Banquet & Restaurant Server	CCL	C039614E
Beginning English as a Second Language	COC	C036668E
Career Discovery Skills	CCL	C024387E
Child Development Readiness	CCL	C036277F
Computer Skills for the Workplace	CCL	C039702E
Custodial Technician Training	CCL	C039326E
Customer Service Skills	CCL	C024294E
English as a Second Language-Civics	COC	C024344E
Entrepreneurship Skills	CCL	C024069F
Front Desk Representative & Reservationist	CCL	C039616E
Guestroom Attendant	CCL	C039617E
Health Careers Readiness	CCL	C035936E
High School Equivalency Test Preparation	COC	C036276E
Hospitality	CCL	C024118F
In-Home Supportive Services Skills	CCL	C024446E
Introduction to Computers	CCL	C039703E
Job Readiness	CCL	C024071E
Literacy Level ESL	COC	C038723F
Retailing Smarts	CCL	C024403F
Technical Office Occupation Skills	CCL	C039327E
Technology for Success in the Workplace	CCL	C039615E
Vocational English as a Second Language I	COC	C024099E
Vocational English as a Second Language II	COC	C036275E
Workforce Literacy Skills	CCL	C024016E
Workplace Success I - Creativity in the Workplace	CCL	C039190E
Workplace Success II - Creative Leadership	CCL	C039043E

Academic Preparation Certificate of Competency

Total Lecture Hrs: 126

(State Code: 36581; TOP Code: 493013; Academic Plan: C036581E)

The Academic Preparation certificate of competency is designed to provide students with basic English and math skills used in General Education Development (GED) preparation, HiSET preparation, TASC, college English and math readiness courses, and assist students with the fundamentals of computer hardware and software applications necessary to be successful in completing college-level coursework and workplace tasks.

PROGRAM STUDENT LEARNING OUTCOMES

1. Make use of foundational level English necessary to pass the high school equivalency exam, prepare for college English readiness, and to perform general workplace tasks.
2. Make use of foundational level math necessary to pass the high school equivalency exam, prepare for college Math readiness, and to perform general workplace tasks.
3. Use a computer to complete college-level coursework and workplace tasks.

PROGRAM REQUIREMENTS

Requirements for the Academic Preparation certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
BSICSKL 006CE REVIEW OF BASIC ENGLISH	36
BSICSKL 007CE REVIEW OF BASIC MATH	36
VOC ED 003CE WORKPLACE READINESS - COMPUTERS	54

Banquet & Restaurant Server Certificate of Completion

Total Lecture Hrs: 114 or 132

(State Code: 39614; TOP Code: 130700; Academic Plan: C039614E)

The Banquet and Restaurant Server certificate of completion is designed to provide knowledge and practical skills training for students preparing for employment in the hospitality food service industry. Courses cover kitchen and dining room skills and etiquette, customer service, and communication skills.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate appropriate response to customer needs in a dining setting.
2. Design varied banquet styles, room arrangements, and table settings.
3. Apply kitchen cleaning and sanitization standards as dictated by health code.
4. Develop customer service techniques and apply strategies for remaining positive on the job.

PROGRAM REQUIREMENTS

Requirements for the Banquet and Restaurant Server certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 242CE BANQUET SERVER SKILLS TRAINING	18
VOC ED 246CE RESTAURANT SERVER SKILLS TRAINING	18
VOC ED 247CE KITCHEN STEWARD SKILLS TRAINING	18
VOC ED 239CE CUSTOMER SERVICE SKILLS	18
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

ELECTIVE COURSES (SELECT ONE)	HRS
VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A	54
BSICSKL 006CE REVIEW OF BASIC ENGLISH	36
VOC ED 238CE JOB READINESS	36

Beginning English as a Second Language Certificate of Competency

Total Lecture Hrs: 108

(State Code: 36668; TOP Code: 493087; Academic Plan: C036668E)

The Beginning English as a Second Language certificate of competency in is designed to give fundamental reading, writing, listening, and speaking to limited-English speaking students, preparing them for enhanced job opportunities, academic studies, and increased community participation.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate fundamental reading, writing, listening, and speaking skills in English.

PROGRAM REQUIREMENTS

Requirements for the Beginning English as a Second Language certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
ESL NC 001CE ENGLISH AS A SECOND LANGUAGE - BEGINNING I	54
ESL NC 002CE ENGLISH AS A SECOND LANGUAGE - BEGINNING II	54



Career Discovery Skills Certificate of Completion

Total Lecture Hrs: 54

(State Code: 24387; TOP Code: 493012; Academic Plan: C024387E)

The Career Discovery Skills certificate of completion is designed to help the student make a meaningful decision regarding a career goal including career assessments, various self-appraisal techniques, and information regarding career characteristics and trends using career information technology, insights into their interests, and personality which gives them the ability to make realistic and informed career choices.

PROGRAM STUDENT LEARNING OUTCOMES

1. Use tools and resources to assist in career decision-making process.
2. Develop an effective resume that matches a job description.
3. Prepare for an employment interview, including developing responses, describing experience, and dressing for success.

PROGRAM REQUIREMENTS

Requirements for the Career Discovery Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 236CE JOB CLUB	18
VOC ED 238CE JOB READINESS.	36

Child Development Readiness Certificate of Completion

Total Lecture Hrs: 24

(State Code: 36277; TOP Code: 130500; Academic Plan: C036277F)

The Child Development Readiness certificate of completion is designed to help the students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory child development coursework. Students will increase their level in study skills, reading strategies, test taking tools, customer service, workplace culture, and job readiness tools.

PROGRAM STUDENT LEARNING OUTCOMES

1. Master the specialized vocabulary and development theories in introductory child development coursework.
2. Discuss study skills, reading strategies, and test taking tools.
3. Develop a level of customer service techniques.
4. Plan and implement a job search.

PROGRAM REQUIREMENTS

Requirements for the Child Development Readiness certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 054CE VESL FOR CD1 - SPECIALIZED VOCABULARY IN DEVELOPMENT THEORIES.	18
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

Computer Skills for the Workplace Certificate of Completion

Total Lecture Hrs: 162

(State Code: 39702; TOP Code: 051400; Academic Plan: C039702E)

The Computer Skills for the Workplace certificate of completion is designed to prepare students with practical skills to use software commonly used in educational programs and employment. Students will increase competency with word processing, spreadsheet, and multimedia presentation software.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create, save, format, edit, and print word processing documents.
2. Develop formatted spreadsheets to organize and interpret data.
3. Design multimedia presentations for academic or career-related use.

PROGRAM REQUIREMENTS

Requirements for the Computer Skills for the Workplace certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 103CE INTRODUCTION TO WORD PROCESSING	54
VOC ED 104CE INTRODUCTION TO SPREADSHEETS.	54
VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS	54

Custodial Technician Training Certificate of Completion

Total Lecture Hrs: 60

(State Code: 39326; TOP Code: 300500; Academic Plan: C039326E)

The Custodial Technician Training certificate of completion is designed to provide knowledge, training, and practical work experience for students preparing for employment in the custodial, janitorial, and cleaning service industry. This program also includes introductory topics of supervision, positive interaction with co-workers, work ethic, punctuality, and self-development.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply safety and cleaning protocols of cleaning materials and emergencies at the workplace.
2. Demonstrate appropriate communication, performance, and teamwork behavior.

PROGRAM REQUIREMENTS

Requirements for the Custodial Technician Training certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 060CE CUSTODIAL TECHNICIAN TRAINING	54
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

Customer Service Skills Certificate of Completion

Total Lecture Hrs: 72

(State Code: 24294; TOP Code: 130110; Academic Plan: C024294E)

The Customer Service Skills certificate of completion is designed to introduce and train new, current, and dislocated workers to the service workplace. Provide instruction in job acquisition, retention, advancement, basic customer service skills, workplace success strategies and skills, and how to become an exceptional employee.

PROGRAM STUDENT LEARNING OUTCOMES

1. Discuss and address customer satisfaction.
2. Develop professional resume, cover letter, and interviewing skills.
3. Discuss workplace success strategies and skills.

PROGRAM REQUIREMENTS

Requirements for the Customer Service Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 239CE CUSTOMER SERVICE SKILLS	18
VOC ED 236CE JOB CLUB	18
VOC ED 238CE JOB READINESS	36

English as a Second Language - Civics Certificate of Competency

Total Lecture Hrs: 324

(State Code: 24344; TOP Code: 493087; Academic Plan: C024344E)

The English as a Second Language - Civics certificate of competency enhances the English language skills of limited English-speaking students while preparing them for the United States Citizenship Exam. Students practice fundamental reading, writing, listening, and speaking skills to prepare them for enhanced job opportunities and increased civic participation.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate knowledge of citizenship and civics-related issues.
2. Demonstrate basic communication skills of listening and speaking necessary to perform everyday activities.
3. Demonstrate basic communication skills of reading and writing necessary to perform everyday activities.

PROGRAM REQUIREMENTS

Requirements for the English as a Second Language - Civics certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
ESLVCVS 030CE ENGLISH LITERACY AND CIVICS	108
ESLVCVS 031CE ENGLISH LITERACY AND CIVICS	108
ESLVCVS 032CE ENGLISH LITERACY AND CIVICS	108



Entrepreneurship Skills Certificate of Completion

Total Lecture Hrs: 54

(State Code: 24069; TOP Code: 050640; Academic Plan: C024069F)

The Entrepreneurship Skills certificate of completion is designed to give students the necessary knowledge and skills to plan, develop, and operate a business. The business entrepreneur utilizes the understanding of business concepts, strategies, and technology to shape ideas into opportunities supported by research, data, and business models.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply entrepreneurship and customer service concepts to analyze and improve various business ideas.
2. Develop a business plan, marketing strategies, and measure business success.

PROGRAM REQUIREMENTS

Requirements for the Entrepreneurship Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 084CE ENTREPRENEUR TRAINING PROGRAM	36
VOC ED 239CE CUSTOMER SERVICE SKILLS	18

Front Desk Representative & Reservationist Certificate of Completion

Total Lecture Hrs: 96 or 114

(State Code: 39616; TOP Code: 130700; Academic Plan: C039616E)

The Front Desk Representative & Reservationist certificate of completion prepares students to enter careers in the hospitality industry. Students learn service industry concepts and skills, including greeting and checking in guests; using effective sales techniques; handling guest questions and complaints; and taking reservations and processing payments.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply appropriate communication for client services, including professionally resolving concerns, conflicts, and problems.
2. Demonstrate use of computers and other technology for use in booking and addressing client needs.
3. Develop customer service techniques and apply strategies for remaining positive on the job.

PROGRAM REQUIREMENTS

Requirements for the Front Desk Representative & Reservationist certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

REQUIRED COURSES		HRS
VOC ED 243CE	FRONT DESK REPRESENTATIVE	18
VOC ED 249CE	RESERVATIONIST SKILLS TRAINING	18
VOC ED 239CE	CUSTOMER SERVICE SKILLS	18
VOC ED 230CE	30 WAYS TO SHINE AS A NEW EMPLOYEE	6
ELECTIVE COURSES (SELECT ONE)		HRS
VOC ED 079CE	VOCATIONAL ENGLISH AS A SECOND LANGUAGE A	54
BSICSKL 006CE	REVIEW OF BASIC ENGLISH	36
VOC ED 238CE	JOB READINESS	36

Guestroom Attendant Certificate of Completion

Total Lecture Hrs: 114 or 132

(State Code: 39617; TOP Code: 130700; Academic Plan: C039617E)

The Guestroom Attendant certificate of completion is designed to provide knowledge and practical skills training for students preparing for employment in the hospitality service industry. Courses cover guestroom and public space cleaning and sanitization, laundry, and customer service skills.

PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize various laundering techniques and equipment.
2. Select best strategy for performing deep cleaning projects such as high dusting, carpet cleaning, and steam cleaning furniture.
3. Organize guest rooms, supplies, and amenities.
4. Develop customer service techniques and apply strategies for remaining positive on the job.

PROGRAM REQUIREMENTS

Requirements for the Guestroom Attendant certificate of completion may be met by completing all required courses plus one elective course with a grade of "Pass."

REQUIRED COURSES		HRS
VOC ED 250CE	GUESTROOM ATTENDANT SKILLS TRAINING	18
VOC ED 244CE	LAUNDRY ATTENDANT SKILLS TRAINING	18
VOC ED 245CE	PUBLIC SPACE CLEANER SKILLS	18
VOC ED 239CE	CUSTOMER SERVICE SKILLS	18
VOC ED 230CE	30 WAYS TO SHINE AS A NEW EMPLOYEE	6
ELECTIVE COURSES (SELECT ONE)		HRS
BSICSKL 006CE	REVIEW OF BASIC ENGLISH	36
VOC ED 079CE	VOCATIONAL ENGLISH AS A SECOND LANGUAGE A	54
VOC ED 238CE	JOB READINESS	36

Health Careers Readiness Certificate of Completion

Total Lecture Hrs: 42

(State Code: 35936; TOP Code: 120100; Academic Plan: C035936E)

The Health Careers Readiness certificate of completion is designed to help students learn English, medical terminology, and acquire a general introduction to careers in the health-care field along with common medical practices. Students will increase their level of customer service, confidence, and future colleague relations.

PROGRAM STUDENT LEARNING OUTCOMES

1. Use vocabulary, medical terminology, pronunciation, and grammar and comprehension skills necessary for successful transition to health career classes.
2. Understand the importance of customer service and colleague relations.

PROGRAM REQUIREMENTS

Requirements for the Health Careers Readiness certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES		HRS
VOC ED 056CE	VOCATIONAL ESL FOR HEALTH CAREERS	36
VOC ED 230CE	30 WAYS TO SHINE AS A NEW EMPLOYEE	6

High School Equivalency Test Preparation Certificate of Competency

Total Lecture Hrs: 216

(State Code: 36276; TOP Code: 493062; Academic Plan: C036276E)

The High School Equivalency Test Preparation certificate of competency prepares students to pass subject tests in reading, writing, mathematics, science, and social studies in preparation for a high school equivalency test (GED, HiSET, or the TASC).

PROGRAM STUDENT LEARNING OUTCOMES

1. Enhance ability to read, understand, and use information in the context of social studies.
2. Develop an understanding of science, the study of living things structure, revision of sentences/passages, reading, and conventions related to an official science test.
3. Practicing and demonstrating arithmetic, the metric system, algebra, geometry, statistics, and probability problems.
4. Examine critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, and interpreting poetry, drama, plays, non-fiction, and commentaries.

PROGRAM REQUIREMENTS

Requirements for the High School Equivalency Test Preparation certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
BSICSKL 083CE GED PREPARATION: LITERATURE AND THE ARTS	54
BSICSKL 084CE GED PREPARATION: MATHEMATICS	54
BSICSKL 085CE GED PREPARATION: SCIENCE	54
BSICSKL 086CE GED PREPARATION: SOCIAL STUDIES	54

Hospitality Certificate of Completion

Total Lecture Hrs: 162

(State Code: 24118; TOP Code: 130700; Academic Plan: C024118F)

The Hospitality Skills certificate of completion prepares students to be eligible to participate for 8 American Hotel & Lodging Association (AHLA) nationally recognized certifications that include options for entry-level hotel employee. Students will be equipped with the competitive skills, knowledge, and abilities needed to obtain and retain employment in the hospitality sector.

PROGRAM STUDENT LEARNING OUTCOMES

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Perform entry-level level job functions in hotel/restaurant careers.
3. Prepare for American Hotel and Lodging Association certifications.

PROGRAM REQUIREMENTS

Requirements for the Hospitality Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 242CE BANQUET SERVER SKILLS	18
VOC ED 243CE FRONT DESK REPRESENTATIVE	18
VOC ED 244CE LAUNDRY ATTENDANT SKILLS	18
VOC ED 245CE PUBLIC SPACE CLEANER SKILLS	18
VOC ED 246CE RESTAURANT SERVER SKILLS	18
VOC ED 247CE KITCHEN STEWARD SKILLS	18
VOC ED 248CE MAINTENANCE ATTENDANT SKILLS	18
VOC ED 249CE RESERVATIONIST SKILLS	18
VOC ED 250CE RESTAURANT SERVER SKILLS	18

In-Home Supportive Services Skills Certificate of Completion

Total Lecture Hrs: 108

(State Code: 24446; TOP Code: 123080; Academic Plan: C024446E)

The In-Home Supportive Services Skills certificate of completion is designed for students to provide in-home care to patients, assist with activities of daily living, and provide care in the areas of comfort, hygiene, nutrition, elimination, sleep, rest, and first aid and CPR on adult patients.

PROGRAM STUDENT LEARNING OUTCOMES

1. Properly and safely assist patients in living in their own homes with basic functions of daily life.
2. Perform in-home care to patients, assist them with activities of daily living, and provide care to patients in the areas of comfort, hygiene, nutrition, elimination, sleep, and rest.
3. Perform first aid and CPR on adult patients.

PROGRAM REQUIREMENTS

Requirements for the In-Home Supportive Services Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 002CE IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER	90
VOC ED 059CE VESL FOR HOME HEALTH AIDE	18

Introduction to Computers Certificate of Completion

Total Lecture Hrs: 108

(State Code: 39703; TOP Code: 051400; Academic Plan: C039703E)

The Introduction to Computers Certificate of Completion is designed to provide foundational knowledge and practical skills for students preparing for employment or educational programs that use computers and the internet. Course content includes basic keyboarding, computer software, and navigating the internet.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic computing skills, including: using a mouse, keyboarding, creating and saving documents, and navigating the Windows environment.
2. Navigate the internet browser and access online resources such as email and search utilities.

PROGRAM REQUIREMENTS

Requirements for the Introduction to Computers certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE	54
VOC ED 129CE INTRODUCTION TO THE INTERNET	54

**Job Readiness
Certificate of Completion**

Total Lecture Hrs: 78
(State Code: 24071; TOP Code: 493012; Academic Plan: C024071E)

The Job Readiness Skills certificate of completion is designed to introduce and train new, current, and dislocated workers in the workplace with a focus on job acquisition, retention, and career progression.

PROGRAM STUDENT LEARNING OUTCOMES

1. Identify a career field of choice.
2. Develop an effective resume and interviewing skills.
3. Employ basic customer service techniques including strategies for remaining positive on the job.

PROGRAM REQUIREMENTS

Requirements for the Job Readiness Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 238CE JOB READINESS.	36
VOC ED 236CE JOB CLUB.	18
VOC ED 239CE CUSTOMER SERVICE SKILLS	18
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

**Literacy Level ESL
Certificate of Competency**

Total Lecture Hrs: 216
(State Code: 38723; TOP Code: 493087; Academic Plan: C038723E)

The Literacy Level ESL certificate of competency develops the ability of non-English speaking students in basic literacy skills, including reading, writing, listening, speaking, and conversational skills. The certificate prepares students for enhanced job opportunities, transition to academic studies, and increased community participation.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic literacy skills, including reading, writing,

- listening, speaking, and conversational skills.
2. Demonstrate basic knowledge of civic-related issues.

PROGRAM REQUIREMENTS

Requirements for the Literacy Level ESL certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
ESL NC 002CE BEGINNING ENGLISH AS A SECOND LANGUAGE II	54
ESL NC 050CE BEGINNING CONVERSATION	54
ESLVCVS 033CE ENGLISH LITERACY AND CIVICS 3	108

**Retailing Smarts
Certificate of Completion**

Total Lecture Hrs: 144
(State Code: 24403; TOP Code: 050650; Academic Plan: C024403F)

The Retailing Smarts certificate of completion is designed to give students the competitive skills, knowledge, and abilities to obtain and retain employment, and advance in their retail careers including; crucial functions of merchandising and product management in a retail company, merchandising roles and careers, market knowledge, consumer behavior, planning and control and retail pricing. This program prepares students to participate in the National Retail Federation (NRF) Sales/Customer Service Skills or Supervisory/Management Skills certification exams.

PROGRAM STUDENT LEARNING OUTCOMES

1. Employ sales building skills and techniques.
2. Demonstrate basic customer service skills.

PROGRAM REQUIREMENTS

Requirements for the Retailing Smarts certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 231CE BUILDING SALES	18
VOC ED 232CE CLOSING THE SALE	18
VOC ED 233CE COMPLETING THE SALES TRANSACTION.	18
VOC ED 234CE EXPLAINING FEATURES AND BENEFITS	18
VOC ED 235CE GOING THE EXTRA MILE	18
VOC ED 237CE STRATEGIES IN MEETING CUSTOMER NEEDS.	18
VOC ED 240CE STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP	18
VOC ED 241CE GETTING TO KNOW YOUR CUSTOMER.	18

**Technical Office Occupation Skills
Certificate of Completion**

Total Lecture Hrs: 78
(State Code: 39327; TOP Code: 051400; Academic Plan: C039327E)

The Technical Office Occupation Skills certificate of completion is designed to help the student explore the requirements for entry-level clerical positions in an office environment. Students explore topics in basic level office concepts, procedures,

and software applications; social networks, mobile technology, other technology commonly used in an office setting; and effective employee practices.

PROGRAM STUDENT LEARNING OUTCOMES

1. Explore career opportunities for entry-level clerical positions in an office environment
2. Explore and demonstrate office software applications and office hardware skills.
3. Incorporate social networks and mobile technology in an office environment.
4. Effective strategies for communicating with employers, co-workers, and customers, including remaining positive on the job.

PROGRAM REQUIREMENTS

Requirements for the Technical Office Occupation Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS.....	54
VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA: WORD PRESS BLOGS.....	18
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

**Technology for Success in the Workplace
Certificate of Completion**

Total Lecture Hrs: 168
(State Code: 39615; TOP Code: 051400; Academic Plan: C039615E)

The Technology for Success in the Workplace certificate of completion provides students with the basic computing skills necessary for success in modern workplaces. Students are introduced to word processing, spreadsheets, multimedia presentations, the internet, and workplace soft skills. Students select their specific area of interest (word processing, spreadsheets, or multimedia presentations) for the final course in this certificate.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create word processing documents, spreadsheets, and multimedia presentations for academic or career purposes.
2. Navigate the internet browser and access online resources including email and search utilities.
3. Identify strategies and skills necessary for success in the workplace.
4. Develop competency with computer software specific to academic or career goals.

PROGRAM REQUIREMENTS

Requirements for the Technology for Success in the Workplace certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 003CE WORKPLACE READINESS - COMPUTERS.....	54
VOC ED 129CE INTRODUCTION TO THE INTERNET	54
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	6

ELECTIVE COURSES (SELECT ONE)	HRS
VOC ED 103CE INTRODUCTION TO WORD PROCESSING.....	54
VOC ED 104CE INTRODUCTION TO SPREADSHEETS.....	54
VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS	54

**Vocational English as a
Second Language I
Certificate of Competency**

Total Lecture Hrs: 162
(State Code: 24099; TOP Code: 493100; Academic Plan: C024099E)

The Vocational English as a Second Language I certificate of competency is designed to help limited-English speaking students learn the fundamentals of the English Language (reading, writing, listening, and speaking) while simultaneously preparing students for the workforce and community participation.

PROGRAM STUDENT LEARNING OUTCOMES

1. Identify time phrases demonstrating the correct use of verb tenses and be able to locate parts of speech including nouns, verbs, and adjectives.
2. Develop content skills related to the world of work; focused on speaking, listening, reading, and writing as practiced in the workforce.
3. Obtain understanding of the English language related to the citizenship test, appropriate civics objectives, and other life skills situations.

PROGRAM REQUIREMENTS

Requirements for the Vocational English as a Second Language I certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A.....	54
VOC ED 078CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE B.....	54
VOC ED 055CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE C	54

**Vocational English as a
Second Language II
Certificate of Competency**

Total Lecture Hrs: 594
(State Code: 36275; TOP Code: 493100; Academic Plan: C036275E)

The Vocational English as a Second Language II certificate of competency is designed to help students increase proficiency in listening, speaking, reading, writing, and critical thinking skills to further their education, enter the workforce, and actively participate in the community.

PROGRAM STUDENT LEARNING OUTCOMES

1. Identify time phrases demonstrating the correct use of verb tenses and be able to locate parts of speech including nouns, verbs, and adjectives.
2. Develop content skills related to the world of work; focused on speaking, listening, reading, and writing as practiced in the workforce.
3. Obtain understanding of the English language related to the citizenship test, appropriate civics objectives, and other life skills situations.

PROGRAM REQUIREMENTS

Requirements for the Vocational English as a Second Language II certificate of competency may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
ESLCVCS 030CE ENGLISH LITERACY AND CIVICS	108
ESLCVCS 031CE ENGLISH LITERACY AND CIVICS	108
ESL NC 001CE ESL BEGINNING 1	54
ESLCVCS 032CE ENGLISH LITERACY AND CIVICS	108
ESL NC 002CE ESL BEGINNING 2	54
ESLCVCS 033CE ENGLISH LITERACY AND CIVICS 3	108
VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A	54

**Workforce Literacy Skills
Certificate of Completion**

Total Lecture Hrs: 240

(State Code: 24016; TOP Code: 493012; Academic Plan: C024016E)

The Workforce Literacy Skills certificate of completion prepares students to first steps in career opportunities. The instructional model consists of workplace, vocational, information technology, employability, and math and English literacy skills.

PROGRAM STUDENT LEARNING OUTCOMES

1. Effective communication with employers, co-workers, and customers.
2. Develop a resume and prepare for employment interview.
3. Make use of foundational level English to perform general workplace tasks.
4. Make use of foundational level math to perform general workplace tasks.

PROGRAM REQUIREMENTS

Requirements for the Workforce Literacy Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
BSICSKL 006CE REVIEW OF BASIC ENGLISH	36
BSICSKL 007CE REVIEW OF BASIC MATH	36
VOC ED 003CE WORKPLACE READINESS - COMPUTERS	54
VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A	54
VOC ED 238CE JOB READINESS SKILLS	36
VOC ED 239CE CUSTOMER SERVICE SKILLS TRAINING	18
VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE	54

**Workplace Success I -
Creativity in the Workplace
Certificate of Completion**

Total Lecture Hrs: 108

(State Code: 39190; TOP Code: 493072; Academic Plan: C039190E)

The Workplace Success I - Creativity in the Workplace certificate of completion provides students with the necessary knowledge and training needed to be effective, creative leaders in the workforce. Topics include characteristics and habits of great leaders, effective communication, decision-making, problem-solving, practice gathering data and information, and workplace change.

PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate creative and effective leadership skills.
2. Demonstrate active listening and speaking skills.
3. Collect and organize research data to make informed decisions.

PROGRAM REQUIREMENTS

Requirements for the Workplace Success I - Creativity in the Workplace certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
BSICSKL 070CE INNOVATION: IGNITING CREATIVITY AT WORK	54
BSICSKL 076CE SUCCESSFUL CREATIVITY AND INNOVATION IN THE WORKPLACE	54

**Workplace Success II -
Creative Leadership
Certificate of Completion**

Total Lecture Hrs: 108

(State Code: 39043; TOP Code: 493072; Academic Plan: C039043)

The Workplace Success II - Creative Leadership certificate of completion strengthens students' communication and leadership skills, decision-making, problem-solving, risk-taking, utilization of resources, and workplace change.

PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze and recognized individual team members' creative and innovative strengths.
2. Analyze, synthesize, and evaluate solutions to assess validity.
3. Demonstrate creative and effective leadership skills.

PROGRAM REQUIREMENTS

Requirements for the Workplace Success II - Creative Leadership certificate of completion may be met by completing all required courses with a grade of "Pass."

REQUIRED COURSES	HRS
BSICSKL 072CE THE CREATIVE EDGE: OUTSTANDING LEADERSHIP	54
BSICSKL 079CE CREATIVITY, INNOVATION, AND LEADERSHIP	54

CREDIT COURSES

AMERICAN SIGN LANGUAGE (A S L)

A S L 001 AMERICAN SIGN LANGUAGE I

4 Units (Lec 4 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC

Elementary course for students without prior exposure to American Sign Language. Develops comprehension, communication, and grammatical/lexical skills in American Sign Language at the ACTFL Proficiency Novice-Mid Level, and introduces Deaf culture and community.

A S L 002 AMERICAN SIGN LANGUAGE II

4 Units (Lec 4 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)
Prerequisite: ASL 001

Continues the development of comprehension, communication, and grammatical/lexical skills in American Sign Language at the ACTFL Proficiency Novice-High Level, and furthers understanding of Deaf culture and community.

A S L 003 AMERICAN SIGN LANGUAGE III

4 Units (Lec 4 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)
Prerequisite: ASL 002

Development of intermediate American Sign Language in comprehension, communication, and grammatical/lexical skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Deaf culture and community.

A S L 025 CONVERSATIONAL AMERICAN SIGN LANGUAGE

2 Units (Lec 2 Hrs)
Transfer Credit: CSU
Prerequisite: ASL 002

Provides opportunities for practical conversation at the ACTFL Proficiency Intermediate-Low Level on everyday topics, cultural material, and expansion of vocabulary according to student interest or need.

A S L 030 FINGERSPELLING I

1 Units (Lec 1 Hrs)
Transfer Credit: CSU
Prerequisite: ASL 002

Develops basic skills in receptive and expressive fingerspelling. Overview of topics include hand positioning, hand shape, fluency, and numbers. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language.

A S L 040 INTRODUCTION TO DEAF CULTURE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Focuses on the cultural, historical, philosophical, educational, psychological, and social aspects of the deaf and hard of hearing. No knowledge of American Sign Language is required.

ACCOUNTING (ACCTG)

ACCTG 001 INTRODUCTORY ACCOUNTING I

5 Units (Lec 5 Hrs)
Transfer Credit: CSU, UC, C-ID (ACCT 110)

Students learn fundamental accounting principles and concepts. This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, applications of generally accepted accounting principles, financial statements, and financial statements analysis. Includes issues relating to assets, liabilities, equity valuation, revenue and expense recognition, cash flows, internal controls, and ethics. Note: ACCTG 021 (3 units) and ACCTG 022 (3 units), when taken together, are equivalent to ACCTG 001 (5 units).

ACCTG 002 INTRODUCTORY ACCOUNTING II

5 Units (Lec 5 Hrs)
Transfer Credit: CSU, UC, C-ID (ACCT 120)
Prerequisite: ACCTG 001, ACCTG 022

Students learn how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit-analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

ACCTG 015 TAX ACCOUNTING I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn to prepare Federal and California income tax returns for individuals. Topics include overview, gross income, exemptions, deductions, tax credits, self-employment tax returns, and rental property transactions. This course can be utilized to meet part of the basic qualification for registering as a tax preparer and the continuing education requirement of the California Tax Preparer Act.

ACCTG 016 TAX ACCOUNTING II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Advisory: ACCTG 015

In this course, students continue the study of Federal income taxes and the analysis of laws, as well as consideration of appropriate accounting procedures and preparation of reports and returns as they apply to partnerships, limited liability companies, corporations, and S corporations.

ACCTG 017 PAYROLL ACCOUNTING

2 Units (Lec 2 Hrs)
Transfer Credit: CSU

Students learn the procedures and practices involved in a firm's payroll system, including familiarizing students with current laws regarding computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

ACCTG 019 ETHICS FOR ACCOUNTING PROFESSIONALS**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

This course is a survey and study of ethics in business and accounting areas including the study of moral values, personal integrity, professional accountability, business legitimacy, equity, and fairness. This course also includes the study of the Sarbanes-Oxley Act, codes of conduct, Circular 230, and case analysis.

ACCTG 021 BOOKKEEPING AND ACCOUNTING I**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU, UC

Students learn fundamentals of double-entry accounting, the accounting cycle, the preparation of the trial balance, financial statements, accounting for merchandise businesses, cash transactions, and special journals. Note: ACCTG 021 (3 units) and ACCTG 022 (3 units), when taken together, are equivalent to ACCTG 001 (5 units).

ACCTG 022 BOOKKEEPING AND ACCOUNTING II**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: ACCTG 021

Students learn accounting for receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, cash flow statements, and comparative financial statement analysis. Note: ACCTG 021 (3 units) and ACCTG 022 (3 units), when taken together, are equivalent to ACCTG 001 (5 units).

ACCTG 023 RECORDKEEPING FOR SMALL BUSINESS**3 Units (Lec 3 Hrs)**

Students learn the cash basis concept of accounting and small business computerized accounting software using QuickBooks. Students will complete simulated accounting projects designed for different types of small business firms using both manual and automated systems.

ACCTG 027 AUTOMATED ACCOUNTING METHODS AND PROCEDURES II**3 Units (Lec 2 Hrs / Lab 2 Hrs)**

Students use computer applications in the preparation of special journals, payroll register, bank reconciliation, aging accounts receivable, inventory costing and depreciation, and analysis of financial statements.

ACCTG 031 MATHEMATICS OF ACCOUNTING**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students learn the mathematical fundamentals of bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts, and other accounting-related math subjects.

ACCTG 055 ACCOUNTING COMPUTER LABORATORY**1 Units (Lab 2 Hrs)**

Students learn to use the spreadsheet software Microsoft Excel for solving accounting problems and concepts being studied in other accounting classes.

ADDICTION STUDIES (ADDICST)**ADDICST 001 UNDERSTANDING ADDICTION AND COUNSELING****3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

This course is an introductory survey on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and addiction are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

ADDICST 007 ADDICTION TREATMENT AND RECOVERY**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

This course addresses intervention, treatment, and recovery issues in chemical dependency. Topics include approaches to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, as well as various approaches to treatment, are also discussed.

ADDICST 022 PREVENTION SPECIALIST TRAINING**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

This course addresses strategies used to prevent alcohol and drug problems in different settings, including industry, school, family, and community and rehabilitation centers.

ADDICST 063 PREVENTION AND EDUCATION**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students learn the strategies of prevention and education necessary to work with various populations dealing with alcohol, drug, and STI (sexually transmitted infection) related problems.

ADDICST 067 COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students will learn the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi-discipline team will be emphasized. All aspects of modern treatment techniques will be covered in class.

ADDICST 084 FIELD WORK PRACTICUM**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU**
Prerequisite: PSYCH 001, PSYCH 043
Corequisite: PSYCH 001, PSYCH 043

(Formerly PSYCH 084) This is a supervised practicum course. Participants must be knowledgeable about addiction and treatment. The course provides observation, interaction, and counseling opportunities with clients and counselors at rehabilitation clinics. This course satisfies half of the fieldwork hours (125) required by CAAD in addition to the classroom hours.

ADDICST 085 ADVANCED FIELD WORK PRACTICUM**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU**
Prerequisite: ADDICST 084

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer drug and alcohol treatment programs. Students will achieve intermediate counseling and communication skills

and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills at an intermediate level in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

ADDICST 086 ADVANCED FIELD WORK PRACTICUM (III)
3 Units (Lec 1 Hrs / Lab 6 Hrs)

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the drug/alcohol option of Human Services. Students build on the skills they learned in Field Work I and Field Work II by participating, under supervision, at various facilities in the community that offer drug and alcohol treatment programs. Students will achieve advanced counseling and communication skills and be able to apply those skills in diverse drug and alcohol treatment programs. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply those skills at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

ADMINISTRATION OF JUSTICE (ADM JUS)

**ADM JUS 001 INTRODUCTION TO
ADMINISTRATION OF JUSTICE**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC, C-ID (AJ 110)

Students will be introduced to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process are examined in a cross-cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

ADM JUS 002 CONCEPTS OF CRIMINAL LAW
3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (AJ 120)

Students learn the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

ADM JUS 003 LEGAL ASPECTS OF EVIDENCE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (AJ 124)

Students learn the categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**ADM JUS 004 PRINCIPLES AND PROCEDURES
OF THE JUSTICE SYSTEM**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (AJ 122)

Students learn, through examination and analysis, due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

ADM JUS 005 CRIMINAL INVESTIGATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (AJ 140)

Students learn the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence, and the role of the investigator in the trial process.

ADM JUS 008 JUVENILE PROCEDURES

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (AJ 220)
Advisory: ENGLISH 101

Students learn about the origin, development, and organization of the juvenile justice system as it evolved in the American justice system. The course explores the theories that focuses on juvenile law, courts and processes, and the constitutional protections extended to juveniles administered in the American justice system.

ADM JUS 016 RECRUITMENT SELECTION PROCESS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn of the selection process for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards and Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written examination, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and physical fitness testing. Employment opportunities will be presented.

ADM JUS 053 FORENSIC FINGERPRINT EVIDENCE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the history of fingerprinting, fingerprint pattern types and classification, the searching and referencing of fingerprints, techniques for taking good fingerprints, the problems in taking inked fingerprints, the proper procedure for taking major case prints, and the preparation of fingerprint charts for court testimony.

ADM JUS 062 FINGERPRINT CLASSIFICATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

This course covers practical aspects of fingerprint classification. Technical terminology, pattern interpretation, classification of fingerprints, search for fingerprints at crime scenes, and the preservation of prints and print development are emphasized.

ADM JUS 067 COMMUNITY RELATIONS I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC, C-ID (AJ 160)

Students will learn the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law.

ADM JUS 160 POLICE ORGANIZATION AND ADMINISTRATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students will learn to analyze the concept of police organizations and management styles, addressing the roles and responsibilities of law enforcement agencies.

ADM JUS 180 INTRODUCTION TO FORENSICS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (AJ 150)

Students learn the role of forensics in criminal investigations. The course examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

AFRICAN AMERICAN STUDIES (AFRO AM)

AFRO AM 004 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D, US1), UC (IGETC Area 4)
Advisory: ENGLISH 028, ENGLISH 067

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on the African background of African Americans, the institution of slavery, the development of the African American community institutions, and African American participation in and impact on the Civil War and Reconstruction.

AFRO AM 005 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D, US1), UC (IGETC Area 4)
Advisory: ENGLISH 028, ENGLISH 067

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on ideas of black social thought, political protest, and efforts to create social change from Reconstruction to the present.

AFRO AM 007 BLACK AMERICANS AND THE POLITICAL SYSTEM

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D, US2,US3), UC (IGETC Area 4)
Advisory: ENGLISH 028, ENGLISH 067

Students analyze the relationship of minority groups to American politics with emphasis on African Americans in the political system.

AFRO AM 020 AFRICAN-AMERICAN LITERATURE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students survey African American writers, covering all types of literatures (slave narrative, poetry, novels) to develop a positive attitude towards reading and understanding the progression of American culture as interpreted by African American writers.

AFRO AM 060 AFRICAN-AMERICAN MUSIC

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

A study of African and African-American music and their influence on folk, spirituals, gospels, concert music, opera, ballet, blues, and jazz underscoring styles, characteristics, origin, and contributions by African-American artists. (Credit allowed for only one of AFRO AM 060 or MUSIC 135.)

ANATOMY (ANATOMY)

ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY

4 Units (Lec 3 Hrs / Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C), C-ID (BIOL 110 B)
Advisory: ENGLISH 101

This course covers the structural organization of the human body, including gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization.

ANIMATION (ANIMATN)

ANIMATN 118 HISTORY OF ANIMATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

This course is a historical survey of international cinema animation. Topics include the personalities and techniques of animators as well as the societal, political, and economic forces that shaped this art form, and the historical and cultural contexts of animation.

ANTHROPOLOGY (ANTHRO)

ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B2), UC (IGETC Area 5B), C-ID (ANTH 110)

Advisory: ENGLISH 028, ENGLISH 067

Students will examine evolutionary theory, human genetics, primate ecology and behavior, the hominid fossil record, and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (ANTH 120)

Advisory: ENGLISH 028, ENGLISH 067

Students are introduced to the field of socio-cultural anthropology and will examine the diversity of human life around the world. Topics covered include the culture concept, ethnography, language, kinship, gender, religion, political and economic organization, globalization, and culture change. The objectives of this course are (1) to employ a relative perspective in the appreciation of the world's cultural diversity, and (2) to apply case studies to describe this variation.

ANTHRO 121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)

Students learn about the origins and varieties of religious beliefs and practices by exploring the biological and cultural dimensions of religion, as well as the evolutionary origins of religious features. Topics include consciousness, mythology, symbolism, shamanism, traditional healing, altered states, magic, divination, witchcraft, and the question of cults.

ANTHRO 151 VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA

3 Units (Lec 3 Hrs / Lab 0.5 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)

Advisory: PHOTO 007, CINEMA 002

Students survey and analyze the use of film and video in anthropological research, teaching, theory, and methodology. Films are studied for their anthropological content and as artifacts of Western culture, which reveal significant aspects of that culture. Students learn techniques in still photography and video production in the creation of a final visual product.

ANTHRO 385 DIRECTED STUDY - ANTHROPOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

ARMENIAN (ARMEN)

ARMEN 001 ELEMENTARY ARMENIAN I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC

Elementary course for student without prior exposure to Armenian. Develops speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice-Mid Level, and introduces Armenian culture.

ARMEN 002 ELEMENTARY ARMENIAN II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)

Prerequisite: ARMEN 001

Continues the development of elementary speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice-High Level, and furthers understanding of Armenian culture.

ARMEN 035 ARMENIAN FOR ARMENIAN SPEAKERS I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)

Elementary course for bilingual students. Class conducted in Armenian. Students develop speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice-Mid Level, and are introduced to Armenian culture. Credit is given for either ARMEN 002 or ARMEN 035, but not for both.

ARMEN 036 ARMENIAN FOR ARMENIAN SPEAKERS II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)

Prerequisite: ARMEN 035 or ARMEN 002

Class conducted in Armenian. Continues the development of elementary speaking, writing, listening, and reading skills in Armenian for bilingual students at the ACTFL Proficiency Intermediate-Mid Level, and furthers understanding of Armenian culture. Class conducted in Armenian. Credit is given for either ARMEN 003 or ARMEN 036, but not for both.

ART (ART)

ART 185 DIRECTED STUDY - ART

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students work independently but consult with the instructor on a weekly basis to critique their work.

ART 201 DRAWING I

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC

Students apply elements and principles of design to the practice of drawing, employing a wide range of subject matter, drawing techniques, and media. They develop observation-based and technical drawing skills and hone their creative responses to materials and subject matter.

ART 202 DRAWING II

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 205)

Prerequisite: ART 201

Students explore artistic concepts, styles, and creative expression related to intermediate drawing, focusing on complex

subject matter and concepts using a variety of drawing media, techniques, and methodologies. Students further develop technical and observational skills introduced in Drawing I, while arriving at personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

ART 204 LIFE DRAWING I**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC, C-ID (ARTS 200)****Prerequisite: ART 201****Advisory: ART 501**

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation-based and technical drawing skills and hone their creative responses by drawing the human figure at the introductory level.

ART 205 LIFE DRAWING II**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 204**

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation-based and technical drawing skills and hone their creative responses by drawing the human figure at the intermediate level.

ART 206 LIFE DRAWING III**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 205**

Students draw the live model in various drawing media at an advanced level, building upon techniques from ART 205. Different media, methods, and subject matter are employed to hone creativity and support the development of personal style.

ART 209 PERSPECTIVE DRAWING I**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC****Advisory: ART 201**

Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. These skills are applicable to the following fields: animation, storyboarding, illustration, entertainment design, and industrial design

ART 250 INTRODUCTION TO DIGITAL ART**3 Units (Lec 1 Hrs / Lab 5 Hrs)****Transfer Credit: CSU, UC, C-ID (ARTS 250)****Advisory: ART 501**

Students are introduced to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.

ART 285 DIRECTED STUDY - ART**2 Units (Lec 2 Hrs)****Transfer Credit: CSU**

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students create art works of special interest to them under guidance of the instructor.

ART 300 INTRODUCTION TO PAINTING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC, C-ID (ARTS 210)****Prerequisite: ART 201****Advisory: ART 501**

Students learn the principles, elements, and practices of painting. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing, and technique, as well as creative responses to materials and subject matter.

ART 301 WATERCOLOR PAINTING I**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 300**

Students expand their knowledge of painting, focusing on composition and color techniques in watercolor media while continuing to explore art concepts, content, and imagery as applied to personal expression.

ART 302 WATERCOLOR PAINTING II**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 301**

Students apply advanced techniques and explore concepts in color, composition, and surfaces.

ART 304 ACRYLIC PAINTING I**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 201****Advisory: ART 501**

Students learn a variety of techniques employing acrylic paints and related grounds and tools. A variety of subject matter is used to introduce a series of stylistic approaches.

ART 305 ACRYLIC PAINTING II**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 501, ART 300 or ART 304**

Students learn to employ acrylic paints and related grounds and tools at an intermediate level, building upon techniques from ART 304. A variety of subject matter is used to support the development of stylistic approaches.

ART 306 ACRYLIC PAINTING III**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 305**

Students learn to employ acrylic paints and related grounds and tools at an advanced level, building upon techniques from ART 305. A variety of subject matter is used to support the development of personal style.

ART 307 OIL PAINTING I**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 201****Advisory: ART 501**

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools. Different subjects are used to introduce a variety of stylistic approaches.

ART 308 OIL PAINTING II**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 501, ART 300 or ART 307**

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an

intermediate level, building upon techniques from ART 307. Different subjects are used to support the development of stylistic approaches.

ART 309 OIL PAINTING III

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 308

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an advanced level, building upon techniques from ART 308. Different subjects are used to support the development of personal style.

ART 385 DIRECTED STUDY - ART

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students pursue directed study in studio art on a contract basis under the direction of a supervising instructor.

ART 400 INTRODUCTION TO PRINTMAKING

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 501 and ART 201

Students practice various forms of platemaking and printing. Emphasis will be placed on the development of visual ideas and printmaking techniques.

ART 401 ETCHING I

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 400

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and etching techniques.

ART 402 ETCHING II

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 401

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and advanced etching techniques.

ART 407 RELIEF PRINTMAKING I

3 Units (Lec 1 Hrs / Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 402

Students practice various forms of platemaking and printing in the relief process. Emphasis will be placed on the development of visual ideas and relief printing techniques.

ART 501 BEGINNING TWO-DIMENSIONAL DESIGN

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC, C-ID (ARTS 100)

Students learn concepts, applications, and historical references related to the creation of two-dimensional art and design, utilizing the basic visual elements and design principles in studio art projects, developing a visual vocabulary for analysis and creative expression. The course includes problem-solving studio projects, lectures, presentations, and written assignments. This course is a prerequisite for many courses in studio art and graphic design.

ART 502 BEGINNING THREE-DIMENSIONAL DESIGN

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 101)

Advisory: ART 201, ART 501

Students explore concepts, applications, and historical references related to three-dimensional design and spatial composition.

ART 603 TYPOGRAPHY I

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students are introduced to basic composition and principles of typography, which includes a survey of type from its origins to current uses for print, web, video, animation, and mobile. Using hand skills and the computer, students focus on typographic design, resonance, and composition and develop skills regarding visually interesting letter forms and their uses in typographic design with a focus on appropriate solutions, visual interest, and craftsmanship.

ART 604 GRAPHIC DESIGN I

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 250)

Prerequisite: ART 250

Advisory: ART 501

Students learn the fundamentals of graphic design with an emphasis on typography, including its legacy, terminology, tools, and working methods. Emphasis is placed on computer layout skill building in Adobe Photoshop, Illustrator, and InDesign to create effective visual communication.

ART 605 GRAPHIC DESIGN II

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 501 and ART 604

Students continue their study of graphic communication with projects that introduce the interaction between designer, client, and audience. Continued emphasis on the computer as a tool with a focus on the integration of InDesign, Illustrator, and Photoshop.

ART 606 GRAPHIC DESIGN III

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: ART 605

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of a graphic design branding campaign. Students will create and refine industry standard branding elements and use them throughout the semester in various formats intended for print and social media.

ART 620 ILLUSTRATION I

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: ART 201

Advisory: ART 501

Drawing, rendering, and composition skills are extended to problems in commercial illustration and pictorial art for publications and advertising. Utilizes a variety of techniques and media.

ART 621 ILLUSTRATION II**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: ART 620**

A continuing study of contemporary illustration through a series of projects with a focus on non-traditional media. Additional emphasis is placed upon the individual needs and skills of each student. Preparing studies for client meetings is covered at the conclusion of the class.

**ART 634 COMPUTER GRAPHICS I:
3D COMPUTER GRAPHICS****3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 250****Advisory: ART 501**

Students explore three-dimensional digital design techniques, concepts, and applications employed as tools in graphic design. Students focus on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

**ART 636 COMPUTER GRAPHICS 2:
3D COMPUTER GRAPHICS****3 Units (Lec 2 Hrs / Lab 2 Hrs)****Prerequisite: ART 634**

Students create detailed three-dimensional objects and animations for games and animation projects; create advanced 3D models and textures; and render animated projects with advanced lighting, textures, and camera techniques. Introduces character rigging and concepts in character animation and motion capture.

ART 645 INTRODUCTION TO WEB SITE DESIGN**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Advisory: ART 250**

Students learn the basic concepts and techniques used in designing websites employing the principles of design, color theory, typography, and composition. Software includes, but is not limited to, the current versions of Adobe Dreamweaver and Photoshop. Topics include: design principles such as the grid, color, navigation, composition, and typography; user experience principles such as accessibility, audience analysis, site-maps, and responsive design; and technical aspects such as hosting, file management, FTP, HTML, and CSS.

ART 646 INTERMEDIATE WEB SITE DESIGN**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: ART 645**

This is an intermediate course that extends the skills, concepts, and practices developed in ART 645. The course focuses on the creation of database-driven responsive websites enriched with multimedia and animation. Students solve design problems, approach work using real-world production strategies, and produce data-rich interactive web experiences. The course is organized around the LAMP web service stack, and explores technologies that include, but are not limited to, HTML5, media production software, web animation software, project management systems, and database management software.

ART 648 ANIMATION--DIGITAL IMAGING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 250 or PHOTO 046**

This is an intermediate-level course dealing with motion graphics for animation using digital imaging and animation software, with an emphasis on programs such as Photoshop and After Effects, including layers, masks, filters, animation techniques, and output to video via demonstrations, practicums, and exercises.

ART 649 STORYBOARDS**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Advisory: ART 201, ART 209; ART 250 or PHOTO 046**

This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, working with scripts, and animation techniques using software. Research and previz are used to create a character, story, and animated video (animatic).

ART 700 INTRODUCTION TO SCULPTURE**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 501 or ART 502****Advisory: ART 201**

Students practice three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpting methods are practiced with attention to creative self-expression and historical context.

ART 701 SCULPTURE I**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 700**

Students practice various forms of sculpture including the armature. Emphasis will be placed on the development of visual ideas and sculptural techniques.

ART 702 SCULPTURE II**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ART 701**

Students will be challenged with advanced problems in sculpture. Students will be encouraged to explore individual creativity, materials, and processes.

ART 708 INTRODUCTION TO CERAMICS**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC**

Students learn the different kinds of ceramic materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology. Students explore the aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

ART 709 CERAMICS I

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 708

Advisory: ART 502

The student continues the study of ceramic processes of the physical and chemical characteristics of clay, with an emphasis placed on ceramic design and glaze chemistry.

ART 710 CERAMICS II

3 Units (Lec 1 Hrs / Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite: ART 709

Students master technical and design skills through hand building, clay decoration, glazing and the potter's wheel, making ceramic molds, and slip casting.

ART 931 COOPERATIVE EDUCATION - ART

3 Units (RPT 3) (Lec 3 Hrs)

Transfer Credit: CSU

Students receive credit for approved internships with an employer in the Design, Animation, or Visual Arts field. The site must be approved by the Department Chair and can be on and off campus.

ART HISTORY (ARTHIST)**ARTHIST 103 ART APPRECIATION I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (ARTH 100)

Advisory: ENGLISH 101

This introductory and integrative course in the arts offers a thematic approach to art appreciation through art examples from Western and non-Western cultures. The student learns about art forms and media in traditional and contemporary styles, including terminology and problems of definition, meaning, and evaluation in the visual arts.

ARTHIST 110 SURVEY OF WESTERN ART HISTORY I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (ARTH 110)

Advisory: ENGLISH 101

The student explores the development of art and architecture from prehistory through the medieval period, emphasizing the cultural context of the West and its major points of contact with the non-European world.

ARTHIST 120 SURVEY OF WESTERN ART HISTORY II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (ARTH 120)

Advisory: ENGLISH 101

Students learn about the development of art from the time of the Renaissance to Contemporary art. Emphasis is placed on the cultural context of the West while major points of artistic contact with the non-European world are considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary.

ARTHIST 130 SURVEY OF ASIAN ART HISTORY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (ARTH 130)

Advisory: ENGLISH 101

The student learns about the development of Asian art from prehistoric times through the 20th Century including the artistic traditions and histories of China, India, Japan, Korea, and Southeast Asia. The student considers how cultural, political, and religious forces influenced the arts and explore how the various regions of Asia formed and influenced one another.

ARTHIST 139 INTRODUCTION TO ISLAMIC ART

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

Advisory: ENGLISH 101

The student examines the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms) and its historical and cultural context.

ARTHIST 140 SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (ARTH 140)

Advisory: ENGLISH 101

Students learn about the visual culture within select regions in Africa, Oceania, and indigenous North America.

ARTHIST 151 INTRODUCTION TO LATIN AMERICAN ART

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

Advisory: ENGLISH 101

Students examine the art and architecture of Latin America, beginning with the Pre-Columbian period, but focused primarily on the 19th to 21st centuries. Students explore major historical periods of Latin American history and visual culture, which include an introduction to pre-Hispanic civilizations, colonial rule and independence, the emergence of Modernism and the avant-garde, and contemporary art and architecture in Latin America. They gain an understanding of underlying social, economic, political, and religious context of the production and use of the works of art considered.

ARTHIST 171 INTRODUCTION TO GLOBAL CONTEMPORARY ART

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

Advisory: ENGLISH 101, ARTHIST 120 or ARTHIST 103

Students learn about thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms) produced by the global community.

ASTRONOMY (ASTRON)**ASTRON 001 ELEMENTARY ASTRONOMY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A)

Advisory: ENGLISH 028, ENGLISH 067

A fascinating look into the general principles and the fundamental facts of astronomy. This introductory course is designed for the non-technical student. Topics covered include the history and science of astronomy, the solar system, our sun,

stars, galaxies, and cosmology. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete ASTRON 005.

ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY

1 Units (Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B3), UC (IGETC Area 5C)

Corequisite: ASTRON 001 or ASTRON 010 or ASTRON 011

Offers a presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics and can be taken by non-science and/or science majors. When taken together with either ASTRON 001 or ASTRON 010 or ASTRON 011, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in ASTRON 005 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies, and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including celestial globes, astrolabes, azimuth sundials, astronomical binoculars, and computer-controlled telescopes.

ASTRON 011 STARS, GALAXIES, AND THE UNIVERSE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A)

This conceptual course surveys the universe beyond the solar system. Students learn about stars, stellar evolution, black holes, galaxies, the big bang, cosmology, and the possibility of extraterrestrial life.

BIOLOGY (BIOLOGY)

BIOLOGY 003 INTRODUCTION TO BIOLOGY

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C)

Advisory: ENGLISH 021

In this survey course for nonmajors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern world.

BIOLOGY 006 GENERAL BIOLOGY I

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C),

C-ID (BIOL 135 S)

Prerequisite: MATH 125

Advisory: ENGLISH 021, ENGLISH 067 or E.S.L. 008

In this class designed for general biology majors and pre-professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution, and organization at the tissue level in plants and animals.

BIOLOGY 007 GENERAL BIOLOGY II

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C),

C-ID (BIOL 135 S)

Prerequisite: BIOLOGY 006

In this class designed for general biology majors and pre-professional students, students examine and learn the diversity,

structure, and the life processes of plants and animals, as well as the principles of organization at the organ and organ system levels, embryology, ecology, and behavior.

BIOLOGY 025 HUMAN BIOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B2), UC (IGETC Area 5B)

Advisory: ENGLISH 021

In this survey course for the nonscience major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control, and preservation of the natural environment.

BIOLOGY 046 GENETIC ANALYSIS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B2), UC (IGETC Area 5B)

Prerequisite: BIOLOGY 006

This course is designed for Life Science majors as a continuation of their general biology studies. It provides a comprehensive introduction to genetic analysis examining topics such as chromosome analysis, population genetics, and genomics.

BUSINESS (BUS)

BUS 001 INTRODUCTION TO BUSINESS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC, C-ID (BUS 110)

Advisory: ENGLISH 028, ENGLISH 067

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and the effect on a business' ability to achieve its organizational goals.

BUS 015 BUSINESS STATISTICS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2), C-ID (MATH 110)

Prerequisite: MATH 125 or by Appropriate Placement (see p.22)

The student will apply methods for describing data, probability concepts, sampling methods, confidence intervals, hypothesis testing, correlation, analysis of variance, and linear regression.

BUS 017 COMPUTER GRAPHICS FOR BUSINESS

3 Units (Lec 1 Hrs / Lab 4 Hrs)

A comprehensive course in business graphics covering types of business graphics, their uses, and techniques for generating graphics emphasizing computer usage, computer techniques, and current computer graphics software. The student learns types of Excel and PowerPoint programs and how these applications are used in business.

BUS 038 BUSINESS COMPUTATIONS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

Students learn basic mathematics, beginning with whole numbers and solving word problems, fractions, decimals, checking

accounts, basic algebra, percents, and their applications. The course covers business applications of mathematics, including trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes, and compound interest.

BUS 911 COOPERATIVE EDUCATION - BUSINESS

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 75 hours paid or 60 hours non-paid.

BUS 921 COOPERATIVE EDUCATION - BUSINESS

2 Units (Lec 2 Hrs)
Transfer Credit: CSU

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 75 hours paid or 60 hours non-paid.

BUS 931 COOPERATIVE EDUCATION - BUSINESS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 225 paid hours or 180 volunteer hours during the semester.

BUS 941 COOPERATIVE EDUCATION - BUSINESS

4 Units (Lec 4 Hrs)
Transfer Credit: CSU

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 300 paid hours or 240 volunteer hours during the semester.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)

CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I

3 Units (Lec 2 Hrs / Lab 3 Hrs)
Transfer Credit: CSU

Students will develop a salable skill: computer keyboarding by touch; minimum speed at end of course of 30 wpm accurately; and formatting of letters, memos, tables, and simple reports using word processing software.

CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU
Prerequisite: CAOT 001

Students master the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 wpm accurately and formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

CAOT 003 COMPUTER KEYBOARDING III

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU
Prerequisite: CAOT 002, CAOT 084

Student develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at the keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm. Keyboarding I, II, and III are sequential courses and should be completed in that order.

CAOT 014 MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU
Prerequisite: CAOT 082

Develops proficiency in the operation of Microsoft PowerPoint. Provides an overview of presentation design principles. Develops the skill to create, modify, and retrieve various presentations; the skill to integrate PowerPoint with other programs; and the skill to use PowerPoint templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

CAOT 031 BUSINESS ENGLISH

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students develop the basic language skills needed to communicate effectively in today's workplace. Students will learn fundamental English grammar and punctuation rules as they relate to written and oral communication in business. After successful completion of this course, students will be prepared for CAOT 32 (Business Communications).

CAOT 032 BUSINESS COMMUNICATIONS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, C-ID (BUS 115)

Prerequisite: ENGLISH 101, CAOT 031
Advisory: CAOT 001

The course begins with the theory of written and oral communication. Students analyze business situations and plan, organize, write, and revise business letters, interoffice memorandums, business reports, and business presentations, as well as improve their general and business vocabularies. This includes the application of business communications and principles of writing. Messages are broken into their component parts for a critical analysis of organization and content, style, tone, grammar, format, and appearance.

CAOT 033 RECORDS MANAGEMENT AND ELECTRONIC FILING**3 Units (Lec 1 Hrs / Lab 2 Hrs)**

Students learn creation, storage, disposition, and preservation of all types of documents using alphabetic, geographic, numeric, and subject methods. Includes introduction to database records management on a microcomputer.

CAOT 043 OFFICE PROCEDURES**3 Units (Lec 3 Hrs)****Prerequisite:** CAOT 031, CAOT 001

Students develop knowledge of automated office skills and develop attitudes for success on the job.

CAOT 047 APPLIED OFFICE PRACTICE**2 Units (Lab 5 Hrs)****Prerequisite:** CAOT 001

The student will learn practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

CAOT 048 CUSTOMER SERVICE**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

CAOT 064 COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY**1 Units (Lab 2 Hrs)****Transfer Credit:** CSU**Corequisite:** CAOT 001

Students in Computer Applications and Office Technologies classes receive additional time on computers to work with all the software that is offered in the Department. Students must complete a minimum of 32 hours per semester.

CAOT 079 WORD PROCESSING APPLICATIONS**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU**Prerequisite:** CAOT 084, CAOT 031 or CAOT 082

Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares students for certification exam.

CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU**Prerequisite:** CAOT 001, CAOT 098

Students learn to use the microcomputer and commercially available software used in a business office. The course provides a hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing, and presentation design software.

CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU**Advisory:** ESL 005A, CAOT 001

Students use basic and advanced commands in Microsoft Word or other word processing software to create, format, edit, save, and print documents including letters, tables, reports, and charts, as well as merge documents and use document collaboration and integration tools. Students use desktop publishing features to create newsletters, brochures, fliers, and online forms.

CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU

Students learn office spreadsheet applications using a PC and spreadsheet application software such as Excel. Students are taught to create, edit, format, and print worksheets; construct graphs; and build databases that utilize the data table function.

CAOT 086 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE**3 Units (Lec 1 Hrs / Lab 4 Hrs)****Transfer Credit:** CSU**Advisory:** CAOT 001

The students learn office database applications using a relational database program such as MS Access. Records design, file creation and maintenance, data manipulation, report formats, and printing are covered. Office applications, such as records for personnel, inventory, and sales, are emphasized. Graphing and integration with a word processing program to produce automated mailings are included.

CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU

The student gains knowledge and skills necessary to use personal computers, printers, and various desktop publishing software and produces camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY**3 Units (Lec 1 Hrs / Lab 4 Hrs)**

Students prepare to work in the Windows environment. Emphasizes the features of Windows, including changing and creating icons, opening and closing windows and other applications, responding to dialog boxes, and working with directories.

CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit:** CSU

Students will learn the most important topics of web page design. The course emphasizes creating a new website, integrating a database, styles, and working with HTML code.

CHEMISTRY (CHEM)

CHEM 058 EVERYDAY CHEMISTRY (CHEMISTRY FOR LIBERAL ARTS STUDENTS)

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Advisory: MATH 115

The student will learn the scientific, social, political, and economic aspects associated with their chemical environment. Fundamental chemical principles are developed and then applied to various topics of interest involving life processes and the environment. Lecture topics include energy and fuels, nuclear chemistry, environmental chemistry, forensic chemistry, biochemistry, genes and biochemistry, health and medicine, food and nutrition, and household products.

CHEM 060 INTRODUCTION TO GENERAL CHEMISTRY

5 Units (Lec 3 Hrs / Lab 4 Hrs)
Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),
C-ID (CHEM 101)
Advisory: ENGLISH 028, ENGLISH 067, MATH 125

The student learns chemistry nomenclature of elements and inorganic compounds, concepts in ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, multi-conceptual problem solving, measurement techniques, stoichiometry and its applications, states of matter and related energy transfers, gas laws, aqueous solution chemistry, quantum basic theory, periodic properties of the elements, colligative properties of solutions, and an introduction to acid base chemistry concepts. This course is a survey of basic chemistry fundamentals with a laboratory component, emphasizing fundamental principles of inorganic and physical chemistry. Quantitative and qualitative laboratory exercises are related to the lecture topics. This course serves as preparation for majoring in chemistry and the life sciences, studies in allied health, and general physical science education, meeting the IGETC and CSU general education requirements for physical science with laboratory.

CHEM 065 INTRODUCTORY GENERAL CHEMISTRY

4 Units (Lec 3 Hrs / Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)
Advisory: ENGLISH 028, ENGLISH 067, MATH 125

This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of inorganic and physical chemistry. This course meets the IGETC and CSU general education requirements for physical science with laboratory. Introductory chemistry topics include nomenclature of elements and inorganic compounds, ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, problem solving, measurements, stoichiometry, states of matter and related energy concepts, gas laws, aqueous and solution chemistry, quantum theory, periodic properties, colligative properties, and acid base concepts. Laboratory exercises are quantitative in nature and are related to the lecture topics.

CHEM 101 GENERAL CHEMISTRY I

5 Units (Lec 3 Hrs / Lab 6 Hrs)
Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),
C-ID (CHEM 110)
Prerequisite: CHEM 060 or CHEM 065, MATH 125
Advisory: ENGLISH 028, ENGLISH 067

The student learns complex chemistry nomenclature of elements and inorganic compounds, detailed concepts in ionic and covalent bonding, details in atomic structure, in-depth

treatment of molecular geometry, in-depth introduction to chemical reactions, rigorous multi-conceptual problem solving, measurement techniques and error analysis, stoichiometry and its complex applications, states of matter and related energy transfers, gas laws and deviations from ideal behavior, quantum theory of the atom, details of periodic properties of the elements, colligative properties of solutions, and an introduction to oxidation and reduction reactions. This course builds upon basic chemistry fundamentals with a laboratory component, emphasizing fundamental principles of inorganic and physical chemistry. Quantitative and qualitative laboratory exercises are related to the lecture topics. This course serves as preparation for majoring in chemistry and the life sciences, or studies in allied health. This is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine/allied health), mathematics, and engineering.

CHEM 102 GENERAL CHEMISTRY II

5 Units (Lec 3 Hrs / Lab 6 Hrs)
Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)
Prerequisite: CHEM 101
Advisory: ENGLISH 028, ENGLISH 067 or ENGLISH 031

The student is exposed to introductory chemical kinetics and the basic theories elucidating the governing of reactions rates, general chemical and aqueous solution equilibria, thermodynamics including free energy and entropy, electrochemistry, nuclear chemistry, descriptive chemistry, and structure and bonding in transition metal complexes, and basic organic chemistry. In the laboratory students apply what is learned in lecture to experiments in reaction kinetics, chemical qualitative analysis, chemical and spectroscopic quantitative analysis, potentiometric titration techniques, and electrochemistry.

CHEM 185 DIRECTED STUDY - CHEMISTRY

1 Units (RPT 2) (Lec 1 Hrs)
Transfer Credit: CSU
Prerequisite: CHEM 102

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE

MAJORS I
5 Units (Lec 3 Hrs / Lab 6 Hrs)
Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),
C-ID (CHEM 150)
Prerequisite: CHEM 102

In this the first part of a two-course sequence, students learn organic molecular structure, nomenclature, stereochemistry, detailed concepts in formulating reaction mechanisms, a comprehensive treatment of reactive intermediates, and is also introduced to basic reactions and synthetic manipulations of alkanes, alkenes, alkynes, alcohols, ethers, and their derivatives. Mass spectrometry, nuclear magnetic resonance spectrometry, and Infrared spectrometry, UV-Vis spectroscopy are also introduced in compound characterization. The student will learn the retrosynthetic approach to synthetic organic chemistry and be expected to design and execute a simple synthetic project. The laboratory presents the techniques of preparation, where students learn isolation and analysis of organic compounds employing standard and modern instrumental methods.

CHEM 212 ORGANIC CHEMISTRY FOR SCIENCE MAJORS II**5 Units (Lec 3 Hrs / Lab 6 Hrs)****Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)****Prerequisite: CHEM 211**

The student will add to their repertoire of functional group manipulation reactions by studying aromatic compounds, amines, heterocycles, carbonyls and their derivatives, carbohydrates, amino acids and proteins, and nucleic acids. More complex reaction mechanisms are introduced along with more complex synthesis problems. The laboratory presents more techniques of preparation, where students will learn isolation and analysis of organic compounds employing modern instrumental analysis.

CHEM 221 BIOCHEMISTRY FOR SCIENCE MAJORS**5 Units (Lec 3 Hrs / Lab 6 Hrs)****Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)****Prerequisite: CHEM 211****Advisory: ENGLISH 028, ENGLISH 067, ENGLISH 031**

Students learn the principles of biochemistry, with an emphasis on the structure and function of biomolecules, the role of metabolism in energy production and biosynthesis, and common biochemical laboratory techniques. Topics relate to the chemistry and metabolism of biological compounds. Topics include the structure and function of biomolecules, including proteins, lipids, carbohydrates, nucleic acids and their precursors. The course also presents enzyme catalysis, and the details of the central metabolic pathways (glycolysis, gluconeogenesis, glycogenolysis, the citric acid cycle, electron transport and oxidative phosphorylation, lipid degradation and biosynthesis, and nitrogen metabolism) including their regulation and integration. Laboratory work includes electrophoresis, chromatography, spectroscopy, and enzyme purification and kinetics. This course prepares students for careers in the physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural science, nutrition and food chemistry, and related fields.

CHEM 285 DIRECTED STUDY - CHEMISTRY**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: CHEM 102**

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

CHEM 385 DIRECTED STUDY - CHEMISTRY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: CHEM 102**

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

CHICANO STUDIES (CHICANO)**CHICANO 007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I****3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)**

Students survey United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course provides a background in the political and social development of both the United States and Mexico, and, in addition, is for those who wish to gain a better understanding of Mexican culture in the Southwestern United States. Included is a survey of the U.S. Constitution.

CHICANO 008 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D, US1), UC (IGETC Area 4)**

Students survey the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe-Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican American ethnic identity in the United States.

CHICANO 044 MEXICAN CIVILIZATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)**

Students engage in a broad survey of Mexican civilization and culture. The course covers the periods of pre-historic expansion of Mesoamerica, Pre-Columbian Mexican civilization, the Spanish conquest, the colonial period, and Mexico in the 19th and 20th century.

CHILD DEVELOPMENT (CH DEV)**CH DEV 001 CHILD GROWTH AND DEVELOPMENT****3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D,E), UC (IGETC Area 4), C-ID (CDEV 100)****Advisory: ENGLISH 101**

Students examine the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on 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.

CH DEV 002 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Corequisite: CH DEV 001**

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all 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.

CH DEV 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (ECE 130)
Prerequisite: CH DEV 001, CH DEV 002
Advisory: ENGLISH 101

Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students examine a teacher's role in supporting development and engagement for all young children. Students learn strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills.

CH DEV 010 HEALTH, SAFETY AND NUTRITION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (ECE 220)

Students learn about 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 children and staff are identified along with importance of collaboration with families and health professional. The interrelationship of health, safety, and nutrition and the impact on children's growth and development are key focuses.

CH DEV 011 CHILD, FAMILY AND COMMUNITY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), C-ID (CDEV 110)

Students examine the developing child in a societal context focusing on the interrelationship of the family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: social influences on parenting styles, communication, child-rearing, and the relationships between the child, family, and the school.

CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I

4 Units (Lec 2 Hrs / Lab 6 Hrs)
Transfer Credit: CSU, C-ID (ECE 210)
Prerequisite: CH DEV 001, CH DEV 007, CH DEV 011, ENGLISH 101

Students are assigned to an approved Early Care and Education program to practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of an ECD/CD faculty and other qualified early education professionals. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas is emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning.

CH DEV 023 PRACTICUM IN CHILD DEVELOPMENT II

4 Units (Lec 2 Hrs / Lab 6 Hrs)
Transfer Credit: CSU
Prerequisite: CH DEV 022

This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. An educational philosophy statement, a resume, and a professional portfolio are created. Students assigned to directed practicum teaching in a child development center demonstrate professional and ethical behaviors. State law requires a TB test (Mantoux Test) or chest x-ray, and immunization record. Student must bring proof of TB clearance and immunization records to the first class. NOTE: In addition to the seminar class, students are required to complete a minimum of 90 hours TBA at an approved field site.

CH DEV 030 INFANT/TODDLER DEVELOPMENT

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

This course provides an in-depth study of the development of infants and toddlers. Developmental domains and areas include cognitive/language, social/ emotional, and perceptual/motor development, along with milestones of children from birth to 36 months. Particular attention is given to attachment theory and research, with an overview on brain development, the value of exploration and play, early intervention, disabilities, and a relationship-based care in the context of family systems of culture, home language, and traditions. Respectful caregiving principles, practices, and routines within culturally and developmentally appropriate environments are discussed. Class instruction includes objective observations and identification of developmental domains of infants and toddlers in diverse settings.

CH DEV 031 INFANT/TODDLER CARE AND EDUCATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the principles of inclusive, respectful, caregiving for infants and toddlers. Topics include: typical and atypical development principles of early intervention, appropriate environments, curriculum, and infant care licensing; observation, assessment, and intervention plans; and tools for family communications and home visits within the context of home language, culture, and traditions. Verification of Mantoux test (TB test) or chest x-ray is required.

CH DEV 034 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: CH DEV 001, ENGLISH 101

Students learn the appropriate use of assessment and observation strategies to document development and behavior. Child observations are conducted and analyzed. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Verification of annual Mantoux test or chest x-ray is required.

CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: CH DEV 011 and CH DEV 003 or CH DEV 004 or CH DEV 007**

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy, and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director.

CH DEV 039 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: CH DEV 007 or CH DEV 011**

Students learn and apply effective strategies for personnel management and leadership in early care and education settings. Students analyze state and federal regulations, ethical responsibilities, and learn how to apply the information to develop and supervise a comprehensive, culturally sensitive, diverse, and inclusive program. Students learn supervision techniques, professional development, and reflective practices designed for program improvement. This course partially fulfills the licensing requirement for a director.

CH DEV 042 TEACHING IN A DIVERSE SOCIETY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), C-ID (ECE 230)****Advisory: ENGLISH 101**

Students examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education, and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development.

CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

This course is designed for students intending to work with children with special needs. Students examine components of a comprehensive service delivery system that is based on legal mandates and an understanding of typical and atypical development across all domains. Also discussed is the role of observation and documentation in adapting the environment, creating instructional strategies for including children with special needs in early childhood programs.

CH DEV 045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students learn about programs for exceptional children and best practices for inclusion of children with special needs into educational settings as close to their typically developing peers

as possible. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

CH DEV 048 POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students explore developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: CH DEV 022**

The class focuses on the principles and practices of supervision and evaluation of staff in Early Childhood programs. Emphasis is placed on the role of experienced teachers who mentor or supervise new teachers and student teachers. This meets supervision requirement for the Child Development Permit.

CH DEV 084-1 CHILD DEVELOPMENT LAB I: CURRICULUM DEVELOPMENT**0.5 Units (Lab 1 Hrs)****Transfer Credit: CSU**

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials and curriculum resource books to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

CH DEV 084-2 CHILD DEVELOPMENT LAB I: TECHNOLOGY FOR THE EARLY CHILDHOOD EDUCATOR**0.5 Units (Lab 1 Hrs)****Transfer Credit: CSU**

Students learn to use lab materials, technology, and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

CH DEV 085-1 CHILD DEVELOPMENT LITERACY LAB I**0.5 Units (Lab 1 Hrs)****Transfer Credit: CSU**

Students enrolled in Child Development classes who are interested in an Early Literacy Lab experience focus on quality literacy experiences such as exposure to age-appropriate literacy materials and modeling library habits under the supervision of a literacy expert. Students design curricular activities and select quality literature that foster children's language and literacy development.

CH DEV 172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT**1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

Introduces students to the variety of career options available to Child Development majors. The course explores career opportunities, qualifications required, resources available, and academic and professional support systems.

CH DEV 285 DIRECTED STUDY - CHILD DEVELOPMENT
2 Units (Lec 2 Hrs)
Transfer Credit: CSU

Child Development students pursue Directed Study on a contract basis under the direction of a supervising instructor. Scheduled consultations with the instructor are required.

CHINESE (CHINESE)

CHINESE 001 ELEMENTARY CHINESE I
5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Elementary course for student without prior exposure to Chinese. Develops speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice-Mid Level, and introduces Chinese culture.

CHINESE 002 ELEMENTARY CHINESE II
5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)
Prerequisite: CHINESE 001

Continues the development of elementary speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice-High Level, and furthers understanding of Chinese culture.

CHINESE 003 INTERMEDIATE CHINESE I
5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)
Prerequisite: CHINESE 002

Development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Chinese culture.

CHINESE 004 INTERMEDIATE CHINESE II
5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)
Prerequisite: CHINESE 003

Continues the development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Chinese culture.

CHINESE 007 CONVERSATIONAL CHINESE
3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: CHINESE 002

Students will develop practical speaking and listening skills in Chinese at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

CHINESE 010 CHINESE CIVILIZATION
3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Course taught in English. Focuses on the history, culture, traditions, and arts of China and its people. The contribution of China to world civilization is examined.

CHINESE 021 FUNDAMENTALS OF CHINESE I
3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC
Advisory: ENGLISH 028, ENGLISH 067

Fundamental course for students without prior exposure to Chinese. Develops speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice-Low Level, and raises

awareness about Chinese culture. CHINESE 021 and CHINESE 022 together are equivalent to CHINESE 001. Both CHINESE 021 and CHINESE 022 must be taken for UC:CSU credit.

CHINESE 022 FUNDAMENTALS OF CHINESE II
3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC
Prerequisite: CHINESE 021

Continues the development of fundamental speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice-Mid Level, and introduces Chinese culture. CHINESE 021 and CHINESE 022 together are equivalent to CHINESE 001. Both CHINESE 021 and CHINESE 022 must be taken for UC:CSU credit.

CINEMA (CINEMA)

CINEMA 001 INTRODUCTION TO MOTION PICTURE PRODUCTION
3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC

This is a comprehensive introduction to single-camera motion picture production, film/video techniques, and equipment. Proper procedures are explained and demonstrated for the use of cameras, lenses, filters, lights, microphones, audio recorders, and other motion picture equipment. Attention is also given to production planning, shot composition, editing, mixing, and post production. Note: This is an equipment techniques and pre-production class. The hands-on production work is done in sister class CINEMA 002 (Beginning Motion Picture Workshop); concurrent enrollment is recommended.

CINEMA 002 BEGINNING MOTION PICTURE WORKSHOP
3 Units (Lec 1 Hrs / Lab 4 Hrs)
Transfer Credit: CSU, UC

Introductory workshop in practical filmmaking. Each student will be responsible for making several short films in digital video. This course provides an introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera and recorder operation, portable lighting, audio control, and basic editing. This course focuses on the aesthetics and fundamentals of storyboarding, producing, directing for location single camera production, and postproduction and exhibition.

CINEMA 003 HISTORY OF MOTION PICTURES
3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (FTVE 105)

Students study the history of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

CINEMA 004 HISTORY OF THE DOCUMENTARY FILM
3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (FTVE 105)

Students examine the development of films dealing with the truth. Nonfiction films seen and discussed include: historical, animated, propaganda, educational, commercial, personal and participatory, cinema verite, and direct cinema. Students will develop critical standards for judging documentary films.

CINEMA 005 INTRODUCTION TO SCREENWRITING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018**

Students will write two screenplays. Cinema majors write the scripts for films they make in CINEMA 033.

CINEMA 006 INTRODUCTION TO CINEMATOGRAPHY**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018****Advisory: PHOTO 007**

This is an introduction to current fundamentals and tools of the art and craft of cinematography. The course involves lecture, studio demonstrations, and hands-on training. Foundational skills covered during the course include DSLR, professional digital cinema cameras, lenses and optics, composition, controlling focus, assistant camera training, camera movement, camera operating, exposure tools, filtration, cinematography post-production, and lighting. Access to a digital still camera is necessary for assignments.

CINEMA 007 ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 006**

An advanced course in cinematography covering current industry professional equipment and techniques used in the motion picture industry. Emphasis is placed on digital cinema cameras, film, and lighting applied to practical shooting scenarios that cinematographers must deliver.

CINEMA 009-1 BEGINNING MOTION PICTURE SOUND PRODUCTION**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students learn the basics of motion picture production and post-production sound. Hands-on work includes the use of digital audio recorders, microphones, fishpoles and booms, and audio editing software.

CINEMA 009-2 INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 009 or CINEMA 009-1**

Intermediate television and cinema students are introduced to audio production, post-production software, and other elements of sound design to create final soundtracks for media productions. This course explores in-depth aesthetic concepts and real-world audio craftsmanship.

CINEMA 010 INTRODUCTION TO FILM DIRECTING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018**

This is an introduction to the crafts of acting and directing for the film medium. Students will choose a script, cast it, rehearse their actors, and present a scene in class, along with a production package including script notes, scene goals, character analysis, storyboard, and shot list.

CINEMA 017 ADVANCED MOTION PICTURE POST-PRODUCTION**3 Units (Lec 2 Hrs / Lab 2 Hrs)**

An introductory course in post production finishing that covers the process of basic color correction, shot matching, and the workflow required to create a final theatrical and broadcast delivery.

CINEMA 018 INTRODUCTION TO FILM GENRES**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area C1,C2), UC (IGETC Area 3A,3B), C-ID (FTVE 105)**

Students explore the main film genres along with the specific contributions of the major filmmakers in each genre, and the style and practices of studio production, marketing, and distribution. Each class includes the screening of a significant feature-length film that typifies or exemplifies that genre.

CINEMA 020 BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018**

Students survey business practices of the motion picture industry, including the development, financing, production, and distribution of media content. Through individual and group collaboration in a workshop setting, students create a pre-production business package including a treatment, screenplay, business letter, bio, AD breakdown, production strip board, schedule, budget, storyboards, location sketches, and movie poster. Students work in groups to create and deliver a verbal pitch and presentation for a short film to an industry panel.

CINEMA 025 PRODUCING MOTION PICTURE FEATURES**3 Units (Lec 3 Hrs)**

Students research and prepare independent motion picture projects. Activities include developing screenplays, researching state-of-the-art media and business issues, analyzing professional production solutions, and creating business plans. Students will learn professional standards for intellectual property, privacy and publicity rights as well as financing, contracts, production issues, capture, distribution formats/outlets, and marketing. Students do case studies of contemporary independent film projects, including micro-budget films and low-budget films.

CINEMA 032-1 EDITING FUNDAMENTALS I**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018**

In this introduction to the art and craft of editing, the student gains storytelling and digital editing skills using the latest nonlinear editing software. The student receives hands-on experience editing various projects and exercises with footage provided to them in class, and applies techniques to learn matching action, screen direction, timing, shot connotation, character, emotion, pacing, and rhythm. Students also edit their own footage and learn how to practically apply various theoretical concepts of editing to create a compelling story. Projects will be reviewed and analyzed in class and the student will gain an understanding and appreciation of editing aesthetics and history.

CINEMA 032-2 EDITING FUNDAMENTALS II**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 032-1**

Students develop advanced editing techniques and gain practical skills in visual effects, motion graphics, compositing, sound design, color correction, and finishing. Students gain workflow knowledge and explore the entire post-production process through footage provided in class and their own footage. Students learn the differences between editing for documentary, dramatic narrative, and genre, as well as the role of the assistant editor. Work will be screened and analyzed in class, and advanced techniques will be demonstrated and applied.

CINEMA 033-1 DIGITAL VIDEO PRODUCTION WORKSHOP I**3 Units (Lec 1 Hrs / Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 001, CINEMA 002, CINEMA 003, CINEMA 004 or CINEMA 018**

Intermediate film and television students produce short video projects using digital video cameras and editing systems.

CINEMA 033-2 DIGITAL VIDEO PRODUCTION WORKSHOP II**3 Units (Lec 1 Hrs / Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 033-1**

Intermediate film and television students extensively plan, shoot, and edit two short or one longer advanced digital video project(s). Special emphasis is placed on pre-production planning.

CINEMA 038-1 MOTION PICTURE STAGE GRIP**3 Units (Lec 2 Hrs / Lab 2 Hrs)**

In this hands-on course, students learn basic grip skills and safe operation of grip equipment and tools presently in use in motion pictures, both in studio and on location. The equipment, tools, and safe practices include, but are not limited to: C-stands, Jr. stands, baby stands, overhead stands, flags, nets, diffusion, butterflies, gels, diffusion, aerial lifts, ladders, dollies, camera support, rigging, knots, cutting and shaping light, manipulating light, lists and schedules, maintaining a staging area, set etiquette, crew hierarchy, tools of the trade, and set safety.

CINEMA 038-2 MOTION PICTURE STAGE ELECTRIC**3 Units (Lec 2 Hrs / Lab 2 Hrs)**

This is an introductory hands-on course to the fundamental skills and tools necessary to safely work on set as an entry level electric on location and in a studio environment. Lectures and demonstrations are followed by hands-on studio exercises.

CINEMA 060 ENTERTAINMENT INDUSTRY CAREERS BELOW-THE-LINE PRODUCTIONS SKILLS I**3 Units (Lec 2 Hrs / Lab 2 Hrs)**

This introductory course is designed to help students develop the skills needed to obtain and keep a position in the motion picture and television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues relevant to each department.

CINEMA 185 DIRECTED STUDY - CINEMA**1 Units (Lec 1 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 005 or CINEMA 033-1**

The student creates a writing, mentoring, or post-production study project as agreed upon by the student and a supervising instructor.

CINEMA 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (FTVE 105)****Advisory: PHOTO 007**

(Same as PHOTO 501.) The student learns the analysis of film and modern visual media, including the cinema, television, the Internet, advertising, social networking, and fine art. The student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology, and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

CINEMA 911 COOPERATIVE EDUCATION - CINEMA**1 Units (Lec 1 Hrs)****Transfer Credit: CSU****Advisory: CINEMA 001**

Cooperative Education is a work experience course that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on-the-job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program. Student must work 75 hours paid or 60 hours non-paid during the semester.

CINEMA 921 COOPERATIVE EDUCATION - CINEMA**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Advisory: CINEMA 001**

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on-the-job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in the program. Student must work 150 hours paid or 120 hours non-paid during the semester.

CINEMA 931 COOPERATIVE EDUCATION - CINEMA**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Advisory: CINEMA 001**

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

CINEMA 941 COOPERATIVE EDUCATION - CINEMA**4 Units (Lec 4 Hrs)****Transfer Credit: CSU****Advisory: CINEMA 001**

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

COMPUTER SCIENCE (CS)

Note: Starting with the fall 2020 semester, all CO SCI courses are replaced with CS and CIS courses. The map below indicates the equivalent former CO SCI courses.

Course #	Computer Science (CS) Course	Formerly
CS 101	INTRODUCTION TO COMPUTER SCIENCE	CO SCI 103
CS 102	PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	CO SCI 107
CS 103	MATHEMATICS FOR PROGRAMMERS	CO SCI 104
CS 111	PROGRAMMING IN VISUAL BASIC	CO SCI 108
CS 211	ADVANCED VISUAL BASIC PROGRAMMING	CO SCI 138
CS 112	PROGRAMMING IN JAVASCRIPT	CO SCI 162
CS 113	PROGRAMMING IN JAVA (C-ID = 112 Intro to Programming)	CO SCI 141
CS 213	ADVANCED PROGRAMMING IN JAVA (C-ID = 122 Programming Concepts and Methodology I)	CO SCI 142
CS 116	PROGRAMMING IN C++ (C-ID = 112 Intro to Programming)	CO SCI 139
CS 216	OBJECT ORIENTED PROGRAMMING IN C++ (C-ID = 122 Programming Concepts and Methodology I)	CO SCI 140
CS 119	PROGRAMMING IN PYTHON	CO SCI 124
CS 130	INTRO TO COMPUTER ARCHITECTURE AND ORGANIZATION (C-ID = 142 Computer Architecture and Organization)	CO SCI 117
CS 131	DISCRETE STRUCTURES FOR COMPUTER SCIENCE (C-ID = 152 Discrete Structures)	CO SCI 166
CS 136	INTRODUCTION TO DATA STRUCTURES (C-ID = 132 Programming Concepts and Methodology II)	CO SCI 136
CS 137	PROGRAMMING IN PL/SQL FOR ORACLE	CO SCI 198
CS 143	MOBILE APPLICATION DEVELOPMENT - ANDROID	CO SCI 123
CS 144	MOBILE APPLICATION DEVELOPMENT - IOS	CO SCI 122
CS 146	APPLE MOBILE APPLICATION DEVELOPMENT II	CO SCI 146
CS 147	APPLE MOBILE APPLICATION DEVELOPMENT III	CO SCI 147
CS 157	FULL-STACK WEB APPLICATION DEVELOPMENT	CO SCI 159

CS 101 INTRODUCTION TO COMPUTER SCIENCE**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC, C-ID (BUS 140 or ITIS 120)**

(Formerly CO SCI 103) Students receive an introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and

systems design, programming languages, and flowcharting. Laboratory includes word processing, spreadsheets, database concepts, and extensive programming in Visual Basic.

CS 102 PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

(Formerly CO SCI 107) The student develops program design skills and general problem-solving skills by applying structured programming techniques to program specifications and already written programs. The student learns to write program designs and documentation from descriptions of programs and from the analysis of already written programs.

CS 103 MATHEMATICS FOR PROGRAMMERS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

(Formerly CO SCI 104) The student develops mathematical reasoning and general problem-solving skills using topics from binary arithmetic including two's complement, octal, hexadecimal numbers, Boolean logic, Venn diagrams, truth tables and set theory, relations, functions, and color sets.

CS 111 PROGRAMMING IN VISUAL BASIC**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

(Formerly CO SCI 108) The student learns program language terminology, the syntax, and semantics of an event-driven, object-oriented program language, how to solve problems from descriptions of the problem in English and how to translate problem solution descriptions to Visual Basic.

CS 112 PROGRAMMING IN JAVASCRIPT**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CIS 148 or CO SCI 158****Advisory: CS 116 or CS 113 or CO SCI 139 or CO SCI 141**

(Formerly CO SCI 162) This course teaches web page development with JavaScript, reviews introductory JavaScript language features, and covers advanced topics including object-oriented programming, the Document Object Model (DOM), and touch and mobile interfaces. The course also teaches how to use regular expressions, closures, callbacks, namespaces, and the module pattern. Introduces JSON to transmit and store data.

CS 113 PROGRAMMING IN JAVA**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 101 or CS 111 or CO SCI 103 or CO SCI 108**

(Formerly CO SCI 141) Students learn the basics of procedural programming, plus the concepts of object-oriented programming.

CS 116 PROGRAMMING IN C++**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 101 or CS 111 or CO SCI 103 or CO SCI 108**

(Formerly CO SCI 139) The student learns topics including problem analysis and program design, simple data types, streams and file I/O, control structures, functions, arrays, and strings, emphasizing procedural programming with C++.

CS 119 PROGRAMMING IN PYTHON**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 101 or CS 111 or CO SCI 103 or CO SCI 108**

(Formerly CO SCI 124) Students will learn topics of the Python language such as data types, variables, control structures, Python objects and oriented design, standard and advanced mathematical libraries, tool-chain use and Python frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries.

CS 130 INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 113 or CS 116 or CO SCI 139 or CO SCI 141**

(Formerly CO SCI 117) The student learns about organization and operation of real computer systems at the assembly-language level, mapping statements and constructs in a high-level language onto sequences of machine instructions, the internal representations of simple data types and structures, basic principles of operating systems and programming language translation process, and the various data representation errors and potential procedural errors.

CS 131 DISCRETE STRUCTURES FOR COMPUTER SCIENCE**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 103 or CO SCI 104, MATH 125****Corequisite: CS 113 or CS 116 or CO SCI 139 or CO SCI 141**

(Formerly CO SCI 166) This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs, trees, and discrete probability.

CS 136 INTRODUCTION TO DATA STRUCTURES**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 113 or CS 116 or CO SCI 139 or CO SCI 141**

(Formerly CO SCI 136) The student learns to apply complex data structures to the design of solutions to programming problems. The student learns to incorporate arrays, stacks, queues, dequeues, trees, and graphs in the design of programs with the highly desirable result that the programs produced thereby are more data driven, object oriented, and easily modified than designs that rely primarily on passing data among functions.

CS 137 PROGRAMMING IN PL/SQL FOR ORACLE**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 219 or CO SCI 186**

(Formerly CO SCI 198) The student learns the Oracle PL/SQL language which provides for programming logic features not contained within SQL. Also includes the grammar, syntax, and benefits of using the PL/SQL language within an Oracle database environment. The student creates and manages user-defined packages and Oracle supplied packages, plus creating functions and procedures to encapsulate business functionality. The skills to take an Oracle Developer Certification are provided.

CS 143 MOBILE APPLICATION DEVELOPMENT - ANDROID**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 113 or CO SCI 141**

(Formerly CO SCI 123) Students learn the art and practice of mobile application development for the Android operating system using Software Development Kit (SDK).

CS 144 MOBILE APPLICATION DEVELOPMENT - IOS**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 116 or CO SCI 139**

(Formerly CO SCI 122) Students learn the art and practice of mobile application development for the Apple iOS operating system through the use of Xcode IDE and Swift.

CS 146 APPLE MOBILE APPLICATION DEVELOPMENT II**4 Units (Lec 3 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students will learn intermediate art and practice of mobile application development for the Apple iOS operating system through the use of Xcode IDE and Swift.

CS 147 APPLE MOBILE APPLICATION DEVELOPMENT III**4 Units (Lec 3 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CO SCI 139 or CO SCI 141**

Students will learn the art and practice of mobile application development for the Apple iOS operating system through the use of Xcode IDE and Swift.

CS 157 FULL-STACK WEB APPLICATION DEVELOPMENT**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 112 or CO SCI 162, CS 148 or CO SCI 158****Advisory: CS 113 or CS 116 or CO SCI 139 or CO SCI 141**

(Formerly CO SCI 159) Students learn about web development using current technology. Topics include NOSQL database, JavaScript and JSON, developing single page application using Angular, and using Express to handle web page routing. Topics are exemplified using the MEAN stack and students create a meaningful capstone project. Also covers creating websites and apps for mobile devices using Bootstrap and Ionic Framework.

CS 211 ADVANCED VISUAL BASIC PROGRAMMING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: CS 101 or CS 111 or CO SCI 103 or CO SCI 108**

(Formerly CO SCI 138) An advanced programming course in the Visual Basic .NET programming language with objects, classes, exception handling, GUI, DBMS, SQL, ASP.NET, data structures, and recursion.

CS 213 ADVANCED PROGRAMMING IN JAVA**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CS 101 or CO SCI 103, CS 113 or CO SCI 141**

(Formerly CO SCI 142) The student learns about UML, multithreading, networking, exception handling, recursion, files

& streams, JDBC, RMI, inheritance, and polymorphism. This course prepares a student to sit for the Sun Certified Java Programmer industry certification exam.

CS 216 OBJECT-ORIENTED PROGRAMMING IN C++ 3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: CS 116 or CO SCI 139

(Formerly CO SCI 140) The student learns object-oriented and advanced programming with C++ including classes, data abstractions, inheritance, composition, virtual functions, operators and functions overloading, templates, exception handling, recursion, pointers, dynamic data types, and linked lists.

COMPUTER INFORMATION SYSTEMS (CIS)

Note: Starting with the fall 2020 semester, all CO SCI courses are replaced with CS and CIS courses. The map below indicates the equivalent former CO SCI courses.

Course #	Computer Information Systems (CIS) Course	Formerly
CIS 101	INTRODUCTION TO COMPUTER AND THEIR USES	CO SCI 101
CIS 111	SUPPORTING WINDOWS DEKSTOPS	CO SCI 134
CIS 120	INTRODUCTION TO DATABASES	CO SCI 133
CIS 122	ADVANCED SPREADSHEET APPLICATIONS	CO SCI 148
CIS 126	ADOBE DREAMWEAVER (HTML WordPress CSS)	CO SCI 151
CIS 128	ADOBE FLASH	CO SCI 152
CIS 145	APPLE MOBILE APPLICATION DEVELOPMENT I	CO SCI 145
CIS 148	INTRODUCTION TO WEB DEVELOPMENT USING HTML AND CSS	CO SCI 158
CIS 151	ANDROID APPS INVENTOR	CO SCI 121
CIS 192	INTRODUCTION TO CLOUD COMPUTING	NONE
CIS 193	DATABASE ESSENTIALS IN AMAZON WEB SERVICES	NONE
CIS 194	COMPUTE ENGINES IN AMAZON WEB SERVICES	NONE
CIS 195	SECURITY IN AMAZON WEB SERVICES	NONE
CIS 219	INTRODUCTION TO ORACLE: SQL AND PL/SQL	CO SCI 186
CIS 220A	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	CO SCI 187
CIS 220B	ORACLE DBA PART 1B: BACKUP AND RECOVERY	CO SCI 188
CIS 185	DIRECT STUDY - COMPUTER SCIENCE INFORMATION TECHNOLOGY	CO SCI 185
CIS 285	DIRECT STUDY - COMPUTER SCIENCE INFORMATION TECHNOLOGY	CO SCI 285

CIS 101 INTRODUCTION TO COMPUTERS AND THEIR USES

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

(Formerly CO SCI 101) Students receive instruction in computer hardware, software, terminology, ethics, and social impact, as well as an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all students. Credit not allowed if student has credit for CS 101 or CO SCI 103.

CIS 111 SUPPORTING WINDOWS DESKTOPS

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

(Formerly CO SCI 134) The student gains knowledge and skills necessary to install, plan, and maintain Windows. One of the four core required courses of Microsoft Windows Certified Systems Engineer (MCSE) certification. Prepares students for the related Microsoft exam.

CIS 120 INTRODUCTION TO DATABASES

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

(Formerly CO SCI 133) Students learn the essential principles and concepts of microcomputer database environment. Includes a comprehensive examination of the functions of a database command language.

CIS 122 ADVANCED SPREADSHEET APPLICATIONS

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite: CIS 101 or CS 101 or CO SCI 101 or CO SCI 103

(Formerly CO SCI 148) Students receive guidance in advanced spreadsheet operations, including nested functions, data tables, exporting/importing data, what-if-analysis, macro development, macros, logic, printing enhancements, and spreadsheet systems development.

CIS 126 ADOBE DREAMWEAVER

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite: CS 111 or CO SCI 108

(Formerly CO SCI 151) The student receives an extensive practical and theoretical framework for using Adobe Dreamweaver to develop websites, including enhancements for web page layout, coding, webmaster-user interactivity, and server- and client-side scripting.

CIS 128 ADOBE FLASH

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite: CIS 126 or CO SCI 151

(Formerly CO SCI 152) Students learn Adobe Flash, a state-of-the-art web animation software for creating highly-compact, vector-based content for transmission over the Internet. Topics presented include an introduction to ActionScript, event handlers, objects, and dynamic data.

CIS 145 APPLE MOBILE APPLICATION DEVELOPMENT I

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students will learn the introduction to application development using Swift/Xcode and will be taught within an IOS classroom environment.

CIS 148 INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: CS 101 or CIS 101 or CO SCI 101 or CO SCI 103

(Formerly CO SCI 158) The student learns basic Internet concepts and technologies. The student learns to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and dynamic content using basic JavaScript.

CIS 151 ANDROID APPS INVENTOR**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC**

(Formerly CO SCI 121) Students learn programming through the use of App Inventor to develop mobile applications for the Android operating system.

CIS 185 DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS**1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

(Formerly CO SCI 185) Computer science students pursue on their own an in-depth study of a subject of special interest in the field of computer science. Requires consultation with the instructor on a weekly basis, plus independent work.

CIS 192 INTRODUCTION TO CLOUD COMPUTING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CS 101 or CO SCI 103**

This course introduces the fundamentals of cloud computing including the different cloud computing models: Infrastructure as a Service, Platform as a Service, and Software as a Service on the Amazon Web Services (AWS) platform. Includes a review of the basic concepts of server, networking, storage, and virtualization. Covers industry trends of computing, storage, and application migration to cloud computing. Advantages and disadvantages of cloud computing are examined. Cloud careers and industry demand for cloud computing skills are listed.

CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 192**

This course introduces AWS' data storage services, including an introduction of AWS database technologies and AWS block and object-based storage services. Students learn the principles of database design and management, AWS SQL, and NoSQL database technologies. Students use principles of block and object-based storage options. Students study various use case scenarios for AWS data storage services. The hands-on lab allows students to apply the acquired knowledge.

CIS 194 COMPUTER ENGINES IN AMAZON WEB SERVICES**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 192**

This course introduces Amazon Web Services computing related services. Students will learn the core computing technologies offered by Amazon Web Services. The computing services students learn computing models including Infrastructure as a Service, Platform as a Service, and Function as a Service or Micro-services. Students learn how to set up and manage computing services, auto scale computing services and configure computing load balancing. Students also learn how to code auto deployment scripts for the AWS infrastructure.

CIS 195 SECURITY IN THE CLOUD**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 192**

This course explores Amazon Web Services security at both the AWS services layer and Amazon data center infrastructure layer. This course covers how Amazon Web Services

implements security measures in their global data center infrastructure. The course will also look at the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. The course provides an understanding of how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services, and an introduction to implementing private and public subnets.

CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU, UC**

(Formerly CO SCI 186) The student learns the concepts of both relational and object relational databases and the SQL language. The student learns about data server technology, how to create and maintain database objects, and how to store, retrieve, and manipulate data.

CIS 220A ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 219 or CO SCI 186**

(Formerly CO SCI 187) The student receives a firm foundation in basic administrative tasks and the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. The student learns to use an administration tool to startup and shutdown a database, manage file and database storage, and manage users and their privileges.

CIS 220-B ORACLE DBA PART 1B: BACKUP AND RECOVERY**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CIS 220A or CO SCI 187**

(Formerly CO SCI 188) The student learns how to plan and implement database backup and recovery strategies. Examines backup and recovery techniques and database backup, failure, restore, and recovery scenarios. In hands-on exercises, the student examines backup methodologies based on the mission-critical requirements of business enterprises.

CIS 285 DIRECTED STUDY - COMPUTER SCIENCE-INFORMATION TECHNOLOGY**2 Units (Lec 2 Hrs)****Transfer Credit: CSU**

(Formerly CO SCI 285) Computer science students pursue on their own an in-depth study of a subject of special interest in the field of Computer Science. Requires consultation with the instructor on a weekly basis, plus independent work.

COMPUTER SCIENCE-INFORMATION TECHNOLOGY (CO SCI)

Note: Starting with the fall 2020 semester, all CO SCI courses are replaced with CS and CIS courses. Refer to the Computer Information Systems (CIS) and Computer Science (CS) sections for the course descriptions.

Course #	Computer Information Systems (CIS) Course	Formerly
CIS 101	INTRODUCTION TO COMPUTER AND THEIR USES	CO SCI 101
CIS 111	SUPPORTING WINDOWS DEKSTOPS	CO SCI 134
CIS 120	INTRODUCTION TO DATABASES	CO SCI 133
CIS 122	ADVANCED SPREADSHEET APPLICATIONS	CO SCI 148
CIS 126	ADOBE DREAMWEAVER (HTML WordPress CSS)	CO SCI 151
CIS 128	ADOBE FLASH	CO SCI 152
CIS 145	APPLE MOBILE APPLICATION DEVELOPMENT I	CO SCI 145
CIS 148	INTRODUCTION TO WEB DEVELOPMENT USING HTML AND CSS	CO SCI 158
CIS 151	ANDROID APPS INVENTOR	CO SCI 121
CIS 192	INTRODUCTION TO CLOUD COMPUTING	NONE
CIS 193	DATABASE ESSENTIALS IN AMAZON WEB SERVICES	NONE
CIS 194	COMPUTE ENGINES IN AMAZON WEB SERVICES	NONE
CIS 195	SECURITY IN AMAZON WEB SERVICES	NONE
CIS 219	INTRODUCTION TO ORACLE: SQL AND PL/SQL	CO SCI 186
CIS 220A	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	CO SCI 187
CIS 220B	ORACLE DBA PART 1B: BACKUP AND RECOVERY	CO SCI 188
CIS 185	DIRECT STUDY - COMPUTER SCIENCE INFORMATION TECHNOLOGY	CO SCI 185
CIS 285	DIRECT STUDY - COMPUTER SCIENCE INFORMATION TECHNOLOGY	CO SCI 285

Course #	Computer Science (CS) Course	Formerly
CS 101	INTRODUCTION TO COMPUTER SCIENCE	CO SCI 103
CS 102	PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)	CO SCI 107
CS 103	MATHEMATICS FOR PROGRAMMERS	CO SCI 104
CS 111	PROGRAMMING IN VISUAL BASIC	CO SCI 108
CS 211	ADVANCED VISUAL BASIC PROGRAMMING	CO SCI 138
CS 112	PROGRAMMING IN JAVASCRIPT	CO SCI 162
CS 113	PROGRAMMING IN JAVA (C-ID = 112 Intro to Programming)	CO SCI 141
CS 213	ADVANCED PROGRAMMING IN JAVA (C-ID = 122 Programming Concepts and Methodology I)	CO SCI 142
CS 116	PROGRAMMING IN C++ (C-ID = 112 Intro to Programming)	CO SCI 139
CS 216	OBJECT ORIENTED PROGRAMMING IN C++ (C-ID = 122 Programming Concepts and Methodology I)	CO SCI 140
CS 119	PROGRAMMING IN PYTHON	CO SCI 124
CS 130	INTRO TO COMPUTER ARCHITECTURE AND ORGANIZATION (C-ID = 142 Computer Architecture and Organization)	CO SCI 117
CS 131	DISCRETE STRUCTURES FOR COMPUTER SCIENCE (C-ID = 152 Discrete Structures)	CO SCI 166

CS	136	INTRODUCTION TO DATA STRUCTURES (C-ID = 132 Programming Concepts and Methodology II)	CO SCI 136
CS	137	PROGRAMMING IN PL/SQL FOR ORACLE	CO SCI 198
CS	143	MOBILE APPLICATION DEVELOPMENT - ANDROID	CO SCI 123
CS	144	MOBILE APPLICATION DEVELOPMENT - IOS	CO SCI 122
CS	146	APPLE MOBILE APPLICATION DEVELOPMENT II	CO SCI 146
CS	147	APPLE MOBILE APPLICATION DEVELOPMENT III	CO SCI 147
CS	157	FULL-STACK WEB APPLICATION DEVELOPMENT	CO SCI 159

COMPUTER TECHNOLOGY (CO TECH)

CO TECH 001 INTRODUCTION TO COMPUTERS FOR TECHNICIANS

2 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

In this first course in the computer technology major students learn the physical aspects of computer hardware and low-level programming.

CO TECH 002 INTRODUCTION TO ELECTRONICS

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students learn the basic concepts of electricity and applications of simple electronic components through introduction to the technological implications of electronics. The laboratory emphasizes skills in breadboarding and soldering and hands-on exposure to basic electronic principles.

CO TECH 004 INTRODUCTION TO COMPUTER NETWORKS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

The students gain basic understanding of networking technologies, the OSI model, methods of signaling and encoding, interfaces, modems, and transmission media; and examine the most important protocols involved in moving data over a communication network.

CO TECH 005 FUNDAMENTALS OF ELECTRONICS I

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Students learn the concepts of direct current circuits, including basics of electricity, series and parallel circuits, meters, batteries, resistors, and magnetism. The laboratory emphasizes skills in the analysis of circuits and the use of test equipment.

CO TECH 006 FUNDAMENTALS OF ELECTRONICS II

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

The student receives a detailed study of alternating current theory and applications, including reactance, impedance, resonance, transformers, coupling, filters, bandpass, and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

CO TECH 007 ELECTRON DEVICES**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU, UC**

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

CO TECH 012 INTRODUCTION TO COMPUTER HARDWARE**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

Students learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

CO TECH 014 A-PLUS CERTIFICATION PREPARATION**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

Students learn technology of Microsoft Windows operating systems, troubleshooting and maintenance of Windows, essentials of computer security, networking, Internet, and features of portable computers and mobile devices. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

CO TECH 015 NET-PLUS CERTIFICATION PREPARATION**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CO TECH 004**

The students gain in-depth understanding of networking technologies and learn skills necessary to install, configure, and operate local and wide-area networks. They become prepared for the CompTIA Network+ certification exam.

CO TECH 016 SECURITY + CERTIFICATION PREPARATION**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CO TECH 004**

Students learn concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tools, and procedures to react to security incidents, and guard against security risks. At the end of the course students are prepared for the CompTIA Security+ certification exam.

CO TECH 018 LINUX+ CERTIFICATION PREPARATION**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

This course introduces the Linux operating system for the standard PC as outlined by CompTIA in order to prepare students for Linux + Certification. Topics include installation and configuration of the Linux operating system, GNU and Unix commands, file systems, scripting, GUIs, system services, network fundamentals, and essential troubleshooting techniques for operating systems and networks. Students will develop Linux administrative skills by creating and editing user groups, auditing system files, determining port status on a system, developing password protocols, and determining limits on user logins, processes, and memory usage.

CO TECH 019 MOBILITY+ CERTIFICATION PREPARATION**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students learn concepts of mobile device and Wi-Fi technologies and gain skills necessary to apply knowledge of mobile, Wi-Fi, Bring Your Own Device (BYOD), and Internet of Things (IoT) infrastructure and security concepts, to react to security incidents and guard against security risks. At the end of the course students are prepared for the CompTIA Mobility+ certification exam.

CO TECH 020 COMPUTER LOGIC AND ARITHMETIC**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

Students learn the essential number and logic theory upon which digital computers today are based, including principles and applications of logic devices used in digital systems, number systems, Boolean algebra, logic and truth tables, logic gates, and bistable devices.

CO TECH 025 CLOUD+ CERTIFICATION PREPARATION**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students learn concepts of IT cloud computing infrastructure and systems and gain skills necessary to apply knowledge to implement, deploy, and support; configuration, optimization, services and virtualization in the cloud environment. Students will learn concepts of cloud computing for both the enterprise and SoHo environments. At the end of the course, students are prepared to take the CompTIA Cloud+ certification exam.

CO TECH 029 INTRODUCTION TO COMPUTER FORENSICS**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

This course introduces the concept of computer forensics and how forensic techniques are used in the investigative process. Topics covered in this course include the analytical and investigative techniques to identify, collect, examine, and preserve evidence/information which is magnetically stored or encoded. Also covered is the recovery, analysis, and presentation of computer-based information in a way that ensures the integrity and security of data so that it can be used as evidence in a court of law.

CO TECH 030 INTRODUCTION TO MICROPROCESSORS**4 Units (Lec 3 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: CO TECH 020****Corequisite: CO TECH 036**

Students receive a survey of various microprocessor devices with an in-depth analysis of a selected microprocessor. Emphasis is placed on the architecture, instruction set, I/O interfacing, and typical applications of selected devices.

CO TECH 031 INTRODUCTION TO ETHICAL HACKING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

This course introduces the concept of ethical hacking and systems defense. Topics covered include security concepts, tools, and procedures in evaluating environments to identify, exploit, report, and recommend corrective actions to be taken in respect to threats and vulnerabilities. This course is

designed for students who wish to pursue certifications in the certified systems defense fields, including Certified Ethical Hacker (CEH).

CO TECH 036 DIGITAL DEVICES AND CIRCUITS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite: CO TECH 20

Students learn about digital integrated circuit devices such as registers, counters, encoder/decoders, multiplexer/demultiplexers, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

COMMUNICATION STUDIES (COMM)

COMM 100 INTRODUCTION TO COMMUNICATION STUDIES

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (COMM 115)

Advisory: ENGLISH 101

Students will explore the basic concepts of human communication as an academic field of study including history, assumptions, principles, processes, variables, methods, and specializations. Students will examine issues relevant to the systematic inquiry and pursuit of knowledge about human communication. Students will analyze basic concepts of communication and the skills necessary to communicate in various contexts.

COMM 101 PUBLIC SPEAKING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area A1), UC (IGETC Area 1C), C-ID (COMM 110)

Advisory: ENGLISH 101

Students study the theory and techniques of public speaking in a democratic society. Students will apply rhetorical principles to topic selection and audience analysis, research and reasoning of information, speech composition and outlining, presentation aids and delivery, and listening and evaluation of public discourse. Students practice effective communicative strategies for various types of original speeches including informative and persuasive speeches. Focus will be on developing credibility as a speaker and demonstrating confidence before an audience.

COMM 104 ARGUMENTATION AND DEBATE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area A3), UC, C-ID (COMM 120)

Prerequisite: ENGLISH 101

Students explore methods of critical inquiry, advocacy, and argumentation. Students will analyze, present, and evaluate oral and written arguments, understand inductive and deductive reasoning, identify formal and informal fallacies in reasoning and language, test evidence and evidence sources, advance a reasoned position, and defend and refute arguments orally and in writing.

COMM 106 FORENSICS

2 Units (RPT 3) (Lab 7 Hrs)

Transfer Credit: CSU, C-ID (COMM 106 B)

Advisory: COMM 101 or COMM 130 or COMM 104

Students participate in competitive speaking in public address, interpretation, and/or debate as part of the LACC Forensics Team. Students develop the skills to research and prepare for intercollegiate forensics tournaments outside of regularly

scheduled class hours. Students practice effective verbal and nonverbal communicative techniques, develop speaker credibility, and demonstrate confidence before an audience.

COMM 111 VOICE AND ARTICULATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students study methods of voice development and demonstrate improved speech production. Focus will be on the respiration process, phonation, resonance, and articulation and their coordination in pronunciation and effective vocal expression. Students practice accuracy of sound production for Standard American English through use of the International Phonetic Alphabet. This course is suited for any major or career where speaking clearly is a requirement.

COMM 121 INTERPERSONAL COMMUNICATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area A1,D), UC (IGETC Area 1C,4), C-ID (COMM 130)

Students explore communication in a variety of interpersonal relationships. Students will study communication behaviors in dyads (pairs) and their impact on personal and professional relationships, developing effective communication skills in areas such as verbal and nonverbal communication, listening, emotional intelligence, and conflict management.

COMM 122 INTERCULTURAL COMMUNICATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (COMM 150)

Advisory: COMM 121, ENGLISH 101

Students analyze dynamics of culture within a variety of communication contexts. Students will explore cultural worldviews and values, verbal and nonverbal communication styles, and barriers to intercultural communication. Focus will be on recognizing and appreciating cultural differences and improving intercultural communication competence for more effective interactions with others in a diverse society.

COMM 130 INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC, C-ID (COMM 170)

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

COMM 151 SMALL GROUP COMMUNICATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (COMM 140)

Students study the theory, principles, application, and evaluation of group communication processes. Students learn effective problem-solving, decision-making, and conflict management techniques, including the development of individual leadership skills. Focus will be on collaborative learning that can be achieved by responsible group participation.

COMM 185 DIRECTED STUDY- COMMUNICATION STUDIES**1 Units (RPT 2) (Lec 1 Hrs)****Transfer Credit: CSU****Prerequisite: COMM 101, COMM 104, COMM 121**

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

COMM 190 COMMUNICATION AND NEW MEDIA**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC, C-ID (JOUR 100)****Advisory: ENGLISH 101**

This course introduces computer-mediated communication. Students examine how the Internet, popular culture, social media, websites, blogs, YouTube, and social networks have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

COMM 285 DIRECTED STUDY - COMMUNICATION STUDIES**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: COMM 101, COMM 104**

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

COMM 385 DIRECTED STUDY-COMMUNICATION STUDIES**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: COMM 101, COMM 104**

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

COOPERATIVE EDUCATION (COOP ED)**COOP ED 195 WORK EXPERIENCE - GENERAL I****1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

Students receive college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 75 paid hours or 60 volunteer hours during the semester.

COOP ED 196 WORK EXPERIENCE - GENERAL II**1 Units (Lec 1 Hrs)**

Students receive credit for an approved internship with an employer in a field that is not their college major.

COOP ED 295 WORK EXPERIENCE - GENERAL I**2 Units (Lec 2 Hrs)****Transfer Credit: CSU**

Students receive supervised employment intended to assist them in acquiring desirable work habits, attitudes, and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 150 paid hours or 120 volunteer hours during the semester.

COOP ED 296 WORK EXPERIENCE - GENERAL II**2 Units (Lec 2 Hrs)**

Students receive credit for an approved internship with an employer in a field that is not their college major

COOP ED 395 WORK EXPERIENCE - GENERAL I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

This course grants college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 225 paid hours or 180 volunteer hours during the semester.

COOP ED 396 WORK EXPERIENCE - GENERAL II**3 Units (Lec 3 Hrs)**

Students receive credit for an approved internship with an employer in a field that is not their college major.

CORRECTIONS (CORR)**CORR 001 INTRODUCTION TO CORRECTIONS****3 Units (Lec 3 Hrs)****Transfer Credit: CSU, C-ID (AJ 200)**

Students learn a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

COUNSELING (COUNSEL)**COUNSEL 020 POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING****3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area E)**

This course is designed for students who are undecided about their pathways, career, and/or educational goals. It is a hands-on and interactive career planning process that includes the following topics: self-exploration, clarification on values, interest and skills analysis, researching career options,

interviewing skills, decision making, and goal setting process. Counselors will assist students in creating an educational plan based on major and career pathways.

COUNSEL 022 THE TRANSFER PROCESS

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational goals. Student will gain an understanding of the process and the requirements for transferring to a four-year college or university. These goals will enable the student to develop an educational plan geared towards transfer, which will prepare them to apply to a transfer institution. The course will consist of lecture, use of online resources, guest speakers, and student assignments.

COUNSEL 040 COLLEGE SUCCESS SEMINAR

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students explore issues related to higher education that contribute to student success. Topics will include an overview of academic success skills, value and purpose of higher education, college and district policies and procedures, ethics and responsibility, diversity in higher education, educational strategies and planning, interpersonal communication, career development, health issues, and self-assessment techniques.

COUNSEL 040A COLLEGE SUCCESS SEMINAR

1 Units (Lec 1 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students explore issues related to higher education that contribute to student success. Topics include an overview of orientation to higher education, college and district policies and procedures, ethics in higher education, college resources, general education, certificates, and graduation and transfer requirements.

COUNSEL 040B COLLEGE SUCCESS SEMINAR

1 Units (Lec 1 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students explore issues related to higher education that impact student success including personal values, goals, career and decision making, time/task management and academic success skills, which include study-groups, effective reading, memorizing, note-taking, and test-taking techniques.

COUNSEL 040C COLLEGE SUCCESS SEMINAR

1 Units (Lec 1 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students explore issues related to higher education that impact student success. Topics include career exploration, educational planning, learning preferences and theory, diversity, health issues, and interpersonal communication.

DANCE STUDIES (DANCEST)

DANCEST 185 DIRECTED STUDY - DANCE

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

Students pursue directed study in Dance on a contractual basis under the direction of a supervising instructor.

DANCEST 301 CHOREOGRAPHY I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 141 or DANCETQ 111 or DANCETQ 121

Students choreograph and perform dances with emphasis on energy space and time using basic steps and combinations, spacing, design, terminology, and music. Students learn an appreciation of dance as a performing art form.

DANCEST 302 CHOREOGRAPHY II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCEST 301

Students choreograph and perform dances with a minimum of two people with emphasis on basic steps and combinations, spacing, design, terminology, music, and appreciation of dance as a performing art form.

DANCEST 303 CHOREOGRAPHY III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCEST 302

Students choreograph and perform dances using at least three people with an emphasis on clear intention of dance, energy, space, and time, using basic, intermediate, or advanced steps and combinations, design, proper terminology, music, internal or external rhythms, themes and variations in dynamics, contrasts, and direction. Students develop a greater appreciation and understanding of the tools necessary to create the dance as a performing art form.

DANCEST 304 CHOREOGRAPHY IV

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCEST 303

Students choreograph and perform dances for four or more people with emphasis on more advanced phrasing of movement combination spacing, design, terminology, music, an appreciation of dance as a performing art form, and the ability to view dance critically.

DANCEST 805 HISTORY AND APPRECIATION OF DANCE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)
Advisory: ENGLISH 028, ENGLISH 067

Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural, and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how dance reflects the historical, social, and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions worldwide.

DANCEST 814 DANCE PRODUCTION I

2 Units (RPT 2) (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: DANCEST 301 or DANCEST 822
Advisory: DANCETQ 111 or DANCETQ 121 or DANCETQ 141, ENGLISH 021

Students learn methods and techniques involved in producing a dance concert, including choreographic applications, rehearsal management, scheduling, lighting, costuming, publicity, audition and performance skills, dance critique, and assessment. Students develop the skills necessary to direct,

choreograph, and produce dance pieces for a variety of audiences. Involves rehearsing dancers and production duties for non-dancers.

DANCEST 822 DANCE REHEARSALS AND PERFORMANCES I

1 Units (RPT 3) (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E)

Advisory: DANCETQ 111 or DANCETQ 121 or DANCETQ 141 or DANCETQ 311 or DANCETQ 321 or DANCETQ 331, ENGLISH 021

Students utilize their technical dance knowledge to develop an understanding of dance as a performing art. Students participate as performers in the student dance concert.

DANCE TECHNIQUES (DANCETQ)

DANCETQ 111 BALLET TECHNIQUES I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn basic ballet steps and combinations at an introductory level, terminology, music, and appreciation of dance as a performing art.

DANCETQ 112 BALLET TECHNIQUES II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 111

Students continue to learn basic ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCETQ 113 BALLET TECHNIQUES III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 112

Students learn more complex ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCETQ 114 BALLET TECHNIQUES IV

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 113

Students perform several ballet combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

DANCETQ 121 JAZZ DANCE TECHNIQUES I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn beginning jazz dance technique with an emphasis on basic steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCETQ 122 JAZZ DANCE TECHNIQUES II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 121

Students learn elementary jazz dance technique with an emphasis on basic elementary level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCETQ 123 JAZZ DANCE TECHNIQUES III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 122

Students learn intermediate jazz dance technique with an emphasis on intermediate level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCETQ 124 JAZZ DANCE TECHNIQUES IV

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 123

Students learn advanced jazz dance technique with an emphasis on advanced level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCETQ 141 MODERN DANCE TECHNIQUES I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn basic modern dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCETQ 142 MODERN DANCE TECHNIQUES II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 141

Students learn and review basic modern dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCETQ 143 MODERN DANCE TECHNIQUES III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 142

Students will review basic and intermediate concepts and terminology in modern dance and perform modern dance combinations with an emphasis on steps and combinations of greater complexity and duration with continued appreciation of dance as a performing art.

DANCETQ 144 MODERN DANCE TECHNIQUES IV

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 143

Students perform advanced level modern dance combinations with emphasis on complexity in dance technique, rhythmic phrasing, duet and multi-partner collaborations, demonstrating clarity of detail and body connectivity. Students refine techniques of personal artistry, musicality, and performance and display deeper understanding and appreciation of dance as a performing art form.

DANCETQ 221 YOGA SKILLS I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn the beginning level physical practice of yoga, connecting body, mind, and spirit. The students are introduced to its origins, asanas (positions), and terminology.

DANCETQ 222 YOGA SKILLS II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: DANCETQ 221

Students learn the physical practice of yoga, connecting body, mind, and spirit. The students are introduced to its origins, asanas (positions), and terminology.

DANCETQ 223 YOGA SKILLS III**1 Units (Lab 2 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC**Prerequisite:** DANCETQ 222

Intermediate-level students deepen their understanding and strengthen their physical practice of Yoga, connecting body, mind, and spirit. Students perform harder positions, longer flow/vinyasa sequences, maintain balance and inversion postures for extended periods, and gain greater knowledge of the philosophical principles of the yoga system.

DANCETQ 224 YOGA SKILLS IV**1 Units (Lab 2 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC**Prerequisite:** DANCETQ 223

Advanced-level students intensify their understanding and performance of yoga asanas, develop a personal practice, and apply knowledge of the philosophical principles of the yoga system to real-life. Connecting body, mind, and spirit, students perform challenging positions, in standing/seated inversions and extended flow/vinyasa sequences.

DANCETQ 231 CONDITIONING FOR DANCE I**1 Units (Lab 3 Hrs)****Transfer Credit:** CSU (CSUGE Area E)

Students will learn a variety of exercise techniques, philosophies, and somatic strategies to help them establish a conditioning program they can use to improve fitness as it applies to dance technique. Introductory level exercises and information are geared specifically for dance technique training, and are drawn from a number of different sources including: Pilates, gyrotonics, Franklin Method, Swissphysio ball work, myo-fascial rollers, somatic body therapies, and other dance conditioning practices.

DANCETQ 241 STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT**1 Units (Lab 2 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy, and varied relaxation exercises.

DANCETQ 242 STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT II**1 Units (Lab 2 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC**Prerequisite:** KIN 249 I or DANCETQ 241

Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy, and varied relaxation exercises.

DENTAL TECHNOLOGY (DEN TEK)**DEN TEK 100 INTRODUCTION TO THE DENTAL LABORATORY****1 Units (Lab 2 Hrs)****Corequisite:** DEN TEK 101

Students learn the steps in producing functional dental models required in the construction of dental prosthetic restorations.

DEN TEK 101 ELEMENTS OF DENTAL TECHNOLOGY**2 Units (Lec 2 Hrs)****Corequisite:** DEN TEK 100

The student learns about the Dental Prosthodontics Technology profession, history, specialties, and employment opportunities. The student learns the sequence of steps in the construction of a functional removable die cast model.

DEN TEK 102 DENTAL ANATOMY AND TERMINOLOGY**3 Units (Lec 3 Hrs)****Advisory:** ENGLISH 028, ENGLISH 067

The student learns about dental terminology, the function of the oral cavity, primary and secondary human dentition, tooth morphology and function, and anatomical landmarks. The importance of tooth supporting structures anatomy and histology, as well as human skull osteology and myology, is stressed.

DEN TEK 103 REMOVABLE PROSTHODONTICS I**5 Units (Lec 3 Hrs / Lab 5 Hrs)****Prerequisite:** DEN TEK 102, DEN TEK 100**Corequisite:** DEN TEK 285

Students learn the art and science of creating natural looking complete dentures by using PTC techniques and methodology. The course includes: dental anatomy, concepts of a natural smile, selecting and setting denture teeth in balanced occlusion, duplication of natural tissue, and processing, finishing and polishing complete dentures according with established clinical standards, and an introduction to digital dentistry.

DEN TEK 105 REMOVABLE PROSTHODONTICS II**5 Units (Lec 3 Hrs / Lab 6 Hrs)****Prerequisite:** DEN TEK 103**Corequisite:** DEN TEK 285

The student learns about the design and construction of maxillary complete dentures opposing a mandibular overdenture, including the science of prescribed materials. Students learn how to relined and repair complete dentures, immediate maxillary denture, and wrought wire mandibular stay plate.

DEN TEK 106 DENTAL MATERIALS**3.5 Units (Lec 3 Hrs / Lab 1 Hrs)****Prerequisite:** DEN TEK 100

Students learn by lecture, demonstration, and experiment the physical properties and chemical composition of dental materials, including their uses in dentistry.

DEN TEK 108 GNATHOLOGICAL CONCEPTS**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Prerequisite:** DEN TEK 109

Students learn about gnathological concepts of morphology, functional occlusion of oral cavity, and principles of ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on semi-adjustable articulators.

DEN TEK 109 FIXED PROSTHODONTICS I**5 Units (Lec 2 Hrs / Lab 8 Hrs)****Prerequisite:** DEN TEK 100, DEN TEK 102**Corequisite:** DEN TEK 285**Advisory:** ENGLISH 028

The student learns to apply the principles of dental morphology and functional occlusion to single anterior and posterior teeth by applying analogue and digital applications.

DEN TEK 111 FIXED PROSTHODONTICS II**6 Units (Lec 3 Hrs / Lab 6 Hrs)****Prerequisite: DEN TEK 109**

Students learn to wax single and multiple units by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as tooth contour alignment, functional and morphological occlusion. Students learn fundamental concepts in metal and ceramic substructure designs applied to single units. Students learn techniques in spruing, investing, and casting including soldering applications.

DEN TEK 112 REMOVABLE PROSTHODONTICS III**6 Units (Lec 4 Hrs / Lab 6 Hrs)****Prerequisite: DEN TEK 105**

The student learns removable partial denture construction, both analog and digital, from start to finish. The course consists of two sections: framework production and replacement teeth addition to the framework. The first section will consist of the use of the dental surveyor, design of the partial denture framework, waxing, casting cobalt-chromium alloy, and finishing and polishing the framework. The second section will consist of replacement tooth set-up, wax-up, processing, equilibration, and finish and polish.

DEN TEK 185 DIRECTED STUDY - DENTAL TECHNOLOGY**1 Units (RPT 2) (Lec 1 Hrs)**

Dental Prosthetic Technology students pursue directed study on a contract basis under the direction and supervising of the instructor. The students will receive additional evaluation and guidance in the skills and theory learning steps underlying Advanced Restorative Prosthodontics courses, level III and IV.

DEN TEK 202 LABORATORY MANAGEMENT**4 Units (Lec 2 Hrs / Lab 6 Hrs)****Corequisite: DEN TEK 208**

Students learn to observe and work under the supervision of a skilled dental technician in a dental clinic or dental laboratory where they have the opportunity to apply the knowledge and skills learned. Students learn about production, operation, and management of dental laboratory business including the ethics, jurisprudence, safety regulations, and infection control protocols. Topics include human resource management, types of business financing, marketing strategies, entrepreneurship, and current professional topics.

DEN TEK 203 CERAMIC RESTORATIONS**2 Units (Lec 1 Hrs / Lab 3 Hrs)****Prerequisite: DEN TEK 111**

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, and polishing, as well as science of color and aesthetic design.

DEN TEK 204 ORTHODONTICS**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Prerequisite: DEN TEK 105**

The student learns about the principles of construction and repair of orthodontic and pedodontic appliances. Emphasis is placed on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances.

DEN TEK 206 FIXED PROSTHODONTICS III**6 Units (Lec 2 Hrs / Lab 8 Hrs)****Prerequisite: DEN TEK 111, DEN TEK 108**

This is an advanced course in the Fixed Prosthodontics specialty. Students learn about the science of materials, gnathological concepts, prosthetic framework design techniques, and technologies applied in the restorative prosthodontics procedures in alignment with clinical acceptable standards.

DEN TEK 207 REMOVABLE PROSTHODONTICS IV**6 Units (Lec 3 Hrs / Lab 7 Hrs)****Prerequisite: DEN TEK 105, DEN TEK 112**

This is an advanced course in Removable Prosthodontics Specialty. This course incorporates advanced removable dentures design, materials science, and manufacturing techniques.

DEN TEK 208 FIXED PROSTHODONTICS IV**6 Units (Lec 3 Hrs / Lab 7 Hrs)****Prerequisite: DEN TEK 206**

This is an advanced course in the Fixed Prosthodontics specialty, level four. This course incorporates advanced ceramic restorations analysis, design, and manufacturing techniques, including science of materials and their applications. Students learn the methodology of feldspathic porcelain powders application techniques as it applies to single and multiple units, by incorporating the proper morphologic, functional and optical values. Digital technology is an integral part of the course instructions and applications.

DEN TEK 285 DIRECTED STUDY - DENTAL TECHNOLOGY**2 Units (RPT 1) (Lec 2 Hrs)**

Dental Prosthetic Technology students pursue directed study on a contract basis, under the direction and supervising of the instructor. Students receive additional evaluation and guidance in the skills and theory learning steps underlying fixed and removable Prosthodontics courses, level I and II.

DEN TEK 304 DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS I**8 Units (Lec 4 Hrs / Lab 11 Hrs)****Prerequisite: DEN TEK 208 or Proof of certification or Dental prosthetic technology field experience**

Students learn to evaluate, plan, scan, design, and process complex advanced fixed prosthodontics cases, including multiple units restorations, frames and full contours bridges, implant restorations, and combination cases. Students complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

DEN TEK 401 DENTAL IMPLANTS**4 Units (Lec 2 Hrs / Lab 6 Hrs)****Prerequisite: DEN TEK 207**

Students learn about dental implants including history, surgical overview, types of implants and implant restorations, case planing, prosthodontic procedures, laboratory procedures, restorative materials, and case finalization.

DEN TEK 403 DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II**8 Units (Lec 4 Hrs / Lab 8 Hrs)****Prerequisite: DEN TEK 401 or Proof of certification or dental prosthetic technology field experience**

Students learn to evaluate, plan, scan, design, and process complex advanced removable prosthodontics cases, including

partial dentures and implant over dentures. Students complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

DANCE SPECIALTIES (DNCESPC)

DNCESPC 311 FLAMENCO AND SPANISH DANCE

1 Units (Lab 2 Hrs)
Transfer Credit: CSU, UC

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and basic step combinations.

DNCESPC 312 FLAMENCO AND SPANISH DANCE II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU

Students learn intermediate level flamenco and Spanish dance skills with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and step combinations.

DNCESPC 321 SOCIAL DANCE TECHNIQUES I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU, UC

Students learn basic social dance steps and combinations, terminology, music, and appreciation of dance as an art form.

DNCESPC 331 TAP DANCE TECHNIQUES I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU, UC

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

ENGLISH AS A SECOND LANGUAGE (E.S.L.)

E.S.L. 004A COLLEGE ESL IV: WRITING AND GRAMMAR

6 Units (Lec 6 Hrs)
Prerequisite: ESL 003A or Placement in E.S.L. 004A
Advisory: E.S.L. 004B or ESL 004C

Intermediate ESL students develop the writing skills needed to compose effective academic paragraphs and short essays. Students learn techniques for organizing and developing content as well as revising and editing for clarity. Students improve their ability to write well-formed sentences, use verb tenses accurately in context, and choose appropriate vocabulary to convey their ideas.

E.S.L. 004B COLLEGE ESL IV: READING AND VOCABULARY

3 Units (Lec 3 Hrs)
Prerequisite: ESL 003B or Placement in E.S.L. 004B
Advisory: E.S.L. 004A or ESL 004C

Intermediate ESL students read, discuss, and write about textbook passages, novels, and/or short stories, to improve their reading fluency and comprehension, develop reading skills and strategies, and expand their active vocabulary. This course helps students become more effective readers as they read and respond to a variety of texts.

E.S.L. 005A COLLEGE ESL V: WRITING AND GRAMMAR

6 Units (Lec 6 Hrs)
Transfer Credit: CSU
Prerequisite: E.S.L. 004A or Placement in E.S.L. 005A
Advisory: E.S.L. 005B or ESL 005C

High-intermediate ESL students learn how to write the standard academic essay. This course provides students with ample practice in organizing, drafting, revising, and editing multi-paragraph compositions. Students develop paraphrasing and summarizing skills, continue to build their mastery of sentence-level grammar, and expand their academic vocabulary to effectively and confidently express themselves in writing.

E.S.L. 005B COLLEGE ESL V: READING AND VOCABULARY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: E.S.L. 004BA or Placement in E.S.L. 005B
Advisory: E.S.L. 005A or ESL 005C

High-intermediate ESL students read, summarize, and analyze nonfiction texts, novels, and/or short stories to improve their reading fluency and comprehension, develop critical thinking and reading skills, and acquire academic vocabulary. This course builds the foundation for successfully understanding and responding to academic texts.

E.S.L. 006A COLLEGE ESL VI: WRITING AND GRAMMAR

6 Units (Lec 6 Hrs)
Transfer Credit: CSU
Prerequisite: E.S.L. 005A or Placement in E.S.L. 006A
Advisory: E.S.L. 006B or 006C

Low-advanced ESL students refine their writing skills by composing well-developed formal essays. Students develop critical reading skills and learn how to integrate the ideas of others in their own writing. Students are introduced to appropriate citation and basic bibliographic conventions as they practice paraphrasing, summarizing, and quoting sources. This course emphasizes the use of standard English, academic vocabulary, and self-editing, and it lays the foundation for future coursework in English and other academic subjects.

E.S.L. 006B COLLEGE ESL VI: READING AND VOCABULARY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: E.S.L. 005B or Placement in E.S.L. 006B
Advisory: E.S.L. 006A or ESL 006C

Low-advanced ESL students read, summarize, and analyze nonfiction texts, novels, and/or plays to improve their reading fluency and comprehension, develop critical thinking and reading skills, and expand their academic vocabulary. This course prepares students for college-level coursework in English and other academic subjects.

E.S.L. 008 ADVANCED ESL COMPOSITION

6 Units (Lec 6 Hrs)
Transfer Credit: CSU, UC
Prerequisite: E.S.L. 006A or Placement in E.S.L. 008

Advanced ESL students prepare for ENGLISH 101 and college-level work across the curriculum. Emphasis is placed on writing formal academic papers which summarize, analyze, and synthesize outside sources. Students learn how to effectively conduct library research and use MLA citation

and bibliographic conventions in their own writing. Grammar instruction consists of a review of advanced topics with an emphasis on self-editing.

EARTH SCIENCE (EARTH)

EARTH 001 EARTH SCIENCE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A)

Advisory: ENGLISH 028, ENGLISH 067

Students learn a general introduction to the study of earth's rocks, landforms, atmosphere, and oceans. Students learn interrelationships between the land, atmosphere, and oceans and relate these subjects to global climate change.

ECONOMICS (ECON)

ECON 001 PRINCIPLES OF ECONOMICS I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (ECON 201)

Advisory: ENGLISH 028, ENGLISH 067, MATH 125

Students learn the principles and methods of economic analysis; topics include the analysis of the laws of supply and demand, price theory, economic analysis of the firm and resource allocation, market structures of the American economy, and other topics relevant to microeconomic analysis.

ECON 002 PRINCIPLES OF ECONOMICS II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (ECON 202)

Advisory: ENGLISH 028, ENGLISH 067, MATH 125

Students learn the principles and methods of aggregative macroeconomic analysis. Topics include money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

EDUCATION (EDUC)

EDUC 001 INTRODUCTION TO TEACHING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028

This course introduces students to the field of professional education and the concepts and issues that are related to TK - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

ENGINEERING, ELECTRICAL (ENG ELC)

ENG ELC 220 ELECTRICAL CIRCUITS I

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ENGR 260 and 260L)

Prerequisite: PHYSICS 102

Corequisite: MATH 275

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical engineering such as DC, AC, operational amplifiers, multi-phase power, and frequency response. Students also perform laboratory exercises to learn how to realize circuit designs using electronic components and to use instruments such as multimeters, oscilloscopes, and signal generators.

ENGINEERING, GENERAL (ENG GEN)

ENG GEN 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY

2 Units (Lec 2 Hrs)

Transfer Credit: CSU, UC

Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic mathematics skills are required.

ENG GEN 120 INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MATH 260

Students learn the fundamentals of the 'C' computer programming language through completing hands-on projects involving sensors, motors, and displays. Students also learn how to interface hardware to a desktop computer or laptop. The course provides transfer preparation in computer programming for science and engineering majors.

ENG GEN 131 STATICS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ENGR 130)

Prerequisite: PHYSICS 101

The student learns how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. The course also covers center of mass, centroids, friction, and moment of inertia.

ENG GEN 151 MATERIALS OF ENGINEERING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ENGR 140)

Prerequisite: CHEM 101, PHYSICS 101

The student learns how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding, crystalline structures, phases and phase diagrams, metals, polymers, ceramics, composites, mechanical deformation, fracture, and electrical and magnetic properties.

ENG GEN 153 MATERIALS OF ENGINEERING LABORATORY**1 Units (Lab 3 Hrs)****Transfer Credit: CSU, UC****Prerequisite: ENG GEN 151****Corequisite: ENG GEN 151**

The student learns experimental techniques, including the operation of standard materials testing equipment, to measure material performance and analyze experimental data in the context of the theories within materials science. The laboratory exercises relate to a range of materials science areas including: mechanical testing, heat treatment, crystal structures, phase diagrams, thermal properties, electrical properties, and forming operations. Students gain experience of working with metals, polymers, ceramics, and composites. The course provides transfer preparation for majors in Mechanical, Aerospace, Manufacturing, and Civil Engineering.

ENG GEN 212 INTRODUCTION TO ENGINEERING DESIGN**3 Units (RPT 3) (Lec 1 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC**

Students learn to develop 3D representations of engineering components and assemblies using SolidWorks feature-based parametric solid modeling software. Instruction is given in the types of solid object manipulations that are common to all parametric solid modeling software used in industry to construct components that can be further combined to make assemblies. The preparation of engineering drawings from the 3D representation using automation tools is also covered.

ENG GEN 241 STRENGTH OF MATERIALS**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU, UC, C-ID (ENGR 240)****Prerequisite: ENG GEN 131**

The student will learn the application of mechanics to determining the effect of forces and torques on materials. The student will be able to apply this knowledge to the design of load bearing components. The course will cover the following topics: stress, strain, axial loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

ENGLISH (ENGLISH)**ENGLISH 028 INTERMEDIATE READING AND COMPOSITION****3 Units (Lec 3 Hrs)****Corequisite: ENGLISH 067**

Students receive instruction in techniques of writing at the college level. Students develop writing and reading skills, with emphasis on grammar, various essay writing, and analysis of fiction and nonfiction materials.

ENGLISH 067 WRITING LABORATORY**0.5 Units (Lab 1 Hrs)****Corequisite: ENGLISH 028**

Students practice the writing skills presented in ENGLISH 028.

ENGLISH 068 READING LABORATORY**0.5 Units (Lab 1 Hrs)**

Students can improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences, and summarizing a chosen text.

ENGLISH 078 WRITING MEMOIR**3 Units (Lec 3 Hrs)****Advisory: E.S.L. 006A**

Students read full-length memoirs by published writers in order to outline and compose their own memoirs. Students learn to recognize and explore memories and experiences, decide what to include and exclude in their writing process and discover new meanings from their pasts, which give perspectives to the present. All material is submitted in a supportive workshop atmosphere designed to help writers formulate, design, and construct their own memoir.

ENGLISH 094 INTENSIVE GRAMMAR REVIEW**3 Units (Lec 3 Hrs)**

Students learn the parts of speech, grammar, mechanics, sentence style, punctuation, and word usage in English. The students engage in an intensive review of grammar and sentence structure to better prepare them for ENGLISH 028 or 101.

ENGLISH 101 COLLEGE READING AND COMPOSITION I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A2), UC (IGETC Area 1A),****C-ID (ENGL 100 or ENGL 110)****Prerequisite: E.S.L. 008 or by Appropriate Placement (see p.22)****Advisory: ENGLISH 108**

Students develop their skills for writing college-level essays that incorporate various documentation styles. Students learn the importance of various fiction and nonfiction readings.

ENGLISH 102 COLLEGE READING AND COMPOSITION II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC (IGETC Area 1B,3B),****C-ID (ENGL 120 or ENGL LIT 100)****Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)****Advisory: ENGLISH 108**

Students study representative works from major genres to develop close reading and analytical writing skills, and have appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Students study literature and literary criticism in order to develop critical thinking, reading, and writing skills beyond the level achieved in ENGLISH 101. This course emphasizes logical reasoning, analysis, and strategies of argumentation.

ENGLISH 103 COMPOSITION AND CRITICAL THINKING**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC (IGETC Area 1B),****C-ID (ENGL 105 or 115)****Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)****Advisory: ENGLISH 108**

Students further develop their logical, argumentative, and analytical thinking and writing skills. The course will utilize various fiction and nonfictional readings.

ENGLISH 104 COLLEGE WRITING SKILLS AND SUPPORT**3 Units (Lec 3 Hrs)****Corequisite: ENGLISH 101**

ENGLISH 104 provides instruction in the basic conventions of college essay writing to supplement a concurrent ENGLISH

101 course. In ENGLISH 104, students receive additional support for topics covered in the concurrent ENGLISH 101 course. Pass/No Pass only.

ENGLISH 108 WRITING WORKSHOP

0.5 Units (Lab 1 Hrs)
Transfer Credit: CSU

Students enrolled in ENGLISH 101, 102, and 103 receive additional instruction in writing their college-level essays. The lab course will further teach research techniques and proper citation, as well as strategies in organization and support to revise their papers.

ENGLISH 127 CREATIVE WRITING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: ENGLISH 102

Students receive intensive training in writing poetry, prose fiction, and/or playwriting. Students compose works that are discussed as part of instruction, supplemented by examples of published writers and theoretical essays on the creative process.

ENGLISH 203 WORLD LITERATURE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B),
C-ID (ENGL 140 or ENGL LIT 140)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students recognize and compare key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century, and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

ENGLISH 204 WORLD LITERATURE II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B),
C-ID (ENGL 145 or ENGL LIT 185)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

The student will recognize and compare readings from different cultures and synthesize literary forms and themes significant to these cultures in reasoned and cogent analyses. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present.

ENGLISH 205 ENGLISH LITERATURE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B),
C-ID (ENGL 160 or ENGL LIT 160)
Prerequisite: ENGLISH 102 or by Appropriate Placement (see p.22)

Students read, discuss and analyze major works of English literature from the beginnings to the late eighteenth century, to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

ENGLISH 206 ENGLISH LITERATURE II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B),
C-ID (ENGL 165)
Prerequisite: ENGLISH 102 or by Appropriate Placement (see p.22)

Students read, discuss, and analyze major works of English literature from the nineteenth century to the present, to develop

an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

ENGLISH 207 AMERICAN LITERATURE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), -ID (ENGL 130)
Prerequisite: ENGLISH 102 or by Appropriate Placement (see p.22)

Students read American writers and analyze themes from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of subject and opinion in American literature.

ENGLISH 208 AMERICAN LITERATURE II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), -ID (ENGL 135)
Prerequisite: ENGLISH 102 or by Appropriate Placement (see p.22)

Students read, discuss, and analyze major American literature from the Civil War Period to the present, in order to understand, appreciate, and investigate multicultural influences within national identity.

ENGLISH 211 FICTION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students read, discuss, and analyze selected short stories and novels written in, or translated into, English from a diversity of cultures and countries to increase students' understanding and appreciation of the art and craft of fiction writing.

ENGLISH 212 POETRY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students study works by selected poets and their historical background for appreciation of the poetic form, including early verses to 20th and 21st century poetry. Students gain a historical sense and literary appreciation shaped by readings which include stylistically and culturally diverse works.

ENGLISH 214 CONTEMPORARY LITERATURE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students read key literary works and ideas of recent mainstream and ethnically diverse literature to develop understanding and appreciation of contemporary culture, through reasoned analyses of its literature.

ENGLISH 215 SHAKESPEARE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

This course provides an introductory study and overview of Shakespeare's earlier texts, such as sonnets, comedies, histories, and tragedies. The class explores Shakespeare's life and times, the Renaissance, and its cultural and historical impact on the dramatist, while offering in-depth analyses of his work.

ENGLISH 216 SHAKESPEARE II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

The student reads Shakespeare to develop an understanding of and appreciation for his sonnets and representative comedies, histories, and tragedies. Works selected in this class focus on Shakespeare's later career.

ENGLISH 218 CHILDREN'S LITERATURE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), C-ID (ENGL 180 or 145)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students are introduced to the underlying literary, psychological, and cultural structures of literature written for children. The course focuses on the literary and historical analysis of children's literature with an emphasis on the nature and development of the genre and why this literature takes so many different forms. Some consideration of the various concepts of the child will be included.

ENGLISH 219 THE LITERATURE OF AMERICAN ETHNIC GROUPS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students use critical analysis of the various ethnic American writers who straddle two or more cultures, analyzing in terms of assimilation, acculturation, double and mestiza consciousness and wholeness. Students read and analyze the diversity of conflicting perspectives in novel, autobiography, essay, and poetry in the context of how these writers have defined or challenged concepts of identity, society, and power in past and contemporary American cultures. Students read literary works by African American, American Indian, Asian American, Arab American, Chicano/Latino, and Euro-American writers.

ENGLISH 239 WOMEN IN LITERATURE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students become acquainted with the work of women writers, historical and contemporary, who have made important contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, Cisneros, Butler, Hong-Kingston, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominate themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

ENGLISH 240 LITERATURE AND THE MOTION PICTURE I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

The student will examine the comparative arts of literature and the motion picture, analyzing the inherent conflicts of translation between two different mediums. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers. The course explores the variations in mediums and the act of translation across mediums.

ENGLISH 252 THE ENGLISH BIBLE AS LITERATURE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students study the principle achievements of the Hebrew and Greek Testaments, analyzing the numerous literary and cultural influences within and of the Bible.

ENGLISH 255 LATIN AMERICAN LITERATURE

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges, and will explore the themes of magical realism, social engagement, 'la raza cosmica,' and Utopian yearnings.

ENGLISH 270 SCIENCE FICTION - FANTASY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Prerequisite: ENGLISH 101 or by Appropriate Placement (see p.22)

Students read and study works of science fiction, with an emphasis on the use of mythology, science fiction by scientists and non-scientists, philosophically oriented science fiction, and science fiction as fantasy and escape literature.

ENGLISH 285 DIRECTED STUDY - ENGLISH

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Students pursue directed study in literary analysis, a particular genre or period, or independent research on a contract basis under the direction of a supervising instructor.

ENGLISH 385 DIRECTED STUDY - ENGLISH

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students pursue directed study on a contract basis under the direction of a supervising instructor.

ENVIRONMENTAL SCIENCE (ENV SCI)**ENV SCI 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A)

This course introduces students to fundamentals of Earth's physical environment, focusing on the scientific principles that relate to human-environment interactions. This interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere, and lithosphere. Issues such as human populations, energy generation and use, pollution, resources, and global climate change are discussed.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 003A COLLEGE ESL III: WRITING AND GRAMMAR

6 Units (Lec 6 Hrs)
Prerequisite: Placement in ESL 003A
Advisory: ESL 003B, ESL 003C

Low-intermediate ESL students learn how to write paragraphs based on readings, class discussions, and familiar topics. This course introduces students to the writing process (pre-writing, drafting, and revising). Students improve their grammar through instruction on word order, sentence structure, parts of speech, and verb tenses. This course is for students who speak, read, and understand some English and now want to develop their writing skills.

ESL 003B COLLEGE ESL III: READING AND VOCABULARY

3 Units (Lec 3 Hrs)
Prerequisite: Placement in ESL 003B
Advisory: ESL 003A or ESL 003C

Low-intermediate ESL students read and discuss textbook passages, short novels, adapted readers, and/or short stories to improve their comprehension, read more quickly, develop reading skills and strategies, and learn new words and expressions. The course improves the students' ability to read and understand written English in daily life and at school.

ESL 003C COLLEGE ESL III: LISTENING AND SPEAKING

3 Units (Lec 3 Hrs)
Prerequisite: Placement in ESL 003C
Advisory: ESL 003A, ESL 003B

Low-intermediate ESL students develop their listening and speaking skills in order to communicate effectively in school, work, and social settings. Students listen for main ideas and details in recorded conversations, watch videos, practice their pronunciation, participate in small group discussions, and give short presentations.

ESL 004C COLLEGE ESL IV: LISTENING AND SPEAKING

3 Units (Lec 3 Hrs)
Prerequisite: ESL 003C or Placement in ESL 004C
Advisory: E.S.L. 004A or E.S.L. 004B

Intermediate ESL students improve their ability to understand spoken English and to express themselves with confidence. Students practice a variety of listening skills including predicting content, taking notes, and summarizing main ideas and details. Small group discussions, pronunciation practice, and individual and team presentations help students develop their speaking skills.

ESL 005C COLLEGE ESL V: LISTENING AND SPEAKING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: ESL 004C or Placement in ESL 005C
Advisory: E.S.L. 005A or E.S.L. 005B

High-intermediate ESL students acquire listening and speaking skills required for academic success. Students listen to short academic lectures, take notes, critically respond to the content, and analyze the speaker's message. Students express their

own views in class discussions and informal debates, improve their pronunciation, and prepare and give speeches on contemporary topics.

ESL 006C COLLEGE ESL VI: LISTENING AND SPEAKING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: ESL 005C or Placement in ESL 006C
Advisory: E.S.L. 006A or E.S.L. 006B

Low-advanced ESL students prepare for the rigors of college-level coursework in English and other academic subjects by refining their listening comprehension and oral fluency. Students listen to extended academic lectures, polish their note-taking skills, continue to improve their pronunciation, participate in depth discussions and debates, and give formal informational and persuasive speeches.

FAMILY AND CONSUMER STUDIES (FAM &CS)

FAM &CS 021 NUTRITION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC, C-ID (NUTR 110)

Students learn the scientific concepts of nutrition in a lecture interactive format. Students will evaluate how lifestyle, diet, nutrient excess and deficiencies, phytochemicals food safety, and food technology affect diseases. Human nutrition from conception through maturity, and family history of nutritional disease risk factors is a key focus of the course. Students explore a personal dietary assessment, using a computerized dietary program. Students use personal data to evaluate excesses and deficiencies and construct nutrition practices that establish and maintain a healthy lifestyle which includes healthier nutritional eating practices.

FAM &CS 024 FOOD PREPARATION

3 Units (Lec 2 Hrs / Lab 3 Hrs)
Transfer Credit: CSU, C-ID (NUTR 120)

Students are introduced to the scientific fundamentals of food preparation in both lecture and laboratory format. Scientific principles of food preparation are emphasized using current technology. The role of food in cultures, nutrition, and the economy are integrated into meal planning and preparation.

FAM &CS 031 MARRIAGE AND FAMILY LIFE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D,E), UC (IGETC Area 4)

Interpersonal growth and rewarding relationships are explored over the course of the family life cycle. This course examines the impact of social, psychological, and economic forces that affect the family.

FAM &CS 050 SANITATION AND SAFETY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn basic principles of sanitation and safety including the types of microorganisms that cause foodborne illness, foodborne infections, toxin-mediated infection, and intoxication. Class includes discussion of environmental conditions including food hazards, contamination, cross-contamination, time and temperature, and personal food handler practices that cause sanitation/safety risks. U.S. Food Code regulations,

California state and Los Angeles County Environmental Health Department regulations and a HACCP system of food safety will help define the role of food, people, and facility in managing a sanitary food facility operation. Emphasis on the importance of proper employee food safety training practices as related to the providing of safe food are core competencies of this class.

FAM & CS 051 FOOD PRODUCTION MANAGEMENT

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Corequisite: FAM & CS 151

Students are introduced to menu analysis for food requisitioning, food production planning, and implementation. Basic principles of quantity cooking are emphasized.

FAM & CS 052 FOODSERVICE MANAGEMENT

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite: FAM & CS 051, FAM & CS 055

Current concepts in food service management are presented in a lecture/discussion format. The course focuses on the systems approach to food service management, including the menu, food purchasing, personal management, facility management, fiscal management, marketing, and information systems.

FAM & CS 055 DIETETIC EDUCATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students are introduced to careers in dietetics and food service. The application of communication skills to training, counseling, and education is studied.

FAM & CS 056 NUTRITION DELIVERY SYSTEMS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Corequisite: FAM & CS 156

The student learns an introduction to nutrition delivery systems and institutional menu diet modifications. The student will study medical nutrition therapy and how to modify diets for particular diseases. State and federal regulatory guidelines for food service are studied.

FAM & CS 151 FOOD PRODUCTION MANAGEMENT LABORATORY

2 Units (Lab 5 Hrs)

Transfer Credit: CSU

Corequisite: FAM & CS 051

Students receive supervised practice in food requisitioning, food production planning, and quantity food production in a clinical laboratory.

FAM & CS 156 NUTRITION DELIVERY SYSTEMS LABORATORY

2 Units (Lab 5 Hrs)

Transfer Credit: CSU

Corequisite: FAM & CS 056

The student completes supervised practice at a long-term care facility in nutritional services. Nutrition delivery systems are evaluated according to state and federal regulatory guidelines. Student shadows a Dietetic Service Supervisor and increasingly contributes as a supervised member of the health care team.

FINANCE (FINANCE)

FINANCE 002 INVESTMENTS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

FINANCE 008 PERSONAL FINANCE AND INVESTMENTS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production to one's personal affairs. Topics include family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security, and retirement plans.

FINANCE 015 PRINCIPLES OF BANKING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operation of the bank.

FRENCH (FRENCH)

FRENCH 001 ELEMENTARY FRENCH I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC

Elementary course for student without prior exposure to French. Develops speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice-Mid Level, and introduces French culture.

FRENCH 002 ELEMENTARY FRENCH II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)

Prerequisite: FRENCH 001

Continues the development of elementary speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice-High Level, and furthers understanding of French culture.

FRENCH 003 INTERMEDIATE FRENCH I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)

Prerequisite: FRENCH 002

Development of intermediate French in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practices interpreting French culture.

FRENCH 004 INTERMEDIATE FRENCH II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)

Prerequisite: FRENCH 003

Continues the development of intermediate French in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilize knowledge of French culture.

FRENCH 010 FRENCH CIVILIZATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)**

Course taught in English. Focuses on the history, culture, traditions, and arts of France and its people. The contribution of France to world civilization is examined.

FRENCH 021 FUNDAMENTALS OF FRENCH I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Fundamental course for students without prior exposure to French. Develops speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice-Low Level, and raises awareness about French culture. FRENCH 021 and FRENCH 022 together are equivalent to FRENCH 001. Both FRENCH 021 and FRENCH 022 must be taken for UC:CSU credit.

GEOGRAPHY (GEOG)
GEOG 001 PHYSICAL GEOGRAPHY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A),****C-ID (GEOG 110)****Advisory: ENGLISH 028, ENGLISH 067**

Students learn about basic scientific principles of geography such as Earth-Sun relationships, weather, climate, water, plate tectonics, landforms, soil, and the biosphere. Emphasis is on the interrelationships among physical systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). Optional field trips are offered.

GEOG 002 CULTURAL ELEMENTS OF GEOGRAPHY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (GEOG 120)****Advisory: ENGLISH 028, ENGLISH 067**

Students learn about diverse human populations in the context of the globe, including the description, analysis, and explanation of demography, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, economic activities, urban areas, and resource utilization. Special emphasis is placed on contemporary issues such as the effects of globalization and the impact of human settlements on the natural environment. Students also learn basic geographic literacy and map reading.

GEOG 004 MAP READING AND INTERPRETATION**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

This course provides an introduction to maps, cartography, and spatial analysis techniques. Students use paper maps and computerized mapping technologies such as Geographic Information Systems (GIS) to learn how geographers can use spatial information in cultural and environmental decision-making. Data sources including satellite images, aerial photographs, and the U.S. Census will be utilized. For students planning further study in cartography or geographic decision-making, the course will serve as a primer for a GIS course.

GEOG 014 GEOGRAPHY OF CALIFORNIA**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D) (IGETC Area 4)**

This course surveys the physical and cultural landscapes of California with emphasis on human-environment interaction and the spatial patterns of natural, socio-political, economic and demographic forces that have shaped the state. This course examines historical and current trends in climate, human population, cultural diversity, migration, and settlement patterns. Distinctive high-tech industries, iconic urban areas, resource use, transportation routes, and trade are assessed with an emphasis on the profound interconnections between these subjects, on California's diversity, and on the rapid change that is transforming our people and its landscapes. As the most populous state, there will be focus on the ongoing role of its residents in constructing the identity of the 21st Century Californian.

GEOG 015 PHYSICAL GEOGRAPHY LABORATORY**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area B3), UC (IGETC Area 5C),****C-ID (GEOG 111)****Prerequisite: GEOG 001****Corequisite: GEOG 001****Advisory: ENGLISH 028, ENGLISH 067**

This course is designed to provide supplemental exercises in topics covered in Physical Geography lecture (GEOG 001). Students learn to analyze and interpret maps, including weather maps and topographic maps, as well as perform hands-on exercises that explore Earth-Sun relationships, atmospheric energy transfer, pressure and moisture, climate and biogeography, plate tectonics and volcanoes, and landforms.

GEOG 020-1 GEOGRAPHIC FIELD STUDIES (MOUNTAINS)**1 Units (Lab 2 Hrs)****Transfer Credit: CSU**

This course introduces students to common field techniques utilized by physical geographers. Students learn in an immersive environment during off-campus field trips, where multiple senses are engaged. Physical processes, characteristics, and landscapes will be observed and analyzed. This course specifically focuses on upland/montane environments and will complement other courses in the GEOG 020 suite that focus on coastal, urban, and desert environments.

GEOLOGY (GEOLOGY)
GEOLOGY 001 PHYSICAL GEOLOGY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A),****C-ID (GEOG 100)****Advisory: ENGLISH 028, ENGLISH 067**

Students learn the scientific method and significant historical developments in geological sciences; formation of Earth materials, including minerals, igneous rocks, sedimentary rocks, and metamorphic rocks; geological time, including relative dating, absolute dating, and fossil correlation; Earth's internal processes, including plate tectonics, earthquakes, volcanism and magmatism, mountain building, geological structures, and metamorphism; Earth's external processes, including

weathering, erosion, sedimentation, mass wasting, ground-water, surface water, and climate systems; and renewable and nonrenewable resources, including water and fossil fuels.

GEOLOGY 002 EARTH HISTORY**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU (CSUGE Area B1), UC (IGETC Area 5A)**Advisory:** ENGLISH 028

Students receive an introduction to the geological history of Earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; significant tectonic events, such as mountain building episodes; and the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans. Multimedia presentations are used throughout the course. Field trips will be taken.

GEOLOGY 006 PHYSICAL GEOLOGY LABORATORY**1 Units (Lab 3 Hrs)****Transfer Credit:** CSU (CSUGE Area B3), UC (IGETC Area 5C),**C-ID (GEOL 100 L)****Prerequisite or Corequisite:** GEOLOGY 001**Advisory:** ENGLISH 028, ENGLISH 067

Students learn the scientific method; identification of minerals and rocks; topographic and geologic map skills, including changing map scales using dimensional analysis and interpretation of geological structures in map view and cross-section; stratigraphic interpretation of sea level change; coastal sedimentary processes; determination of the location and magnitude of earthquakes; geological time and important geological events; and energy and mineral resources. Field trip will be taken.

GEOLOGY 007 EARTH HISTORY LABORATORY**1 Units (Lab 3 Hrs)****Transfer Credit:** CSU (CSUGE Area B3) (IGETC Area 5C), C-ID (GEOL 110 L)**Prerequisite:** GEOLOGY 002**Corequisite:** GEOLOGY 002

Students learn fundamental principles of historical geology and the geological history of Earth and its inhabitants, with emphasis on North America. Laboratory topics include: relative and radiometric dating; analysis of sedimentary rocks, depositional environments, and facies relationships; correlation and stratigraphy; fossils, fossilization, and evolution; organization and interpretation of geological information, including geological maps and cross-sections; Precambrian (Archean and Proterozoic Eons) geology; Phanerozoic (Paleozoic, Mesozoic, and Cenozoic Eras) geology; and Hominin fossils. Field trips may be taken.

HEALTH (HEALTH)**HEALTH 002 HEALTH AND FITNESS****3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC

The students will determine the components of a healthy physical and psychological lifestyle, with an emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. During the physical fitness segment,

students participate in aerobic, flexibility, and strengthening activities, focusing on individual improvement. Students assess their fitness status to build their own fitness plan.

HEALTH 008 WOMEN'S PERSONAL HEALTH**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC

The student will investigate both physiological and psychological health issues that are unique to women, including, nutrition, hygiene, sexuality, reproduction, drug use, violence and abuse, and diseases common to women.

HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC, C-ID (PHS 100)

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. This course does not focus on the vocational aspects of the public health field and instead looks at the connection between personal behavior and its correlation with disease prevention. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

HEALTH 012 SAFETY EDUCATION AND FIRST AID**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU (CSUGE Area E), UC, C-ID (KIN 101)

Students receive the theory and a detailed demonstration of the first aid care of the injured. This course covers how to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

HEALTH 021 HUMAN SEXUALITY**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU, C-ID (PSY 130)

This course provides a comprehensive introduction to the cultural, behavioral, biological and psychosocial aspects of human sexuality. This course prepares students for working in the public health field and an emphasis is put on the societal implications and sexual health behavior. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

HEALTH 046 BASIC LIFE SUPPORT CPR/AED FOR THE HEALTHCARE PROVIDER**1 Units (Lec 1 Hrs)**

Students learn the American Heart Association Basic Life Support (BLS) CPR/AED for the Healthcare Provider, including care of the adult, child, and infant.

HEALTH 051 DRUGS AND ALCOHOL IN SOCIETY**3 Units (Lec 3 Hrs)****Transfer Credit:** CSU

Students will learn the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will learn concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic, and physiologic effects of selected substances on the human brain. Political, social, and economic factors involved in the supply and demand for drugs will be

discussed. Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed.

HEALTH 101 INTRODUCTION TO PUBLIC HEALTH

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area E), UC

Students will learn the discipline of Public Health. Students will learn an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and health care policy and management.

HISTORY (HISTORY)

HISTORY 003 HISTORY OF ENGLAND AND GREAT BRITAIN I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2,D6), UC (IGETC Area 3B,4F)

Advisory: ENGLISH 101

The student learns the history of British culture, emphasizing social, political, and economic issues from earliest times to 1500.

HISTORY 004 HISTORY OF ENGLAND AND GREAT BRITAIN II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2,D6), UC (IGETC Area 3B,4F)

Advisory: ENGLISH 101

The student learns the history of British culture, emphasizing social, political, and economic issues from 1500 to the present.

HISTORY 005 HISTORY OF THE AMERICAS I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course covers the History of the Americas (North, Central and South America) from the arrival of the first humans to the liberation of the Americas from the European powers (England, France, Spain and Portugal) between 1783-1824. As the course covers a long time span and a huge geographic area, the emphasis is on Native American civilizations, European colonization and American democracy. The course analyzes the American Declaration of Independence and the United States Constitution, as well as the new Latin American nations and the United States to 1830.

HISTORY 006 HISTORY OF THE AMERICAS II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course is a comparative survey of the political, social, economic, and cultural development of the Americas from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It covers issues including class, race, gender, social change, and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

HISTORY 007 THE WORLD'S GREAT RELIGIONS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2,D), UC (IGETC Area 3B,4)

In this course students are introduced to the great religions of the world, exploring their evolution and impact on society throughout history. The course begins with animisms and ancient religions, before examining the more familiar religions that emerged during and soon after the Axial Age such as Hinduism, Buddhism, Jainism, Confucianism, Taoism, and the Abrahamic Religions (Judaism, Christianity, Islam).

HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D6, US1), UC (IGETC Area 4F),

C-ID (HIST 130)

A survey of U.S. history from the European colonization of North America and of the United States through Reconstruction.

HISTORY 012 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES FROM 1865

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D6, US1), UC (IGETC Area 4F),

C-ID (HIST 140)

Students survey study of the social and political history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs.

HISTORY 040 AMERICAN HISTORY IN FILM

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students will survey the development of American films and explore the way in which American history has been interpreted and presented for mass viewing by movie-going audiences.

HISTORY 059 COMPARATIVE HISTORY OF GENOCIDE & WAR CRIMES

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)

The student learns the comparative history of genocide and war crimes in the 20th century and the legal instruments and organizations that have attempted to criminalize acts that fit within the definitions of genocide under international law. Students will also learn the comparative history of cultural conflict (identity), race and racism, and nationalism.

HISTORY 073 RACE & RACISM IN UNITED STATES HISTORY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4C,4)
Prerequisite: ENGLISH 021

Students learn how race has developed as a legal and social category in the United States, as well as learning about the interactions among diverse ethnic groups in the U.S. Students investigate how racism has affected intercultural collaboration and confrontation. Students compare and contrast diverse racial and ethnic experiences in the United States.

HISTORY 081 A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D, US1), UC (IGETC Area 4)
Advisory: ENGLISH 101 , ENGLISH 067

The student learns the history of working people in the United States from the colonial period through Reconstruction. Colonial life, the Revolutionary War, the early republic, the market revolution, the rise of urban America, westward expansion, the Civil War, and Reconstruction are examined from the perspective of indentured servants, slaves, farmers, skilled and unskilled laborers, and male and female workers.

HISTORY 082 A HISTORY OF WORKING PEOPLE IN THE UNITED STATES II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D, US1), UC (IGETC Area 4)
Advisory: ENGLISH 101 , ENGLISH 067

The student learns the history of working people in the United States from Reconstruction to the present. Reconstruction, the Gilded Age and Progressive Era, immigration, imperialism, the Twenties, the Great Depression and New Deal, the World Wars, the Cold War and the Fifties, the Sixties, the conservative shift, and globalization are examined from the perspective of people from diverse social groups.

HISTORY 086 INTRODUCTION TO WORLD CIVILIZATION I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2,D), UC (IGETC Area 3B,4), C-ID (HIST 150)
Prerequisite: ENGLISH 028

Traces the development and interrelationships of world civilizations, their cultural traditions, and their contributions from the earliest times to 1500.

HISTORY 087 INTRODUCTION TO WORLD CIVILIZATION II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2,D), UC (IGETC Area 3B,4), C-ID (HIST 160)
Prerequisite: ENGLISH 028

Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the era of European expansion in the sixteenth century to the present. Note: HIST 086 is not a prerequisite for this course. Students may take HIST 087 without taking HIST 086.

HISTORY 385 DIRECTED STUDY - HISTORY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students study History on a contract basis under the direction of a supervising instructor.

HUMANITIES (HUMAN)**HUMAN 006 GREAT PEOPLE, GREAT AGES**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students receive an introduction to ideas and methods in the Humanities. The course explores the way in which individuals and groups create meaning in their lives and in the world around them.

HUMAN 008 GREAT WOMEN IN THE HUMANITIES

3 Units (RPT 1) (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students are introduced to the lives and times of great women from ancient times to the modern era.

HUMAN 030 THE BEGINNINGS OF WESTERN CIVILIZATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students receive an introduction to ancient cultures and world religions. The course explores the foundational texts, art ,and ideas of ancient India, China, the Middle East, Egypt, and Greece.

HUMAN 031 PEOPLE IN CONTEMPORARY SOCIETY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students are introduced to the contemporary cultural encounters between the various world cultures including Europe, the Americas, Asia, and Africa. Rather than a historical survey, specific historical case studies are examined.

HUMAN 061 PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)
Advisory: ENGLISH 028, ENGLISH 067

Students explore contemporary arts, literature, and popular culture. Students employ a range of analytic frameworks, including how the creative process is generated through myth and dreams as well as how race, class, gender, and sexuality are portrayed in popular culture.

INTERNATIONAL BUSINESS (INTBUS)**INTBUS 001 INTERNATIONAL TRADE**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students gain an understanding of international business, the dynamics between developed and developing countries, recent trends, how and why the world's countries differ, and implications to managers of international companies. The principles of international trade, including the central tenets of globalization, the new world order in the global economy, and the institutions that govern global trade will be covered. Topics include: globalization, foreign direct investment, political economies, regional economic integration, foreign exchange

market, international monetary system, global capital markets, strategies of international organizations, and exporting, importing and counter-trade.

INTBUS 003 EXPORT PROCEDURES I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

The student identifies, defines, and explains that which is required by the United States regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

INTBUS 004 IMPORT PROCEDURES I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

The student learns how to identify, define, and explain the United States regulatory agencies requirements to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present to the Bureau of Customs the shipment and its document.

INTBUS 005 PAYMENT INSTRUMENTS AND PROCEDURES I

3 Units (Lec 3 Hrs)

The student learns how to arrange and receive payment for merchandise shipped from one country to another. Topics covered include how to prepare and fill out documents. Also included is information regarding credit and political risk insurance.

INTBUS 006 INTERNATIONAL MARKETING I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Student is focused on how to get foreign customers for American made products, how to identify prospective customers, how to make contact, and how to sell the product. Variables include: culture, trade customs, politics, climate, wealth, business and government structures, and international law.

JAPANESE (JAPAN)

JAPAN 001 ELEMENTARY JAPANESE I

5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC

Elementary course for student without prior exposure to Japanese. Develops speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice-Mid Level, and introduces Japanese culture.

JAPAN 002 ELEMENTARY JAPANESE II

5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)
Prerequisite: JAPAN 001 or JAPAN 022

Continues the development of elementary speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice-High Level, and furthers understanding of Japanese culture

JAPAN 003 INTERMEDIATE JAPANESE I

5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)
Prerequisite: JAPAN 002

Development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Japanese culture.

JAPAN 004 INTERMEDIATE JAPANESE II

5 Units (Lec 5 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)
Prerequisite: JAPAN 003

Continues the development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Japanese culture.

JAPAN 007 CONVERSATIONAL JAPANESE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: JAPAN 002

Students will develop practical speaking and listening skills in Japanese at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

JAPAN 009 JAPANESE CIVILIZATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Open to all students. Course taught in English. Focuses on the history, culture, traditions, and arts of Japan and its people. The contribution of Japan to world civilization is examined.

JAPAN 021 FUNDAMENTALS OF JAPANESE I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2)

Fundamental course for students without prior exposure to Japanese. Develops speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice-Low Level, and raises awareness about Japanese culture. JAPAN 021 and JAPAN 022 together are equivalent to JAPAN 001. Both JAPAN 021 and JAPAN 022 must be taken for UC:CSU credit.

JAPAN 022 FUNDAMENTALS OF JAPANESE II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC
Prerequisite: JAPAN 021

Continues the development of fundamental speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice-Mid Level, and introduces Japanese culture. JAPAN 021 and JAPAN 022 together are equivalent to JAPAN 001. Both JAPAN 021 and JAPAN 022 must be taken for UC:CSU credit.

JOURNALISM (JOURNAL)

JOURNAL 101 COLLECTING AND WRITING NEWS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, C-ID (JOUR 110)

Students learn the principles of collecting and writing the news, and the basics of Associated Press Style. Students survey the history and foundation of the press in America. Curriculum connects theory with meaningful activity and practice. Course covers news conferences, speeches and other events, including an introduction to broadcast writing, multimedia, and social

media. The course includes an examination of freedom of the press and a critical analysis of its responsibilities. Students examine legal issues, press ethics, and ethical dilemmas.

JOURNAL 105 MASS COMMUNICATIONS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (JOUR 100)**

Students examine America's mass communication systems and learn how they affect human behavior in relation to social, political, and economic institutions. Students learn the structure and function of media in the digital age. Students learn and discuss media literacy and mass communication theories, as well as public relations practice, the history of advertising and the evolution of the Internet. Survey of factors that influence the creation and distribution of media messages, and the impact of those messages on society.

JOURNAL 108 ARTICLE WRITING**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

This is a course for journalism majors, freelance writers, and anyone who wants to learn to write articles for media. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

JOURNAL 185 DIRECTED STUDY - JOURNALISM**1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

JOURNAL 217-1 PUBLICATION LABORATORY I**2 Units (Lab 6 Hrs)****Transfer Credit: CSU**

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.

JOURNAL 217-2 PUBLICATION LABORATORY II**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: JOURNAL 217-1**

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 Collegian. 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.

JOURNAL 217-3 PUBLICATION LABORATORY III**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: JOURNAL 217-2**

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, Collegian Wired. 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.

JOURNAL 217-4 PUBLICATION LABORATORY IV**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: JOURNAL 217-3**

Students learn professional-level newspaper production techniques through the publication of the campus newspaper, the Collegian, with an emphasis on mobile journalism and social media. At the professional level, students write for the Collegian and practice the skills necessary to work across social media, broadcast, and print platforms. At the professional level, all students publish blogs and create online portfolios.

JOURNAL 218-1 PRACTICAL EDITING I**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU, C-ID (JOUR 130)****Prerequisite: JOURNAL 101**

In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Collegian. This includes basic copy editing, writing headlines, and cropping photographs. Editors evaluate and discuss issues of the newspaper in regularly scheduled critique sessions following publication.

JOURNAL 218-2 PRACTICAL EDITING II**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU, C-ID (JOUR 131)****Prerequisite: JOURNAL 218-1**

Students learn intermediate newspaper editing skills through the publication of the campus newspaper, the Collegian. Editors check facts, spelling, grammar, and Associated Press style for all copy; improve stories and oversee major revision; collaborate with news design staff, photographers, and reporters; and create style sheets and dummy pages for upcoming issues.

JOURNAL 218-3 PRACTICAL EDITING III**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: JOURNAL 218-2**

In this course, students practice advanced newspaper editing skills through the publication of the campus newspaper, the Collegian. Students edit reporter work for grammar, punctuation, clarity, and Associated Press Style. Student editors craft headlines and cutlines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

JOURNAL 218-4 PRACTICAL EDITING IV**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: JOURNAL 218-3**

Students learn professional-level newspaper writing and copy editing through the publication of the campus newspaper, the Collegian. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve

broadcast, online, multimedia, and social media content. Editors review and critique all content in regularly scheduled class meetings.

JOURNAL 219-1 TECHNIQUES FOR STAFF EDITORS I

1 Units (Lab 3 Hrs)
Transfer Credit: CSU

In this beginning course, students learn practices in editorial writing and analysis, while working as editors on the campus newspaper, the Collegian. Students also learn newsroom leadership skills and how to formulate editorial policy. Student learn to be accountable for what they publish. They also learn to respond to feedback from readers, including letters to the editor.

JOURNAL 219-2 TECHNIQUES FOR STAFF EDITORS II

1 Units (Lab 3 Hrs)
Transfer Credit: CSU
Prerequisite: JOURNAL 219-1

In this course, student editors receive intermediate instruction in editorial writing and analysis of editorial problems, students survey research methods, students learn newsroom leadership skills and how to formulate editorial policy, and students set advertising and editorial policy.

JOURNAL 219-3 TECHNIQUES FOR STAFF EDITORS III

1 Units (Lab 3 Hrs)
Transfer Credit: CSU
Prerequisite: JOURNAL 219-2

In this course, students learn advanced techniques for managing and producing the student newspaper, the Collegian. Students focus on newsroom operations and staff hierarchy. Editors learn planning techniques and establish reporting guidelines. At this level, editors analyze coverage during regular meetings and implement changes to improve print and online content. Students master real newsroom techniques and practices, and learn to produce under intense deadline pressure.

JOURNAL 220 MAGAZINE PRODUCTION

3 Units (Lec 1 Hrs / Lab 4 Hrs)
Transfer Credit: CSU
Prerequisite: JOURNAL 101

Students learn basic theory and practice of the planning and production of a print magazine. This beginning magazine production course includes pre-press production, story and image budgeting, as well as how to write, edit, and publish a magazine. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and they learn to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

JOURNAL 220-1 MAGAZINE PRODUCTION 1

3 Units (Lec 1 Hrs / Lab 4 Hrs)
Transfer Credit: CSU
Prerequisite: JOURNAL 101

Students will learn basic theory and practice of the planning and production of a print magazine. This beginning magazine production course includes pre-press production, story and image budgeting, as well as how to write, edit, and publish a magazine. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design.

Students learn to create production schedules, and they learn to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

JOURNAL 220-2 MAGAZINE PRODUCTION 2

3 Units (Lec 1 Hrs / Lab 4 Hrs)
Transfer Credit: CSU
Prerequisite: JOURNAL 220-1

Students will develop and practice intermediate skills in magazine writing and production for print. Students will learn to collaborate in teams with copy editors, visual journalists such as photographers, graphic designers, videographers, cartoonists, and illustrators, to create the campus publication, the Collegian Times. Students will also develop multi-platform skills that enable them to reversion print articles for use in online TV and in podcasts. Intermediate students practice peer review and critiques of reporters' rough drafts. Students also learn to create budgets and production schedules and to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

JOURNAL 258 BLOGGING AND SOCIAL MEDIA

3 Units (Lec 1 Hrs / Lab 6 Hrs)
Transfer Credit: CSU

This course provides practical instruction and practice in developing, producing, writing, and marketing blogs as part of the student online campus publications. Online editions are evaluated and critiqued in regularly scheduled student staff meetings.

JOURNAL 285 DIRECTED STUDY - JOURNALISM

2 Units (Lec 2 Hrs)
Transfer Credit: CSU

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

KINESIOLOGY (KIN)

KIN 045 ADAPTED FITNESS

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

KIN 180 MARATHON TRAINING COURSE FOR RUN/WALK

1.5 Units (Lab 4 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students develop an understanding of cardiovascular endurance and specificity of training for marathons using a variety of tempo run/walks. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained along with proper hydration and nutrition.

KIN 185 DIRECTED STUDY - KINESIOLOGY**1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

KIN 201-1 SWIMMING SKILLS I**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn intermediate swimming skills. Skills for each stroke include kicking, arm stroke, proper breathing techniques, body position, and rhythm of stroke. The student also learns water safety skills.

KIN 202 LAP SWIMMING SKILLS**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Advanced swimmers improve their speed, strength, and endurance. Instructor directs organized, challenging workouts with all four competitive strokes. Students should be able to swim 50 yards, without stopping, in deep water using the freestyle stroke and rotary breathing. At the first pool session, students' swimming ability will be assessed to ensure minimum skills for participation.

KIN 205 WATER POLO SKILLS**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn ball handling, game strategy, shooting, defense, offense, counter attack, and game management. Instruction includes progressive skills attainment.

KIN 206 DIVING SKILLS**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn the theory and practice of diving drills necessary to use the one-meter diving board. Demonstration and instruction on the five categories of basic dives, a front approach, the back take-off, jumps, line-ups, dry-land conditioning exercises and drills, and work toward building a five-dive list is covered.

KIN 215-1 JUDO SKILLS I**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn 15 throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

KIN 215-2 JUDO SKILLS II**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC****Prerequisite: KIN 215-1**

Students apply the techniques of judo to a moving opponent. Students practice five throwing techniques, five pinning techniques, five constriction techniques, and two arm locks.

KIN 215-3 JUDO SKILLS III**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC****Prerequisite: KIN 215-2**

Students learn the competitive rules of the International Judo Federation. Additionally, students learn five new throwing techniques, five new pinning techniques, two new arm locks, and five new constriction techniques, all of which are applied while attacking and defending simultaneously while randomly moving about the competition area.

KIN 217 SELF-DEFENSE SKILLS**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

The student develops the basic skills of self-defense, beginning with lateral movement, strength and cardiovascular fitness, agility, and awareness of self in one's environment. The basic skills include striking, kicking, blocking, throwing, grappling, and other techniques. Additionally, legal and moral issues of self-defense are discussed.

KIN 229 BODY CONDITIONING SKILLS**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility. Various modes of aerobic exercises are emphasized in support of the cross-training concept. Resistance training using fixed weight of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education.

KIN 230 CARDIOKICKBOXING SKILLS**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn a non-contact aerobic activity designed to teach basic kicking and punching techniques to improve overall fitness and increase bio mechanics training including: cardio-respiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

KIN 237 BOOT CAMP I**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn and apply low intensity style boot camp class activities along with nutrition and diet assessments. Students learn training exercises like basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. Students train individually, with a partner or in a team setting.

KIN 246 BODY SCULPTING SKILLS**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn techniques for body sculpting to achieve cardiovascular fitness, flexibility, muscle toning and endurance. Students will utilize exercise bands, core strength training on mats, weights, stability balls, medicine balls, kettle bells, and other activities are used to increase cardiac output and overall lean muscle mass.

KIN 249-1 STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy, and varied relaxation exercises.

KIN 249-2 STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 249-1, DANCETQ 241

Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy, and varied relaxation exercises. Students develop listening skills and presentation skills through practice.

KIN 250-1 WEIGHT TRAINING SKILLS I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

KIN 250-2 WEIGHT TRAINING SKILLS II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 250-1

Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

KIN 250-3 WEIGHT TRAINING SKILLS III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 250-2

Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Advanced Weight Training are required to take a skills test.

KIN 251-1 YOGA SKILLS - I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn the physical practice of yoga, connecting body, mind, and spirit. The students are introduced to its origins, asanas (positions), and terminology.

KIN 251-2 YOGA SKILLS - II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 251-1

Students progress in the physical practice of yoga asana, moving beyond beginning level positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn asanas (positions), terminology, and gain greater understanding of yoga philosophy and its application to daily life.

KIN 251-3 YOGA SKILLS - III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 251-2

Students learn the physical and psychological aspects of yoga through the practice of connecting body, mind, and spirit. The students are introduced to its origins, asanas (positions), and terminology.

KIN 265 CROSS COUNTRY CONDITIONING SKILLS

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn basic biomechanics pertaining to jogging, running, and race walking. Students will improve their cardiovascular system through various conditioning programs. Students learn a variety concepts pertaining to pacing, nutrition, cross training, and weight management that help enable them to increase their quantity and quality of life.

KIN 266-1 BADMINTON SKILLS - I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn the fundamental skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, rules, and basic strategies for the games of singles and doubles.

KIN 266-2 BADMINTON SKILLS - II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 266-1

Students learn the skills and knowledge necessary to play badminton at the intermediate skill level such as the serve, clear, drop and smash shots, feints, rules, and intermediate level strategies for the games of singles and doubles.

KIN 271-1 TENNIS SKILLS - I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn the fundamental skills and knowledge necessary to play tennis such as serve, forehand and backhand, ground strokes and volleys, singles and doubles rules, and basic court positioning and strategy.

KIN 271-2 TENNIS SKILLS - II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 271-1

Students learn intermediate level skills and knowledge to play tennis. Essential aspects of the game are presented through lecture, demonstration, group and individual drills, stroke analysis, theory, and application of singles and doubles play. Emphasis is also placed on physical fitness. This skill level articulates with United States Tennis Association's level 2.5 to 3.0.

KIN 272 TRACK AND FIELD SKILLS

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

KIN 285 DIRECTED STUDY -KINESIOLOGY

2 Units (Lec 2 Hrs)
Transfer Credit: CSU

Students learn to participate professionally in a variety of fitness environments. Areas of study include youth fitness, personal training, group fitness, senior classes and health, and diabetes prevention, among others. Students learn to work with clients, manage client care, and analyze results. They also pursue directed studies in the area of Kinesiology on a contract basis under the direction of a supervising instructor.

KIN 287-1 BASKETBALL SKILLS I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, and passing) and basic offensive and defensive team strategies through instruction and drills.

KIN 287-2 BASKETBALL SKILLS II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 287-1

Students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

KIN 289-1 SOCCER SKILLS I

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn basic soccer skills of passing, dribbling, shooting, and goalkeeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

KIN 289-2 SOCCER SKILLS II

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 289-1

Students learn fundamental skills, team strategies, rules of the games, refereeing, and active participation of game play. Students also learn how activities can lead to an active, healthy lifestyle by developing a personal fitness plan.

KIN 290 SOFTBALL SKILLS

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn the fundamental skills and rules of softball. Students learn proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

KIN 291-1 VOLLEYBALL SKILLS I

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

The student will learn and develop a basic understanding of volleyball. The student will learn the basic skills of serving, passing, setting, attacking, and blocking. The student will also learn the tactical skills of basic volleyball offensive and defensive play and well as the rules and scoring.

KIN 291-2 VOLLEYBALL SKILLS II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC
Prerequisite: KIN 291-1 or Placement exam

Students learn volleyball skills and techniques. Skills learned are passing, serving, hitting, and blocking. The students also learn strategy used for games and the rules of the sport.

KIN 300 SWIMMING NON-/SWIMMER

1 Units (Lab 2 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

KIN 300-1 SWIMMING NON-SWIMMER I

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes, and improve water safety awareness.

KIN 303 AQUA AEROBICS

1 Units (RPT 3) (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students learn basic principles of water safety, nutrition, and water aerobics exercises for conditioning. This class emphasizes cardiovascular endurance and strength training by the use of water resistance.

KIN 307 SWIM AND RUN

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students develop an understanding of cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running techniques with practice drills and feedback. The emphasis will be to provide safe and effective training progressions to improve health and skill acquisition. This class promotes the appreciation of outdoor fitness and all abilities are welcomed.

KIN 326 AEROBIC SUPER CIRCUIT LAB

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

The student rotates through a series of weight training and cardiovascular exercises/machines at short, timed intervals for a challenging form of conditioning that develops muscular strength, muscular endurance and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and increased overall wellness along with issues pertaining to exercise physiology.

KIN 327 LIFELONG FITNESS LAB

1 Units (Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area E), UC

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

KIN 328 BICYCLE SPINNING ACTIVITY**1 Units (Lab 2 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

KIN 328-1 BICYCLE SPINNING I**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

This course increases and helps maintain both cardiovascular endurance and leg strength through stationary bike workouts. Intensity is high and challenging. Resting and target heart rates are used to monitor improvements in the students' cardiovascular system.

KIN 328-2 BICYCLE SPINNING II**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC****Prerequisite: KIN 328-1**

This course covers the intermediate principles designed to build on basic techniques from Bicycle Spinning I. Intervals, rolling hills, sprints, climbs, runs, and jumps challenges students to improve their cardiovascular system, help build leg strength, burn calories, and increase endurance.

KIN 331 CROSS TRAINING**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lectures on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, and increase muscle strength/endurance and flexibility.

KIN 333 STEP AEROBICS AND WEIGHT TRAINING**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students use a combination of strength training machines, free weights, step aerobics, and low impact aerobics to increase overall fitness and knowledge of personal health. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance. Students learn safety training, biomechanics, nutrition, weight management, and other nutrition and fitness concepts and skills.

KIN 334 FITNESS WALKING**1 Units (Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC**

Students focus on achieving cardiovascular fitness and a healthy lifestyle through walking programs and gate training. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, nutrition, BMI, cardiovascular disease prevention, and assessing fitness level.

KINESIOLOGY ATHLETICS (KIN ATH)**KIN ATH 511 INTERCOLLEGIATE ATHLETICS-SOCCER****3 Units (RPT 3) (Lab 10 Hrs)****Transfer Credit: CSU**

Students/athletes learn soccer skills and techniques required for intercollegiate soccer. The course provides an opportunity to develop fine motor skills and game strategies needed to compete at the collegiate level.

KIN ATH 552 INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU**

The student athlete will prepare for the physical and mental rigors of the athletic season. The following areas are emphasized: the analysis/development of athletic skills, offensive and defensive systems, and the five components of physical fitness. This class is open to students who are current team members.

KIN ATH 558 INTERCOLLEGIATE SOCCER-FITNESS & SKILLS TRAINING**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU**

Student-athletes will be provided an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

KINESIOLOGY MAJOR (KIN MAJ)**KIN MAJ 100 INTRODUCTION TO KINESIOLOGY****3 Units (RPT 1) (Lec 3 Hrs)****Transfer Credit: CSU, UC, C-ID (KIN 100)**

Students learn about the study of human movement through an interdisciplinary approach that includes discussing the importance of the sub-disciplines in kinesiology and the variety of career opportunities in the areas of teaching, allied health, and fitness professions.

KIN MAJ 117 PERSONAL TRAINER INSTRUCTOR**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students will develop the knowledge and understanding to prepare for the ACE Personal Trainer Certification Exam and become effective personal trainers. This is a comprehensive course for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by this course will help the student learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

KIN MAJ 134 ADVANCED LIFESAVING**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

This class provides training in lifesaving skills and students are certified in the latest American Red Cross Lifeguarding program. Lifeguard program certification includes cardiopulmonary resuscitation, first aid, automated external defibrillator (AED), oxygen administration, and lifeguard management procedures.

**KIN MAJ 217 MOVEMENT SCREENING AND ANALYSIS
FOR FITNESS TRAINING PROFESSIONALS****3 Units (Lec 2 Hrs / Lab 2 Hrs)**

Students learn the knowledge, skills, and abilities to become Functional Movement Screen Certified. Students will learn and identify common musculoskeletal dysfunctions and pathologies. Students will explore the impact of movement dysfunction on the muscular, skeletal, and myofascial system and design and implement corrective exercise strategies to improve overall functional movement.

KOREAN (KOREAN)**KOREAN 001 ELEMENTARY KOREAN I****5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Elementary course for students without prior exposure to Korean. Develops speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice-Mid Level, and introduces Korean culture.

KOREAN 002 ELEMENTARY KOREAN II**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)****Prerequisite: KOREAN 001**

Continues the development of elementary speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice-High Level, and furthers understanding of Korean culture.

KOREAN 003 INTERMEDIATE KOREAN I**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)****Prerequisite: KOREAN 002**

Development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Korean culture.

KOREAN 004 INTERMEDIATE KOREAN II**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)****Prerequisite: KOREAN 003**

Continues the development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Korean culture.

KOREAN 007 CONVERSATIONAL KOREAN**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: KOREAN 002**

Students will develop practical speaking and listening skills in Korean at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

KOREAN 010 KOREAN CIVILIZATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)**

Open to all students. Course taught in English. Focuses on the history, culture, traditions, and arts of Korea and its people. The contribution of Korea to world civilization is examined.

KOREAN 021 FUNDAMENTALS OF KOREAN I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Fundamental course for students without prior exposure to Korean. Develops speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice-Low Level, and raises awareness about Korean culture. KOREAN 021 and KOREAN 022 together are equivalent to KOREAN 001. Both KOREAN 021 and KOREAN 022 must be taken for UC:CSU credit.

KOREAN 022 FUNDAMENTALS OF KOREAN II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC****Prerequisite: KOREAN 021**

Continues the development of fundamental speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice-Mid Level, and introduces Korean culture. KOREAN 021 and KOREAN 022 together are equivalent to KOREAN 001. Both KOREAN 021 and KOREAN 022 must be taken for UC:CSU credit.

LAW (LAW)**LAW 001 BUSINESS LAW I****3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

Students learn the fundamental legal principles pertaining to business transactions. Students will be introduced to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

LAW 002 BUSINESS LAW II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

Students learn about the fundamental principles of law as they apply in the business world. Topics include, but are not limited to, bankruptcy law; employment and labor law; employment discrimination; corporations; administrative law; environmental law; real property and landlord-tenant relationships; and wills, trusts, and elder law. This course is necessary for a well-rounded knowledge of business law.

LAW 003 CIVIL RIGHTS AND THE LAW**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)**

Students learn about the broad range of privileges and rights guaranteed by the United States Constitution and subsequent amendments and laws that guarantee fundamental freedoms to all individuals. These freedoms include the rights of free expression and action; the right to enter into contracts, own property, and initiate lawsuits; the right of due process and equal protections of the laws; opportunities in education and

work; the freedom to live, travel, and use public facilities wherever one chooses; and the right to participate in the democratic political process.

LAW 004 DIRECTED FIELD WORK IN LEGAL ASSISTING

3 Units (Lec 1 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

Prerequisite: LAW 010

Students gain practical experience by working in a law office or other legal environment. Students are supervised by an attorney, paralegal supervisor, or other legal personnel. These unpaid internship positions are available in a variety of legal fields and legal settings. Through weekly seminars, students also gain and share information on preparing for permanent employment. Students must complete 108 hours in their internship assignments.

LAW 007 STREET LAW

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC

Advisory: ENGLISH 101

Students develop a practical understanding of the U.S. legal system and students will engage in active community participation. Students learn about areas of the law that affect the daily lives of all Americans and U.S. residents. Particularly relevant are the areas of consumer, housing, family, and employment law, along with marriage, and parental rights. Additionally, students learn fundamental criminal law and constitutional law principles. This knowledge provides a platform for guided discussion of important public policy issues concerning crime, discrimination, health care, and immigration.

LAW 010 INTRODUCTION TO LEGAL ASSISTANT I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Corequisite: ENGLISH 101

The students learn about careers in the paralegal profession; the inner workings of the law office; ethics and professional responsibility; sources of American law; the court system and alternative dispute resolution; and conducting interviews and investigations. This is an introductory course in understanding the role of the paralegal in the legal field.

LAW 011 INTRODUCTION TO LEGAL ASSISTANT II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite: LAW 010, ENGLISH 101

Students learn the fundamentals of California civil litigation. Students become familiar with the California Code of Civil Procedure through the study of topics including, but not limited to, parties and jurisdictions; pleadings; complaints, answers, and cross-claims; introduction to motions; motions attacking the pleadings; summary judgments; evidence; introduction to discovery; written discovery; depositions; and trial preparation. Students learn how to draft legal documents such as complaints, answers, and motions.

LAW 012 TORT LAW AND CLAIMS INVESTIGATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite: LAW 010, ENGLISH 101

Students learn the academic and practical principles of tort law needed for a successful career as a paralegal. Special emphasis will be placed on the three major categories of tort law: intentional torts; negligence; and strict liability. Other topics

covered include, but are not limited to, malpractice; misrepresentation; product liability; defamation; vicarious liability; and joint liability.

LAW 013 WILLS, TRUSTS, AND PROBATE ADMINISTRATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation. Students learn the organization and jurisdiction of the California Probate Court, with an overview of the administration of estates in probate.

LAW 014 LAW OFFICE MANAGEMENT

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn comprehensive, up-to-date information on the use of technology by paralegals in all types of legal organizations. This course describes basic computer concepts as well as more complex skills and software programs, with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Summation iBlaze, Tabs3, TimeMap, Trial-Director, and more. This course covers important topics such as electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing.

LAW 017 LEGAL WRITING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite: LAW 010, ENGLISH 101

Students study advanced legal drafting and writing, including special research projects.

LAW 018 MARRIAGE AND FAMILY LAW

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn basic California family law and the various documents used in a dissolution of marriage proceeding.

LAW 019 PROPERTY AND CREDITOR RIGHTS

3 Units (Lec 3 Hrs)

An introduction to California real property law. Students learn the following subject matter: forms of ownership; estates in real property; property title in California; agency law; the rights and duties of landowners; disputes between neighbors in California; involuntary liens in California; foreclosure law in California; California real estate sales contracts; tenant-landlord law; fair housing; transfers of real property; common interest developments in California; restrictions on land use; environmental law; litigating a real property case in California; negotiation; and personal property.

LAW 033 LAW AND THE MEDIA

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn the federal, state, and local laws that most directly affect mass communication in the United States, focusing on a basic understanding of the American legal system, its institutions, and some of its terminology; a broad understanding of First Amendment principles as they relate to mass communication; and a working knowledge of the laws that directly

restrict or enhance information gathering and message dissemination in the mass media, and an understanding of the rationales behind those laws.

LAW 035 IMMIGRATION LAW FOR PARALEGALS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the fundamental concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

LAW 037 BANKRUPTCY AND CREDITOR'S RIGHTS

3 Units (Lec 3 Hrs)

Students learn the basics of bankruptcy law and procedure. The course focuses predominantly on Chapter 7 and Chapter 13 Bankruptcy, including preparing the necessary forms for these types of bankruptcy. Other topics include, but are not limited to, the evolution of bankruptcy law, researching bankruptcy law, the roles of various individuals in the bankruptcy process, and information gathering and counseling.

LAW 038 CRIMINAL LAW & PROCEDURE

3 Units (Lec 3 Hrs)

Students learn substantive criminal law and the procedural rights of criminal defendants. The two essential elements of a crime—mens rea and actus reus—will be covered in detail. Other topics that will be covered include, but are not limited to, crimes against the person, crimes against property and habitation, crimes against the public, parties and inchoate offenses, and factual and statutory defenses.

LAW 051 LEGAL RESEARCH FOR PARALEGALS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Prerequisite: LAW 010, ENGLISH 101

Students learn how to perform library and computer-assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands-on training in Westlaw and LexisNexis.

LIBRARY SCIENCE (LIB SCI)**LIB SCI 101 COLLEGE RESEARCH SKILLS**

1 Units (Lec 1 Hrs)
Transfer Credit: CSU, UC
Advisory: CAOT 001

This is a practical course in college level research using academic libraries and related information sources. Students develop strategies to find, organize, evaluate, and cite various print and online sources effectively and ethically. These skills help students become strong researchers and life-long learners.

LINGUISTICS (LING)**LING 001 INTRODUCTION TO LANGUAGE AND LINGUISTICS**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Students are introduced to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

LING 002 INTRODUCTION TO SOCIOLINGUISTICS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)
Advisory: LING 001

Students study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both monolingual and multilingual settings. Students gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

LING 003 INTRODUCTION TO PSYCHOLINGUISTICS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)
Advisory: LING 001

In this general introduction to psycholinguistics course, students focus on speech, perception, language processing, language production, and language acquisition. Students study the relationship between the theories proposed by linguistics and data as observed in everyday life. Students also review related areas such as processes of reading, language and the brain, and language and thought.

LEARNING FOUNDATION (LRNFDTN)**LRNFDTN 001 ADAPTED KEYBOARDING**

1 Units (Lab 3 Hrs)

Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Assistive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course.

LRNFDTN 002 ADAPTIVE WORD PROCESSING OPERATIONS

1 Units (RPT 3) (Lab 3 Hrs)

Designed for students with verified disabilities, this class provides individual training in the use of word processing technologies. Students learn skills at an individual, non-competitive pace using assistive hardware and software when needed. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.

LRNFDTN 003 ADAPTIVE COMPUTER OPERATIONS

1 Units (RPT 3) (Lab 3 Hrs)

Designed for students with verified disabilities, this course provides individual assessment of assistive computer needs. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. The type of technologies and the extent of the training will depend on the student's disability and needed applications. Knowledge of keyboarding skills is helpful but not required. Basic

reading and writing skills are not addressed in this course. This course may be scheduled at times to be arranged (TBA) for a minimum of 54 hours.

LRNFDTN 004 DIRECTED STUDY - ASSISTIVE TECHNOLOGY

1 Units (RPT 2) (Lec 1 Hrs)

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

LRNFDTN 031 STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES

3 Units (Lec 3 Hrs)

Students learn study skills utilizing multi-sensory techniques and strategies for coping with the demands of the college's academic curriculum. This study skills class is specifically designed for students with learning disabilities. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support. Grades are awarded on a Pass/No-Pass basis.

LRNFDTN 031A STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi-sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support.

LRNFDTN 031B STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi-sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support.

LRNFDTN 032 TRANSITION TO COLLEGE FOR STUDENTS WITH LEARNING DIFFERENCES

1 Units (Lec 1 Hrs)

Students with disabilities explore success factors for transitioning to college. Topics include an orientation to higher education as well as campus and off-campus resources. Students evaluate successful learning strategies for time management, memory processing and learning styles and how to employ assistive technology as well as multi-sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent them from benefiting from their academic classes without this foundation and support.

LRNFDTN 040 INTRODUCTION TO LEARNING DISABILITIES

1 Units (Lab 3 Hrs)

The student learns about learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, the student discovers personal

learning strengths and weaknesses in order to develop a plan for academic success. Eligibility for support services will be determined. Grades are awarded on a Pass/No-Pass basis.

LRNFDTN 059 ORIENTATION TO DISABILITY SERVICES

1 Units (RPT 3) (Lec 1 Hrs)

Introduces students to Disabled Student Programs and Services (DSP&S) and federal disability regulations. Topics include student and faculty rights and responsibilities, reasonable accommodations, disability-related laws, and assistive technology/computer competency.

LRNFDTN 070 FUNDAMENTALS OF ARITHMETIC LABORATORY

1 Units (Lab 3 Hrs)

This course is designed for students with verified disabilities. Students will receive individualized, small group and computer assisted instruction. Students can supplement and enhance learning in mathematics through tutorial and self-help assistance, calculators, computers, programmed texts, assistive technology, tactile graphics, instruction in online learning systems, and other specialized learning aids.

LRNFDTN 071 FUNDAMENTALS OF ENGLISH LABORATORY

1 Units (RPT 2) (Lab 3 Hrs)

This course is designed for students with verified disabilities. Students will receive individualized, small group and computer assisted instruction. Students can supplement and enhance learning in reading and writing through tutorial and self-help assistance, assistive technology, writing, reading, grammar and idea mapping software, instruction in online learning systems, and other specialized learning aids.

MARKETING (MARKET)

MARKET 001 PRINCIPLES OF SELLING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

Students learn about careers in selling, ethics in selling, the psychology of selling, and benefit selling. They learn prospecting methods, the approaches to customers, using questions in selling, techniques for meeting objections to buying and techniques for closing the sale. This course is one of a series of classes which lead to the Marketing Certificate and the AA Degree with a major in marketing.

MARKET 011 FUNDAMENTALS OF ADVERTISING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

Students have an opportunity to explore the planning process, the strategies, and the techniques used by corporations and small businesses to stimulate sales.

MARKET 021 PRINCIPLES OF MARKETING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

Students learn the importance of making decisions with the customer in mind and the need to select target markets for products and services. The course covers decision making relative to product development and management, trademarks,

wholesaling, retailing, selling, sales promotion, advertising, and pricing. It is the first in a series of courses which lead to the Certificate in Marketing and the AA Degree with a major in marketing.

MARKET 031 RETAIL MERCHANDISING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

The student will learn the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

MATHEMATICS (MATH)

MATH 010 MATH AS A SECOND LANGUAGE (MSL)

1 Units (Lec 1 Hrs)

Students study the basic mathematics sequence. The course introduces mathematical language and notation, along with fundamental concepts necessary for successful completion of the mathematics sequence. Topics include writing and speaking mathematical language, understanding how to determine what a problem is asking, and a multi-step program for solving problems. Also included are techniques that will enable students to have a positive outlook toward future mathematics classes.

MATH 100 MATHEMATICS WORKSHOP

1 Units (Lab 3 Hrs)

Corequisite: MATH 105 or MATH 112 or MATH 113 or MATH 114 or MATH 115 or MATH 125 or MATH 121 or MATH 124A or MATH 124B or MATH 215 or MATH 216 or MATH 227 or MATH 230 or MATH 236 or MATH 240 or MATH 245 or MATH 260

Students can supplement and enhance learning in mathematics through tutorial and self-help assistance, calculators, computers, programmed texts, and other learning aids.

MATH 105 ARITHMETIC

3 Units (Lec 1 Hrs / Lab 5 Hrs)

Students learn to perform arithmetic operations with whole numbers, fractions, and decimals. Students learn to solve word problems including whole numbers, fractions, decimals, and percents. Students learn ratios, rates, proportions, and everyday life application.

MATH 115 ELEMENTARY ALGEBRA

5 Units (Lec 5 Hrs)

Prerequisite: MATH 112

This course covers operations on real numbers and algebraic expressions, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations in two variables, exponents, operations on polynomials, factoring polynomials, operations on rational expressions, solving rational equations, simplifying radical expressions, solving radical equations, solving quadratic equations, and graphing quadratic equations.

MATH 125 INTERMEDIATE ALGEBRA

5 Units (Lec 5 Hrs)

Prerequisite: MATH 115 or by Appropriate Placement (see p.22)

Students learn techniques for solving compound linear inequalities as well as absolute value equations and inequalities, solving systems of linear equations in two and three variables, simplifying non-linear expressions, and solving non-linear equations such as polynomial, rational, radical, exponential,

and logarithmic. Students learn techniques for rewriting the equation in the standard form for parabola and circle, and graph. Students learn how to compute terms and sums of arithmetic and geometric series. Students will apply the binomial theorem to expand the binomial with given power. Applications are included in a wide variety of word problems.

MATH 134 ACCELERATED ELEMENTARY AND INTERMEDIATE ALGEBRA

6 Units (Lec 6 Hrs)

An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, and conics.

MATH 157 JUST IN TIME SUPPORT FOR STATISTICS

1 Units (Lec 2 Hrs)

Corequisite: MATH 227 or MATH 230

Course covers core mathematics skills and concepts needed for elementary statistics. Intended for students who are concurrently enrolled in MATH 227 (Elementary Statistics) or MATH 230 (Mathematics for Liberal Arts Students) at LACC. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra that are needed to understand the basics of elementary statistics: numbers and the number lines, operations on numbers, sets, equations and inequalities, graphing points and lines in two dimensions, reading tables and graphs, and approximating areas.

MATH 158 ALGEBRA FOR STEM

1 Units (Lab 2 Hrs)

Advisory: MATH 245 or MATH 230 or MATH 236 or MATH 260

Topics include concepts from elementary and intermediate algebra: linear equations in one and two variables with applications, compound linear inequalities, absolute value equations and inequalities, functions and graphs, systems of equations, factoring, polynomial operations, rational, radical, quadratic, exponential and logarithmic equations, complex numbers, sum notation, and sequences.

MATH 167 PRE-STATISTICS

5 Units (Lec 5 Hrs)

Prerequisite: MATH 110 or MATH 112

Students learn key concepts of descriptive statistics such as observational and experimental design, graphical and tabular displays of data, measures of center and spread, probability, the normal distribution, and regression. This course is designed as a prerequisite solely for MATH 227 (Statistics). Students will not get math competency credit for taking this course towards an AA/AS degree. If students wish to proceed to another course other than MATH 227, they would need to take MATH 125.

MATH 190 ALGEBRA FOR STEM MAJORS

6 Units (Lec 4 Hrs / Lab 4 Hrs)

Prerequisite: MATH 110 or MATH 112

An accelerated course covering the topic of Elementary and Intermediate Algebra. Topics include the real number system, rules of exponents, linear equations and inequality in one variable, linear equations and inequality in two variables, systems of linear equations and inequalities, nonlinear systems

of equations, polynomial operations, factoring polynomials, rational expressions, rational equations and inequalities, radical expressions and rational exponents, radical equations and inequalities, quadratics equations and inequalities, functions and their graphs, exponential and logarithmic functions, the conic sections, and sequences and series.

MATH 202 MATHEMATICS WORKSHOP

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Corequisite: MATH 215 or MATH 216 or MATH 230 or MATH 236 or MATH 240 or MATH 245 or MATH 260 or MATH 261 or MATH 262 or MATH 263 or MATH 270 or MATH 275

Students supplement and enhance their learning in mathematics by providing tutorial and self-help assistance, calculators, computers, programmed text, and other learning aids for baccalaureate level mathematics courses.

MATH 215 PRINCIPLES OF MATHEMATICS I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC, C-ID (MATH 120)

Prerequisite: MATH 125 or by Appropriate Placement (see p.22)

This course is the first of two in a sequence designed for prospective elementary school teachers. The student will learn topics including sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

MATH 216 PRINCIPLES OF MATHEMATICS II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC

Prerequisite: MATH 215 or by Appropriate Placement (see p.22)

This course is the second of two in a sequence for prospective elementary teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

MATH 227 STATISTICS

4 Units (Lec 4 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 110)

Prerequisite: MATH 125 or MATH 167 or by Appropriate Placement (see p.22)

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

MATH 227S STATISTICS WITH SUPPORT

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

MATH 230 MATHEMATICS FOR LIBERAL ARTS STUDENTS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 150)

Prerequisite: MATH 125 or MATH 190 or by Appropriate Placement (see p.22)

Advisory: MATH 100 or MATH 202

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

MATH 236 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 140)

Prerequisite: MATH 125 or MATH 190 or by Appropriate Placement (see p.22)

This course consists of elementary differential and integral calculus of algebraic, exponential and logarithmic functions, as well as derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

MATH 245 COLLEGE ALGEBRA

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A), C-ID (MATH 150)

Prerequisite: MATH 125 or by Appropriate Placement (see p.22)

Students receive instruction to solve linear, rational, polynomial, exponential, and logarithmic equations; graph linear, rational, polynomial, exponential, and logarithmic functions; solve linear and nonlinear systems of equations and inequalities; and sequences and series.

MATH 245L JUST IN TIME SUPPORT FOR COLLEGE ALGEBRA

1 Units (Lab 2 Hrs)

Transfer Credit: CSU

Corequisite: MATH 245 or MATH 236 or MATH 260

Intended for students who are concurrently enrolled in MATH 245 (College Algebra), MATH 236 (Calculus for Business and Social Science), or MATH 260 (Precalculus) at LACC. Topics include concepts from elementary and intermediate algebra: linear equations in one and two variables with applications, compound linear inequalities, absolute value equations and inequalities, functions and graphs, systems of equations, factoring, polynomial operations, rational, radical, quadratic, exponential and logarithmic equations, complex numbers, sum notation, and sequences.

MATH 258 GEOMETRY AND TRIGONOMETRY

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4)

Prerequisite: MATH 125 or MATH 190 or MATH 134 or by Appropriate Placement (see p.22)

Students learn the definitions, axioms, and theorems of geometry relating to angles, lines, circles, and polygons. Practice in critical thinking and developing logical proofs are emphasized. This course also includes the study of the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, basic properties of the cotangent, secant, and cosecant functions, measurement of angles in degrees and in

radians, evaluating triangles, solving trigonometric equations, models for periodic phenomena, trigonometric identities, vectors, complex number, and polar coordinates.

MATH 260 PRECALCULUS

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 155)

Prerequisite: MATH 240 or MATH 258 or by Appropriate Placement (see p.22)

Students prepare for calculus, which covers the properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and de Moivre's theorem, nonlinear systems of equations and inequalities, vector algebra, and polar coordinates.

MATH 260S PRECALCULUS WITH SUPPORT

6 Units (Lec 5 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: MATH 240 or MATH 258 or by Appropriate Placement (see p.22)

Students prepare for calculus, which covers the properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and de Moivre's theorem, nonlinear systems of equations and inequalities, vector algebra, and polar coordinates.

MATH 261 CALCULUS I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 211)

Prerequisite: MATH 260 or by Appropriate Placement (see p.22)

This is the first of a three-course sequence in calculus. Topics include limits and continuity, rates of change, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

MATH 262 CALCULUS II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 221)

Prerequisite: MATH 261 or by Appropriate Placement (see p.22)

This is the second in a three-course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, applications of integration to problems from economics, biology and probability, parametric equations and polar coordinates, infinite sequences and series, and representation of functions as power series.

MATH 263 CALCULUS III

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 230)

Prerequisite: MATH 262 or by Appropriate Placement (see p.22)

Students solve problems from vectors calculus, parametric equations, surfaces, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integrals, surface integrals, and line integrals. Students consider physical and mechanical applications of Green's theorem, divergence theorem, and Stokes' theorem.

MATH 270 LINEAR ALGEBRA

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 250)

Prerequisite: MATH 261 or by Appropriate Placement (see p.22)

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH 272 METHODS OF DISCRETE MATHEMATICS

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 160)

Prerequisite: MATH 262 or by Appropriate Placement (see p.22)

Students study logic, algorithms, number systems, mathematical induction, sets, counting principles, probability, Boolean algebra, logic network, pigeonhole principle, cardinality and computability, recurrence relations and recursion, graph theory, switching circuits, and trees.

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B4), UC (IGETC Area 2A),

C-ID (MATH 240)

Prerequisite: MATH 262 or by Appropriate Placement (see p.22)

Students learn to categorize different types of differential equations. Students learn to use techniques such as separation of variables, exact differentials, homogeneity, and change-of-variable (substitution) to solve first-order equations as well as first-order initial value problems (IVPs). Students apply this knowledge to solve real-world problems such as population growth and mixture problems. Students learn to solve higher-order linear differential equations using constant coefficient technique, the method of undetermined coefficients and variation of parameters. Students apply this knowledge to physics applications such as simple harmonic motion. Students solve equations of higher-order with variable coefficients applying specific techniques based on the type of the given equations. Topics include: Cauchy-Euler equations, power series solutions, Bessel's equations, and Legendre's equation. Students learn the Laplace transform and its properties and apply this knowledge to solving various differential equations as well as IVPs. Students use techniques for solving systems of linear differential equations.

MANAGEMENT (MGMT)

MGMT 002 ORGANIZATION AND MANAGEMENT THEORY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn the basic process of the management of an organization. The course presents the process of achieving set goals and objectives in a formal organization. The course objectives include: (1) to provide the student with a basic framework of the subject matter through an overview of how an enterprise is organized and managed; (2) to develop student sensitivity to

the four key tools of management - planning, organizing, influencing, controlling; and (3) to introduce learning tracks by which students will appreciate the essence of management activities throughout the process and activities related to production, distribution, finance and administration, and decision-making.

MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students receive the fundamentals of how to organize and operate a small business.

MGMT 031 HUMAN RELATIONS FOR EMPLOYEES

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

MGMT 033 HUMAN CAPITAL MANAGEMENT

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

The student will learn the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations, and collective bargaining.

MICROBIOLOGY (MICRO)

MICRO 001 INTRODUCTORY MICROBIOLOGY

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C)

Prerequisite: BIOLOGY 003 or PHYSIOL 001, CHEM 060

This is an introductory microbiology course developed to prepare students for careers in biological sciences, pharmacy, optometry, veterinary medicine, nursing, physician assistant, and other allied health professions. This course explores the early history of microbiology, microbial classification, morphology, physiology, genetics, and ecology. Other topics include controlling microbial populations, microbial pathogenicity, immunology, and microbiological technology and applications in modern society. Laboratory techniques emphasize fundamental microbiological techniques, concepts, and applications, including current molecular diagnostic methods in microbial genetics and immunology. This course includes more lab hours than MICRO 020, and it is recommended for students who need a 5-unit course with 6 hours of lab per week. This course is transferable as a major's preparation course for most CSUs and UC Irvine only. These majors may include: biology-related, nutrition, nursing, health science, kinesiology, dietetics, and various other majors. Students should consult with counselors to determine articulation of this course with their desired four-year institution and/or program.

MICRO 020 GENERAL MICROBIOLOGY

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C)

Advisory: CHEM 060

This course was developed to prepare students for nursing and allied health majors. It examines principles in microbial classification, metabolism, genetics, and the roles of microorganisms as pathogens. Immunology and methods of controlling microbial growth are explored. Laboratory techniques emphasize

fundamental microbiological techniques, concepts, and applications, including current molecular diagnostic methods in microbial genetics and immunology. This course includes fewer lab hours than MICRO 001, and it is recommended for students who need a 4-unit course with 3 hours of lab per week. This course is only transferable as a major's preparation course for some CSUs and UC Irvine only (fewer four-year institutions accept MICRO 020 as a major's course). These majors may include: biology-related, nutrition, nursing, health science, kinesiology, dietetics, and various other majors. Students should consult with counselors to determine articulation of this course with their desired four-year institution and/or program.

MICRO 040 MICROBIOLOGY LABORATORY PREPARATIONS

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Corequisite: MICRO 001 or MICRO 020

Students prepare media and reagents normally used in a bacteriological laboratory with emphasis on safety and proper use and care of laboratory equipment and supplies.

MUSIC (MUSIC)

MUSIC 101 FUNDAMENTALS OF MUSIC

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC, C-ID (MUS 110)

(For the non-Music major.) A study of the fundamentals of music including notation, meter signatures and rhythms, major and minor scales and key signatures, intervals, triads, terms, and symbols. Some sight reading and ear training is included.

MUSIC 111 MUSIC APPRECIATION I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (MUS 100)

The student learns about masterpieces of Western music from the Middle Ages to the present day with an emphasis on perceptive listening. Topics include the elements of music, musical forms, music periods, styles, and the role of music and musicians in the Western world.

MUSIC 116 SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (MUS 100)

Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.

MUSIC 118 FILM MUSIC APPRECIATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This introductory survey course helps students understand, appreciate, and analyze the relationship between music and moving images in film. From the silent film era to the present day, this course examines various ways that a wide variety of musical styles have combined with visuals to form cinematic experiences.

MUSIC 121 MUSIC HISTORY AND LITERATURE I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)****Advisory: MUSIC 201**

The student studies music history and literature from earliest times to 1750, including music of the ancient Greeks, early Christians, Middle Ages, Renaissance and Baroque periods, through the music of Bach and Handel.

MUSIC 122 MUSIC HISTORY AND LITERATURE II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)****Advisory: MUSIC 201**

A survey of music history and music literature from 1750 to the present time, including music of the pre-Classic, Classic and Romantic periods, as well as Contemporary classical music.

MUSIC 135 AFRICAN AMERICAN MUSIC**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)**

A study of African and African-American music and their influence on folk, spirituals, gospels, concert music, opera, ballet, blues, and jazz underscoring styles, characteristics, origin, and contributions by African-American artists. (Credit allowed for only one of MUSIC 135 or AFRO AM 060.)

MUSIC 136 MUSIC IN AMERICAN CULTURE**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)**

A comparative and integrative study of the multi-cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their influence on contemporary American music.

MUSIC 137 MUSIC AS A BUSINESS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

The student learns the skills and knowledge necessary for success in the many careers available in the music industry. Covers the roles of personal managers, agents, and attorneys; the process of producing, publishing, and copyrighting songs; and record production and marketing.

MUSIC 141 JAZZ APPRECIATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A), C-ID (MUS 100)**

An introduction to American jazz music including its origins, stylistic development, and cultural impact. This course is designed to increase student awareness of the relationship between jazz music and American society.

MUSIC 152-1 CURRENT MUSICAL EVENTS I**1 Units (Lab 2 Hrs)****Transfer Credit: CSU**

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

MUSIC 152-2 CURRENT MUSICAL EVENT II**1 Units (Lab 2 Hrs)****Transfer Credit: CSU**

The student observes and critiques live concert performances, developing an understanding of more advanced elements, styles, and forms of music.

MUSIC 161 INTRODUCTION TO MUSIC TECHNOLOGY**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC**

The student learns to record, program, and arrange music using computers and industry standard digital audio software. Topics include audio fundamentals, MIDI sequencing, DIY recording techniques, mixing, and current trends in music production.

MUSIC 180-1 APPLIED MUSIC LABORATORY I**1.5 Units (Lab 5 Hrs)****Transfer Credit: CSU Corequisite: MUSIC 181**

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation.

MUSIC 180-2 APPLIED MUSIC LABORATORY II**1.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 180-1****Corequisite: MUSIC 182**

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature.

MUSIC 180-3 APPLIED MUSIC LABORATORY III**1.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 180-2****Corequisite: MUSIC 182**

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a manner suitable to the genre, period, and style of the literature.

MUSIC 180-4 APPLIED MUSIC LABORATORY IV**1.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 180-3****Corequisite: MUSIC 184**

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer.

MUSIC 181 APPLIED MUSIC I

0.5 Units (Lab 1 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 160)
 Corequisite: MUSIC 180-1

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches, and accurate intonation. Achievement is evaluated through a juried performance.

MUSIC 182 APPLIED MUSIC II

0.5 Units (Lab 1 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 160)
 Prerequisite: MUSIC 181
 Corequisite: MUSIC 180-2

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature. Achievement is evaluated through a juried performance.

MUSIC 183 APPLIED MUSIC III

0.5 Units (Lab 1 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 160)
 Prerequisite: MUSIC 182
 Corequisite: MUSIC 180-3

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a stylistically appropriate manner suitable to the genre, period, and style of the literature. Achievement is evaluated through a juried performance.

MUSIC 184 APPLIED MUSIC IV

0.5 Units (Lab 1 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 160)
 Prerequisite: MUSIC 183
 Corequisite: MUSIC 180-4

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer. Achievement is evaluated through a juried performance.

MUSIC 185 DIRECTED STUDY - MUSIC

1 Units (Lec 1 Hrs)
 Transfer Credit: CSU

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

MUSIC 200 INTRODUCTION TO MUSIC THEORY

4 Units (Lec 3 Hrs / Lab 2 Hrs)
 Transfer Credit: CSU (CSUGE Area C1), UC, C-ID (MUS 120 and MUS 125)

The student writes and recognizes rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh chords, figured bass symbols, and

non-harmonic tones. The student applies and develops these materials through ear training, sight singing, analysis, and dictation. The student also develops skills in handwritten notation.

MUSIC 201 HARMONY I

3 Units (Lec 3 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 130)
 Prerequisite: MUSIC 200
 Corequisite: MUSIC 211

The student writes and analyzes diatonic harmony including primary and secondary triads and the dominant seventh chord. Also includes figured bass and non-harmonic tones, as well as introducing two-part counterpoint, non-dominant seventh chords, secondary dominants, and modulation.

MUSIC 202 HARMONY II

3 Units (Lec 3 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 140)
 Prerequisite: MUSIC 201
 Corequisite: MUSIC 212

The student writes and analyzes advanced diatonic and beginning chromatic harmony using seventh chords, modally borrowed chords, sequences, secondary dominants, simple modulations, basic musical forms, and the writing of original compositions.

MUSIC 203 HARMONY III

3 Units (Lec 3 Hrs)
 Transfer Credit: CSU, UC, C-ID (MUS 150)
 Prerequisite: MUSIC 202
 Corequisite: MUSIC 213

The student writes and analyzes advanced chromatic harmony using augmented chords, linear chromatic chords, Neapolitan chords, augmented-sixth chords, chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. The student also writes and analyzes jazz and modal harmony as well as twentieth century techniques including Impressionism, tone rows, set theory, polytonality/pandiatonism, and advanced meter/ rhythm.

MUSIC 205 COMMERCIAL HARMONY I

3 Units (Lec 3 Hrs)
 Transfer Credit: CSU, UC
 Prerequisite: MUSIC 200

Students learn harmonic chord progressions used in popular music including rock, jazz, Latin, funk, and fusion, among others. Students are introduced to song writing by adding a melody over given harmonic structures.

MUSIC 206 COMMERCIAL HARMONY II

3 Units (Lec 3 Hrs)
 Transfer Credit: CSU
 Prerequisite: MUSIC 205

The student learns commercial music terminology, notation, chord and scale structure, modes, blues and pentatonic scales, extended chords, bass line construction, harmonization of melodic lines, chord progressions, basic chord voicing, ear-training, and applied piano.

MUSIC 211 MUSICIANSHIP I

1 Units (Lab 3 Hrs)
 Transfer Credit: CSU, UC
 Prerequisite: MUSIC 200
 Corequisite: MUSIC 201

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony I through ear training, sight singing, analysis, and dictation.

MUSIC 212 MUSICIANSHIP II

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 211
Corequisite: MUSIC 202

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony II through ear training, sight singing, analysis, and dictation.

MUSIC 213 MUSICIANSHIP III

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 212
Corequisite: MUSIC 203

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III through ear training, sight singing, analysis, and dictation.

MUSIC 221 COUNTERPOINT I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 202

The student studies 18th-century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development, and canon and resulting in analysis and composition of two-part inventions, binary dance forms, and three and four-part fugue expositions.

**MUSIC 223 TWENTIETH CENTURY
COMPOSITIONAL TECHNIQUES**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 202

The student learns melodic, harmonic, and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.

MUSIC 224 COMPOSITION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 201

The student composes instrumental works based on specific compositional techniques. The student will establish a solid technique in counterpoint, harmony, and instrumentation, resulting in a greater awareness of new compositional ideas and aesthetics. The goal is to apply those techniques and ideas to the development of a personal approach to composition.

MUSIC 231 ORCHESTRATION AND ARRANGING I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 201

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

MUSIC 250 MUSIC PERFORMANCE WORKSHOP

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC

The student prepares, rehearses, and performs selected musical works for small ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment is subject to audition.)

MUSIC 251-1 JAZZ IMPROVISATION WORKSHOP I

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC

The student improvises and performs level one standard repertoire in a jazz combo setting. Focus is on swing, bebop, and blues. For intermediate to advanced jazz instrumentalists only.

MUSIC 251-2 JAZZ IMPROVISATION WORKSHOP II

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 251-1

The student improvises and performs level two standard repertoire in a jazz combo setting. Focus is on modal and pentatonic scales and hard bop style. For intermediate to advanced jazz instrumentalists only.

MUSIC 251-3 JAZZ IMPROVISATION WORKSHOP III

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 251-2

The student improvises and performs level three standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only.

MUSIC 251-4 JAZZ IMPROVISATION WORKSHOP IV

1 Units (Lab 3 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 251-3

The student improvises and performs level four standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only.

MUSIC 261-1 MUSIC TECHNOLOGY WORKSHOP I

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on MIDI and audio sequencing in Pro Tools.

MUSIC 261-2 MUSIC TECHNOLOGY WORKSHOP II

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: MUSIC 261-1

This is the second in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments, and digital recording equipment will be introduced and developed.

MUSIC 261-3 MUSIC TECHNOLOGY WORKSHOP III

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: MUSIC 261-2

The student continues to learn music production techniques, including signal processing, automation, video synchronization, and advanced audio editing.

MUSIC 270 DJ WORKSHOP

3 Units (Lec 2 Hrs / Lab 2 Hrs)

An introduction to the history of the modern DJ and the use of DJ equipment, turntables, synthesizers, computers, and recording equipment in the making of music. Topics include DJ-specific computer hardware and software, composing with modern sequencing techniques, MIDI (Musical Instrument Digital Interface), and basic digital audio. Students will demonstrate skills in a variety of professional DJ performance situations.

MUSIC 271 SONGWRITERS' WORKSHOP I**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students learn the conventions of songwriting including lyrics, melody, the relationship of lyrics and music, harmony, and song structure. Students analyze a wide variety of songs and applies the conventions of songwriting in the composition and performance of original songs.

MUSIC 285 DIRECTED STUDY - MUSIC**2 Units (Lec 2 Hrs)**
Transfer Credit: CSU

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

MUSIC 291 MUSIC PRODUCTION FOR MULTIMEDIA I**2 Units (Lec 1 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC

The student learns music production techniques for commercial purposes with an emphasis on composing for commercials, video games, and motion picture. Topics covered include audio recording, mixing, and advanced MIDI techniques.

MUSIC 292 MUSIC PRODUCTION FOR MULTIMEDIA II**2 Units (Lec 1 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 291

The student continues to learn to produce original music for picture and other commercial applications. Topics covered include advanced mixing, automation, and controller manipulation.

MUSIC 311 PIANO I**1 Units (Lab 2 Hrs)**
Transfer Credit: CSU, UC

The student receives instruction in basic piano skills with an emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces. Students are required to furnish their own headphones.

MUSIC 312 PIANO II**1 Units (Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 311

The student receives continued instruction in basic piano skills emphasizing note reading, simple major and minor scales in quarter and eighth note patterns, triads, repertoire, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 313 PIANO III**1 Units (Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 312

The student receives continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 314 PIANO IV**1 Units (Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 313

The student receives instruction in piano skills emphasizing major and minor scales; major and minor arpeggios; repertoire

from the Baroque, Classical, Romantic, and 20th Century; and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 321 ELEMENTARY PIANO I**2 Units (Lec 1.5 Hrs / Lab 1.5 Hrs)**
Transfer Credit: CSU

The student receives instruction in basic piano skills with an emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces. Students are required to furnish their own headphones.

MUSIC 322 ELEMENTARY PIANO II**2 Units (Lec 1.5 Hrs / Lab 1.5 Hrs)**
Transfer Credit: CSU
Prerequisite: MUSIC 321

Continued instruction in basic piano skills emphasizing note reading, simple major and minor scales in quarter and eighth note patterns, triads, repertoire, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 323 ELEMENTARY PIANO III**2 Units (Lec 1.5 Hrs / Lab 1.5 Hrs)**
Transfer Credit: CSU
Prerequisite: MUSIC 322

Continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 324 ELEMENTARY PIANO IV**2 Units (Lec 1.5 Hrs / Lab 1.5 Hrs)**
Transfer Credit: CSU
Prerequisite: MUSIC 323

Instruction in piano skills emphasizing major and minor scales; major and minor arpeggios; repertoire from the Baroque, Classical, Romantic, and 20th Century; and memorization. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 341-1 INTERMEDIATE PIANO I**2 Units (Lec 1 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 314

The student studies, practices, and performs level one intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach inventions, Diabelli sonatas, Schumann Kinderszenen, and Kabalevsky Op. 27. Technique to include the equivalent of Hanon 60 exercises #1-19, Czerny Op. 100 #10-20, and all melodic minor scales in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

MUSIC 341-2 INTERMEDIATE PIANO II**2 Units (Lec 1 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: MUSIC 341-1

The student studies, practices, and performs level two intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach sinfonias, Haydn early sonatas, Chopin mazurkas and Bartok Mikrokosmos Book #3. Technique to include the equivalent of Hanon 60 exercises #20-29, Czerny Op. 100 #20-30, and all major scales in thirds in

four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

MUSIC 341-3 INTERMEDIATE PIANO III

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 341-2

The student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30-39, Czerny Op. 299 #1-9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

MUSIC 341-4 INTERMEDIATE PIANO IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 341-3

The student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus, and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40-60, Czerny, Op. 299 #10-20, all melodic minor scales in thirds, and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

MUSIC 361-1 COMMERCIAL PIANO TECHNIQUES WORKSHOP I

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences and the blues scale.

MUSIC 361-2 COMMERCIAL PIANO TECHNIQUES WORKSHOP II

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: MUSIC 361-1

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences, chord extensions, and the blues scale.

MUSIC 361-3 COMMERCIAL PIANO TECHNIQUES WORKSHOP III

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: MUSIC 361-2

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms.

MUSIC 361-4 COMMERCIAL PIANO TECHNIQUES WORKSHOP IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: MUSIC 361-3

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on the jazz styles of blues, swing, ballad, bebop, and Latin. Students will also realize lead sheets into two-hand piano arrangements.

MUSIC 385 DIRECTED STUDY - MUSIC

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

MUSIC 400 VOICE FUNDAMENTALS

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Students learn the fundamentals of singing, and perform simple songs and exercises. Students demonstrate an understanding of the singing mechanism, the body as a musical instrument, and develop vocal potential.

MUSIC 401 CLASSICAL VOICE I

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 400

The student concentrates on general basic fundamentals of singing using vocal exercises and simple arias and art songs in Italian. Italian pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 402 CLASSICAL VOICE II

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 401

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in German. German pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 403 CLASSICAL VOICE III

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 402

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in French. French pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 404 CLASSICAL VOICE IV

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 403

The student learns the fundamentals of singing using more advanced vocal exercises, arias and art songs in French, German, and Italian. Focus is on interpretation and pronunciation. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 431 COMMERCIAL VOICE I

1 Units (Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite: MUSIC 400

The student concentrates on the basic fundamentals of singing using vocal exercises and songs selected from the commercial

song literature. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 432 COMMERCIAL VOICE II

1 Units (Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: MUSIC 431

The student concentrates on the singing voice using more difficult vocal exercises and songs from the many areas of commercial vocal music. Stylistic interpretation and performance practices will be emphasized. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 433 COMMERCIAL VOICE III

1 Units (Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: MUSIC 432

The more advanced singer concentrates on the study through performance of the stylistic interpretations and performance practices of the many areas of commercial vocal music. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 434 COMMERCIAL VOICE IV

1 Units (Lab 2 Hrs)
Transfer Credit: CSU
Prerequisite: MUSIC 433

The advanced singer concentrates on the stylistic interpretations and performance practice of commercial vocal music, focusing on mic technique and the development of a unique personal style. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 501 COLLEGE CHOIR

1 Units (RPT 3) (Lab 3 Hrs)
Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for beginning choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct.

MUSIC 531 PHILHARMONIC CHOIR

1 Units (RPT 3) (Lab 3 Hrs)
Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for a large intermediate choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 561 CHAMBER CHORALE

1 Units (RPT 3) (Lab 3 Hrs)
Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 601 BRASS INSTRUMENT INSTRUCTION I

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC

The student receives basic instruction on the brass instruments, including trumpet, French horn, trombone, and tuba. Some instruments available to loan to enrolled students. Open to all students.

MUSIC 602 BRASS INSTRUMENT INSTRUCTION II

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 601

The student learns more advanced brass instrument techniques with emphasis on the development of embouchure, range, endurance, and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 603 BRASS INSTRUMENT INSTRUCTION III

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 602

The student learns more advanced brass instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 604 BRASS INSTRUMENT INSTRUCTION IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 603

The student learns more advanced brass instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 611 STRING INSTRUMENT INSTRUCTION I

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC

The student receives basic instruction on the string instruments, either violin, viola, cello, or bass. Some instruments available to loan to enrolled students. Open to all students.

MUSIC 612 STRING INSTRUMENT INSTRUCTION II

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 611

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 613 STRING INSTRUMENT INSTRUCTION III

2 Units (Lec 1 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, UC
Prerequisite: MUSIC 612

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering technique

in third position and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 614 STRING INSTRUMENT INSTRUCTION IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 613

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 621 WOODWIND INSTRUMENT INSTRUCTION I

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns basic woodwind instrument techniques. Includes flute, oboe, clarinet, bassoon, and saxophone. Some instruments available to loan to enrolled students. Open to all students.

MUSIC 622 WOODWIND INSTRUMENT INSTRUCTION II

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 621

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance, and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 623 WOODWIND INSTRUMENT INSTRUCTION III

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 622

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 624 WOODWIND INSTRUMENT INSTRUCTION IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 623

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 631 PERCUSSION INSTRUMENT INSTRUCTION I

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns basic rhythms, rudiments, beginning notation, and meters as applied to the snare drum and 2-mallet percussion instruments.

MUSIC 632 PERCUSSION INSTRUMENT INSTRUCTION II

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 631

The student continues with basic rhythms, rudiments, beginning notation, and meters as applied to the snare drum and related percussion instruments.

MUSIC 633 PERCUSSION INSTRUMENT INSTRUCTION III

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 632

The student receives intermediate instruction on percussion instruments and develop greater skill in the reading of percussion notation and in the playing of drum set. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 634 PERCUSSION INSTRUMENT INSTRUCTION IV

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 633

The advanced student develops greater skill in the reading of percussion notation and in the playing of drum set as it relates to contemporary funk styles. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 650 BEGINNING GUITAR

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns basic positioning of body and hands, music notation and reading, finger picking, and chord accompaniment. Designed for students with no previous musical training. Student must provide own guitar.

MUSIC 651 CLASSICAL GUITAR I

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 650

The student reinforces fundamental music reading, right and left-hand playing techniques, and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 652 CLASSICAL GUITAR II

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: MUSIC 651

This course is for intermediate level students who want to progress further into more complex and technically demanding compositions. Greater playing skill is achieved through performance and evaluation of numerous exercises and solos. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 653 CLASSICAL GUITAR III**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: MUSIC 652**

Intermediate to advanced students probe deeper into analysis and performance practices of the classical guitarist. Compositions of greater harmonic and technical complexity are evaluated and performed. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 654 CLASSICAL GUITAR IV**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: MUSIC 653**

The student analyzes, prepares, and performs advanced compositions for classical guitar, incorporating the full range of classical guitar techniques. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

MUSIC 661 COMMERCIAL GUITAR I**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC**

Students interested in popular and jazz guitar techniques explore topics such as chords, scales, blues, and swing patterns. Students also practice soloing styles and accompaniment techniques as well as ensemble playing in jazz bands and combos.

MUSIC 662 COMMERCIAL GUITAR II**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 661**

Students interested in more advanced popular and jazz guitar techniques explore topics such as major, minor, and blues chords and associated scales. Students also practice more advanced blues and swing style rhythmic patterns, soloing styles and accompaniment techniques, and ensemble playing in jazz bands and combos.

MUSIC 663 COMMERCIAL GUITAR III**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 662**

Students interested in more advanced popular and jazz guitar techniques explore topics such as jazz chords, chord substitution, and associated scales. Students also practice more advanced blues and swing style rhythmic patterns, soloing styles and accompaniment techniques, and ensemble playing in jazz bands and combos.

MUSIC 664 COMMERCIAL GUITAR IV**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC****Prerequisite: MUSIC 663**

Students interested in more advanced popular and jazz guitar techniques explore topics such as advanced sight-reading and improvisation skills, advanced jazz chords and chord substitutions with associated scales, comping styles, the application of more advanced technical skills necessary for the performing amateur and professional guitarist, and ensemble playing in jazz bands and combos.

MUSIC 670 FINGERBOARD HARMONY**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 650**

Students further their understanding of chord construction and progressions on the guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 702 COMMERCIAL ENSEMBLE**1 Units (Lab 3 Hrs)****Transfer Credit: CSU, C-ID (MUS 180)**

Rehearsal and performance of commercial music including the blues, rock, pop, R&B, hip-hop, current popular music, electronic music, and original material. Open to instrumentalists, MIDI instruments/controllers, vocalists, MCs, and DJs. Music is prepared for public performances.

MUSIC 705 CHAMBER MUSIC**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC**

The student prepares, rehearses, and performs selected musical works for chamber ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 711 REHEARSAL ORCHESTRA**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC, C-ID (MUS 180)**

The student prepares, rehearses, and performs selected musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 725 COMMUNITY ORCHESTRA**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC, C-ID (MUS 180)**

The student prepares, rehearses, and performs selected large musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 751 WIND ENSEMBLE**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC, C-ID (MUS 180)**

The student prepares, rehearses, and performs selected musical works for wind ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 765 PERCUSSION ENSEMBLE**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC, C-ID (MUS 180)**

The student prepares, rehearses, and performs selected musical works for percussion ensemble, focusing on rhythm, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 771 GUITAR ENSEMBLE**1 Units (RPT 3) (Lab 3 Hrs)****Transfer Credit: CSU, UC**

The student prepares, rehearses, and performs selected musical works for guitar ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 781 STUDIO JAZZ BAND**1 Units (RPT 3) (Lab 4 Hrs)****Transfer Credit: CSU, UC, C-ID (MUS 180)**

The student prepares, rehearses, and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 782 JAZZ COMBOS**1 Units (Lab 3 Hrs)****Transfer Credit: CSU, UC**

The student learns to perform and arrange repertoire for small jazz ensembles. This course is designed for intermediate to advanced instrumentalists and vocalists. (Confirmation of enrollment subject to audition.)

MUSIC 783-1 POP MUSIC WORKSHOP I**1 Units (Lab 3 Hrs)****Transfer Credit: CSU**

Students rehearse and perform pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

MUSIC 783-2 POP MUSIC WORKSHOP II**1 Units (Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 783-1**

Students rehearse and perform assigned second level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

MUSIC 783-3 POP MUSIC WORKSHOP III**1 Units (Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 783-2**

Students rehearse and perform assigned third level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

MUSIC 783-4 POP MUSIC WORKSHOP IV**1 Units (Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: MUSIC 783-3**

Students rehearse and perform assigned fourth level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

PHILOSOPHY (PHILOS)**PHILOS 001 INTRODUCTION TO PHILOSOPHY****3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), C-ID (PHIL 100)****Advisory: ENGLISH 101**

This course introduces philosophical ideas and methods concerning knowledge, reality, and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, religion, science, language, beauty and art, and political theory.

PHILOS 005 CRITICAL THINKING AND COMPOSITION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC (IGETC Area 1B)****Prerequisite: ENGLISH 101**

Students develop critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

PHILOS 006 LOGIC IN PRACTICE**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC****Advisory: ENGLISH 101**

Students learn how to understand, evaluate, and distinguish arguments and explanations by applying accepted standards of good reasoning. Students will learn techniques to recognize deductively valid arguments and avoid fallacies. They will also consider what is required for inductively strong arguments in order to avoid informal fallacies. This may include examples from advertising and political rhetoric.

PHILOS 008 DEDUCTIVE LOGIC**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC, C-ID (PHIL 110)****Advisory: ENGLISH 101, PHILOS 005 or PHILOS 006**

This course introduces some principles of valid reasoning with emphasis on deductive logic, and includes a study of formal techniques of propositional logic. The course may also include a treatment of inductive reasoning, language, or fallacies.

PHILOS 009 SYMBOLIC LOGIC I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area A3), UC, C-ID (PHIL 210)****Advisory: ENGLISH 101, PHILOS 005 or PHILOS 006**

Students learn to translate, analyze, and evaluate arguments in modern symbolic logic by employing the principles and methods of propositional and predicate logic.

PHILOS 014 HISTORY OF MODERN EUROPEAN PHILOSOPHY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), C-ID (PHIL 140)****Advisory: ENGLISH 101, PHILOS 001**

This course addresses 16th through 18th century philosophy with emphasis on broad epistemological and/or metaphysical developments of empiricism and rationalism in philosophical thought from Descartes to Kant and may include approximate precursors and successors.

PHILOS 020 ETHICS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), C-ID (PHIL 120)****Advisory: ENGLISH 101**

This course examines the concept of morality and values, representative historical and contemporary ethical theories, and their applications to moral problems.

PHILOS 030 ASIAN PHILOSOPHY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)****Advisory: ENGLISH 101, PHILOS 001**

Students distinguish between the major philosophies of India, China, and Japan, including Hinduism, Buddhism, Confucianism, and Taoism. Consideration is given to the differences between Eastern and Western thought.

PHILOS 032 PHILOSOPHY OF RELIGION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)****Advisory: ENGLISH 101, PHILOS 001**

The student learns the significant historical and contemporary philosophical concepts found in religions. The course emphasizes the exposition, discussion, and analysis of the rationality of religious beliefs.

PHILOS 040 INTRODUCTION TO THE PHILOSOPHY OF ART**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)****Advisory: ENGLISH 101, PHILOS 001 or PHILOS 020**

Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity, and various philosophical theories regarding the nature of art.

PHOTOGRAPHY (PHOTO)**PHOTO 001 ELEMENTARY PHOTOGRAPHY****6 Units (Lec 3 Hrs / Lab 9 Hrs)****Transfer Credit: CSU****Prerequisite: PHOTO 010**

The student learns all phases of professional techniques, emphasizing view camera operation, exposure and development control of film, printing for optimum technical and aesthetic values, basic lighting techniques, theory of photographic processes, and basic sensitometry. Estimated material cost is approximately \$300. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential. This is a required course for photography majors.

PHOTO 007 EXPLORING DIGITAL PHOTOGRAPHY**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

The student learns the uses and applications of professional digital SLR cameras in this introductory course. Camera controls, elements of composition, and photographing with natural light will be stressed. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

PHOTO 010 BEGINNING PHOTOGRAPHY**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC**

The student learns the basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self-expression. 35mm single lens camera required. Automatic cameras are acceptable, but they must have manual shutter speed and lens opening capability. An approximate supply cost is \$175. Student must attend the first lecture meeting, or be replaced by students wishing to add. This is a traditional darkroom class.

PHOTO 015 FUNDAMENTALS OF PORTRAITURE**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: PHOTO 001 or PHOTO 107**

Students learn to create individualized portraits utilizing a wide variety of traditional lighting styles both on location with available light, and in the studio with professional tungsten lighting and electronic strobes. Students learn how model selection, posing techniques, wardrobe, props, locations, and other factors contribute to the total professional portrait. Students will make portraits of individuals, couples, and groups. Students learn to make decisions regarding camera format including digital and film, printing, and presentation.

PHOTO 017 INTRODUCTION TO COLOR PHOTOGRAPHY**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: PHOTO 010**

The student learns the basic principles of color analog photography by printing from color negatives. There is an emphasis on color correction, color balance, and color theory. Natural light and available light and their characteristics are studied so the student is able to learn about the individual's perception and interpretation of color as seen and photographed while applying the guidelines of composition, communication and self-expression. This is a traditional darkroom class in 35mm color photography.

PHOTO 020 BEGINNING PHOTOJOURNALISM**4 Units (Lec 2 Hrs / Lab 6 Hrs)****Transfer Credit: CSU, C-ID (JOUR 160)****Advisory: PHOTO 007**

Students learn to create dynamic photographs for publication, including for online and printed newspapers, magazines, wire services, websites, and for campus publications. The primary emphasis is on digital photography and its use in the fields of journalism and publication. Students use cameras and computers, applying the techniques of image capture and post-production image enhancement, in the pursuit of photojournalistic methods and visual news gathering.

PHOTO 022 CREATIVE PHOTO-VISION**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Prerequisite: PHOTO 001****Advisory: PHOTO 107**

The student learns sensitive seeing through avenues of self-expression in nontraditional photographic techniques including non-silver processes, collage, hand-coloring, serial imagery, and other alternative processes. The student explores the creative and artistic applications of the materials and processes of

silver and non-silver photography. Emphasis is placed on the combining of technical skill with the aesthetic and expressive use of the media.

PHOTO 034 HISTORY OF PHOTOGRAPHY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

Advisory: ENGLISH 028, ENGLISH 067

Students recognize and identify the major historical developments of in photography including major technological inventions and advancements, styles and movements, and important photographers from 1826 through 1960. Special attention is paid to the impact of the photographic image and how it has shaped modern art and culture worldwide.

PHOTO 046 PHOTOGRAPHIC DIGITAL IMAGING

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

In this beginning course, students will utilize Adobe Photoshop tools to solve practical photographic problems such as color and tonal correction and retouching. Students will also learn non-destructive image editing techniques to maintain the highest quality images possible and will correctly prepare files for both print and web output.

PHOTO 049 ADVANCED PHOTOGRAPHIC DIGITAL IMAGING

6 Units (Lec 3 Hrs / Lab 9 Hrs)

Transfer Credit: CSU Prerequisite: PHOTO 046

Advisory: PHOTO 007

Students learn advanced digital imaging/Photoshop techniques, scanning, self-promotion through Web content, and branding to enhance their marketability in the digital arena. Students will use computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing, and other specialized Photoshop techniques.

PHOTO 050 SPECIALTY FIELDS

3 Units (Lab 9 Hrs)

Prerequisite: PHOTO 001 or PHOTO 107

The advanced student contracts with the instructor to produce an independent study photography project that is the basis of a free-lance, photojournalistic, commercial or fine art photographic portfolio. The student designs a portfolio based on individual concepts and goals under the guidance of the instructor.

PHOTO 107 INTERMEDIATE DIGITAL PHOTOGRAPHY

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite: PHOTO 007, PHOTO 046

The student learns all levels of digital imagery workflow, from image ingestion through pre-production, production, delivery, and archiving while working on course projects.

PHOTO 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),

C-ID (FTVE 100 or FTVE 105)

Advisory: PHOTO 007

(Same as CINEMA 501) The student learns the analysis of film and modern visual media, including the cinema, television, the Internet, advertising, social networking, and fine art. The student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology, and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

PHOTO 911 COOPERATIVE EDUCATION - PHOTOGRAPHY

1 Units (RPT 3) (Lec 1 Hrs)

Transfer Credit: CSU

Advisory: PHOTO 107, PHOTO 001

Students receive credit for approved internships with an employer in the photography industry. The work site must be approved by the Department Chair.

PHYSICAL SCIENCE (PHYS SC)

PHYS SC 010 PHYSICS AND THE MOVIES

3 Units (RPT 1) (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1)

Advisory: ENGLISH 028

The student learns the basic principles of physics: mechanics, forces, Newton's laws, fluids, oscillations, heat, optics, sound, electricity and magnetism, and relativity, by applying them to analyses of popular movie scenes to gauge their level of physical plausibility and realism.

PHYSICS (PHYSICS)

PHYSICS 006 GENERAL PHYSICS I

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),

C-ID (PHYS 105)

Prerequisite: MATH 240

Students learn the fundamentals of Newtonian physics, such as mechanics, heat, and sound. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

PHYSICS 007 GENERAL PHYSICS II

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),

C-ID (PHYS 110)

Prerequisite: PHYSICS 006

Students learn the later developments of physics leading through electricity and magnetism to optics, relativity and quantum theory, and atomic and nuclear physics. This course

is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

PHYSICS 011 INTRODUCTORY PHYSICS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)

Prerequisite: MATH 240

Students learn the essential principles of physics in a wide range of topics including kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic physics. Students analyze conceptual questions as well as solve quantitative problems using Algebra. Students learn how to use laboratory equipment to gain practical experience of the application of the scientific method in the field of physics.

PHYSICS 012 PHYSICS FUNDAMENTALS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1), UC (IGETC Area 5A)

Advisory: ENGLISH 028, ENGLISH 067

Students learn a practical and historical overview of basic physics, including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, and relativity, and is reminded of their role in technology and culture today. No mathematical preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete PHYSICS 014.

PHYSICS 014 PHYSICS FUNDAMENTALS LABORATORY

1 Units (Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B3), UC (IGETC Area 5C)

Corequisite: PHYSICS 012

Advisory: ENGLISH 021

The student will learn to use basic laboratory techniques to understand and apply simple physical laws and concepts, including the use of graphs, calculators and simple measurements to understand and measure the speed of sound, forces, densities, velocities, indexes of refraction, specific heats, and verify Hooke's law, Boyle's law, and Ohm's law. When taken with or after PHYSICS 012, it completes the units requirement for a Natural Science course with laboratory.

PHYSICS 021 GENERAL PHYSICS I WITH CALCULUS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)

Prerequisite: PHYSICS 011 or HIGH SCHOOL PHYSICS

Corequisite: MATH 261

PHYSICS 021 is the first of a two-semester, calculus-based, sequence of general physics courses. (PHYSICS 022 completes the sequence.) This sequence is recommended and designed for pre-medical students, Life Science students and other students who require a two-semester, calculus-based, sequence of physics courses. Topics covered in PHYSICS 021 include mechanics, waves, and fluids, with an emphasis on applications to the life sciences.

PHYSICS 022 GENERAL PHYSICS II WITH CALCULUS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C)

Prerequisite: PHYSICS 021

Life-sciences students, premedical students, and other students who require a two-semester calculus-based sequence of physics courses can benefit from this course. Topics covered

in PHYSICS 022 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics. There is an emphasis on applications to the life sciences.

PHYSICS 101 PHYSICS FOR ENGINEERS AND SCIENTISTS I

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),

C-ID (PHYS 205)

Prerequisite: MATH 261

Advisory: PHYSICS 011

The student learns the fundamental principles and applications of Newton's laws in classical mechanics, including motion in one and two dimensions, gravitation, rotation, energy, momentum, periodic motion, and fluid mechanics at the beginning calculus level of mathematics. The laboratory includes both quantitative and qualitative experiments that permit students to verify, illustrate, and deduce various laws of physics.

PHYSICS 102 PHYSICS FOR ENGINEERS AND SCIENTISTS II

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),

C-ID (PHYS 210)

Prerequisite: PHYSICS 101

Corequisite: MATH 262

The student learns the fundamental principles and applications of introductory thermodynamics (temperature, heat, heat engines, entropy, and other topics), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits, and other topics) at the beginning calculus level of mathematics. The laboratory includes both quantitative and qualitative experiments that permit students to verify, illustrate, and deduce various laws of physics.

PHYSICS 103 PHYSICS FOR ENGINEERS AND SCIENTISTS III

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU (CSUGE Area B1,B3), UC (IGETC Area 5A,5C),

C-ID (PHYS 215)

Prerequisite: PHYSICS 102

Corequisite: MATH 263

Students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, and atomic and nuclear physics. Topics in molecular physics and condensed matter, as well as particle physics may also be included. The laboratory includes both quantitative and qualitative experiments which enable students to verify, illustrate, and deduce some of the laws of physics that apply to the topics covered.

PHYSICS 161 ASTROPHYSICS AND COSMOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite: PHYSICS 101

Corequisite: PHYSICS 102

Students learn various aspects of astrophysics and cosmology, including elements of general relativity, the physics of pulsars, cosmic rays, and black holes. Topics include the cosmological distance scale, elementary cosmological models, and the mass density and age of the universe. Evidence for dark matter and concepts of the early universe and of galaxy formation are also presented. The student reflects on astrophysics as a probe of the extremes of physics.

PHYSICS 185 DIRECTED STUDY - PHYSICS

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

PHYSICS 285 DIRECTED STUDY - PHYSICS

2 Units (Lec 2 Hrs)
Transfer Credit: CSU

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

PHYSICS 385 DIRECTED STUDY - PHYSICS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

PHYSIOLOGY (PHYSIOL)**PHYSIOL 001 INTRODUCTION TO HUMAN PHYSIOLOGY**

4 Units (Lec 3 Hrs / Lab 3 Hrs)
Transfer Credit: CSU (CSUGE Area B2,B3), UC (IGETC Area 5B,5C)
Prerequisite: ANATOMY 001

Study of the physiological principles, function, integration, and homeostasis of the human body at the cellular, tissue, organ, organ system, and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors.

POLITICAL SCIENCE (POL SCI)**POL SCI 001 THE GOVERNMENT OF THE UNITED STATES**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC (IGETC Area 4), C-ID (POLS 110)

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy.

POL SCI 002 MODERN WORLD GOVERNMENTS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (POLS 130)

Students survey several countries around the world and major concepts in comparative politics, focusing on the 'developing world' and questions of globalization, democracy, political and economic development, and major theories and concepts in comparative politics.

POL SCI 005 THE HISTORY OF WESTERN POLITICAL THOUGHT

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B), C-ID (POLS 120)

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: analysis of selected political theories, relevance of theory to contemporary problems, and new approaches to political thought.

POL SCI 007 CONTEMPORARY WORLD AFFAIRS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (POLS 140)
Advisory: ENGLISH 028

An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions, and processes as they relate to global issues.

POL SCI 014 GOVERNMENT AND POLITICS IN THE MIDDLE EAST

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)
Prerequisite: ENGLISH 028

Students survey the domestic, regional, and international factors which shape the political landscape of the Middle East. They identify and explain sources of instability and violence in the region by focusing on the processes of state building and state disintegration. In addition, in a comparative context, they investigate particular experiences of Middle Eastern countries concerning the nature, roots, and historical evolution of the region's regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

POL SCI 019 WOMEN IN POLITICS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D,D), UC (IGETC Area 4)

Students learn political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. They also examine the political institutions, processes, and problems of the national, state, and local government.

PSYCHOLOGY (PSYCH)**PSYCH 001 GENERAL PSYCHOLOGY I**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (PSY 110)
Advisory: ENGLISH 028, ENGLISH 067

Students learn the psychological principles behind behaviors such as learning, motivation, intelligence, feelings and emotions, personality, abnormal behavior and methods of adjustment. Different psychological perspectives such as psychoanalysis, neuroscience, cognitive, behaviorism, and humanism will be emphasized.

PSYCH 002 BIOLOGICAL PSYCHOLOGY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area B2), UC (IGETC Area 5B), C-ID (PSY 150)
Prerequisite: PSYCH 001

Students learn to explain psychological behavior as a result and cause of events taking place in the brain, nervous systems,

and genes. Students learn to explain the relationship of biological events to psychopathology, sexuality, motivation, sleep, stress, emotions, perception, and learning.

PSYCH 003 PERSONALITY AND SOCIAL DEVELOPMENT

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: PSYCH 001

The student focuses on self-awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

PSYCH 013 SOCIAL PSYCHOLOGY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (PSY 170)
Prerequisite: PSYCH 001

Students will learn how individuals are influenced by our society in the areas of persuasion, propaganda and brain washing, obedience and conformity, aggression and prejudice, sexism, gender roles, group processes, interpersonal relationships, and multiculturalism.

PSYCH 014 ABNORMAL PSYCHOLOGY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)
Prerequisite: PSYCH 001

Students learn about abnormal behavior from the perspective of contemporary medical, psychosocial, and socio-cultural approaches. Students analyze abnormal disorders, evaluate their major causes, and identify treatment modalities. Topics will include criteria used for defining abnormal behavior, an overview of the basic psychological perspectives, explanations of DSM standards, and testing and assessment procedures.

PSYCH 041 LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area D,E), UC (IGETC Area 4), C-ID (PSY 180)
Prerequisite: PSYCH 001

Students learn about physical, emotional, cognitive and social growth and change affecting individuals across the lifespan. Students follow the development of humans from conception to death, examining theories and research in the fields of personality, social, emotional, and cognitive psychology. This course will also investigate problems of development.

PSYCH 043 PRINCIPLES OF GROUP DYNAMICS I

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area E)

Students learn group dynamics principles including active listening, communication models, body language principles and factors that influence group cohesion.

PSYCH 044 PRINCIPLES OF GROUP DYNAMICS II

3 Units (Lec 3 Hrs)
Transfer Credit: CSU
Prerequisite: PSYCH 043

Students learn the role of group processes in changing behavior, the principal modes of counseling and therapy, principles of verbal and nonverbal communication, and modes of learning.

PSYCH 045 ISSUES IN HUMAN SERVICE CAREERS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn how to survive in the real world of work in Human Services. This course integrates psychological theory learned in previous classes with practice. The course covers specialized areas of psychology such as crisis intervention, psychopharmacology, counseling ethics, and interviewing. Included are techniques for agency survival such as job interviewing, report writing, and resource referral.

PSYCH 052 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC, C-ID (PSY 130)

Students learn information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphilias, prostitution, rape, and pornography.

PSYCH 060 STRESS MANAGEMENT

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area E)

Students learn to explain stress as a result of biological, interpersonal, environmental, and everyday life events. Students learn effective stress management techniques.

PSYCH 063 ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the strategies of prevention and education necessary to work with various populations dealing with alcohol, drug, and STI (sexually transmitted infection) related problems.

PSYCH 064 INTRODUCTION TO ALCOHOL AND DRUG ABUSE

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Student is introduced to the physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation, and recovery.

PSYCH 065 CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the processes of treatment and recovery of alcohol and drug abuse among various populations. An overview of the causes, treatment, models, and recovery, relapse, rehabilitation, and aftercare are emphasized.

PSYCH 066 INTRODUCTION TO CRITICAL THINKING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area A3)

Students apply cognitive psychology theories and research evidence to enhance the ability to effectively solve problems, make decisions and think creatively. Practice with a variety of problems and simulations take place to ensure these critical thinking skills.

PSYCH 067 COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students learn the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi-discipline team will be emphasized. All aspects of modern treatment techniques are covered.

PSYCH 068 BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

The student receives comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

PSYCH 074 RESEARCH METHODS IN THE BEHAVIORAL SCIENCES**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (PSY 200)
Prerequisite: PSYCH 001, MATH 227, ENGLISH 101

The student surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of research in the field of psychology.

PSYCH 081 FIELD WORK I**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU**
Corequisite: PSYCH 001, PSYCH 043

The student is introduced to the field of Human Services. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse human services organizations. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

PSYCH 082 FIELD WORK II**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: PSYCH 081**

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an intermediate level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

PSYCH 083 FIELD WORK III**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: PSYCH 082**

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the generalist

option of Human Services. Students build on the skills they learned in Field Work I and Field Work II by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

PSYCH 084 FIELDWORK I, ADDICTION STUDIES**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Corequisite: PSYCH 001, PSYCH 043**

The student is introduced to the field of Drug and Alcohol Studies. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

PSYCH 085 FIELDWORK II, DRUG/ALCOHOL**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: PSYCH 084**

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Drug and Alcohol Treatment programs. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills, at an intermediate level, in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

PSYCH 086 FIELDWORK III, DRUG/ALCOHOL**3 Units (Lec 1 Hrs / Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: PSYCH 085**

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the Drug/Alcohol option of Human Services. Students build on the skills they learned in Field Work I and Field Work II by participating, under supervision, at various facilities in the community that offer Drug and Alcohol treatment programs. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

PSYCH 385 DIRECTED STUDY - PSYCHOLOGY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

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

PUBLIC RELATIONS (PUB REL)

PUB REL 001 PRINCIPLES OF PUBLIC RELATIONS

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

This course introduces public relations as the values-driven management of relationships with groups of people that can influence an organization's success and examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups.

RADIOLOGIC TECHNOLOGY (RAD TEC)

RAD TEC 103 RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Students learn radiographic anatomy, positioning, and selected pathology of the musculoskeletal system. Laboratory experience is included.

RAD TEC 104 RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Students learn radiographic anatomy, positioning, and selected pathology of the visceral organs and cranium. Laboratory experience is included.

RAD TEC 200 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the history of radiography, organization of the hospital, the medical practitioners who work in medical facilities, and careers in the radiological sciences.

RAD TEC 201 MEDICAL TERMINOLOGY FOR RADIOLOGIC

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Students learn the origins of medical terminology, word-building systems, abbreviations, symbols, diagnostic, and therapeutic terms. Students review simulated patient charts in order to understand radiographic orders and diagnostic report interpretation.

RAD TEC 202 INTRODUCTION TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Prerequisite: ENGLISH 028, ENGLISH 067, MATH 115, RAD TEC 200, RAD TEC 201

Students learn atomic structure, characteristics of radiation, x-ray production, radiation protection, and photon interaction with matter.

RAD TEC 203 INTRODUCTION TO DIGITAL RADIOGRAPHY & RADIOGRAPHIC ANATOMY

4 Units (Lec 2 Hrs / Lab 4 Hrs)
Transfer Credit: CSU

Students learn the nature of the digital radiography, how to create the latent image, qualities of the digital radiography, radiographic technique, radiographic anatomy, positioning, and selected pathology of the musculoskeletal system. The course is a pass or no pass grading method with the passing standard at 85% or higher. Laboratory experience is included.

RAD TEC 205 FUNDAMENTALS OF X-RAY PHYSICS

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 202

Students learn the physical principles of x-ray generation, electrostatics, electromagnetism, electrodynamics, electrical circuitry of radiographic equipment, interactions of x-ray radiation, and matter.

RAD TEC 206 RADIOGRAPHIC EXPOSURE

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 205

Students learn the factors that affect radiographic exposure and the basic principles and components of digital imaging. Laboratory experience is provided including computer applications in diagnostic medical imaging.

RAD TEC 207 PATIENT CARE AND MANAGEMENT

4 Units (Lec 3 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 202

Students learn the principles of patient care management for radiographers. Routine and emergency care procedures are discussed. The role of the radiographer in patient education will also be explained. Laboratory experience is included.

RAD TEC 208 CROSS SECTIONAL ANATOMY AND PATHOLOGY

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 201

Students learn to identify normal anatomy through a variety of imaging formats. Students learn how to identify normal and pathologic organ structures.

RAD TEC 209 PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS)

3 Units (Lec 1 Hrs / Lab 6 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 207

Students learn the concepts of pharmacology, venipuncture, contrast administration, and intravenous medications used in the treatment of adverse effects from contrast agents.

RAD TEC 210 QUALITY MANAGEMENT

3 Units (Lec 1 Hrs / Lab 4 Hrs)
Transfer Credit: CSU

Prerequisite: RAD TEC 202

Students learn the responsibilities of quality management which entails performing quality control tests, assessing film density, monitoring accuracy, and identifying and solving issues associated with producing medical images.

RAD TEC 211 COMPUTER TOMOGRAPHY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 205**

Students learn the principles and operation of CT instrumentation, procedures, ancillary devices, and radiation protection.

RAD TEC 240 RADIATION PROTECTION AND BIOLOGY**4 Units (Lec 3 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 202**

Students learn the principles of radiation protection and federal and state laws pertaining to radiography.

RAD TEC 243 PRINCIPLES AND PRACTICES OF FLUOROSCOPY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components, and ancillary equipment.

RAD TEC 260 INTRODUCTION TO CLINICAL EDUCATION**4 Units (Lec 1 Hrs / Lab 9 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 103**

Students are oriented to the hospital environment which includes the reception area, surgery, general radiography, emergency room, and diagnostic imaging areas. Student interns are assigned 16 hours per week in a Clinical Education Center.

RAD TEC 280 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I**6 Units (Lab 18 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 260**

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

RAD TEC 281 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II**12 Units (Lab 36 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 280**

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: abdominal, thoracic viscera, spine, common contrast exams, and generalized skull radiography. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

RAD TEC 282 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III**4 Units (Lab 12 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 281**

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include basic vascular procedures

(angiograms), PICC and tunnel catheter line placement, pace-makers, lithotripsy, tube placement, myelograms, arthrograms, hysterosalpingograms, E.R.C.P., sialogram, retrograde, and advanced procedures. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

RAD TEC 283 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY IV**12 Units (Lab 36 Hrs)****Transfer Credit: CSU****Prerequisite: RAD TEC 282**

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: other imaging modalities, therapeutic applications of radiation, tomosynthesis, mammograms, bone density, magnetic resonance imaging, computed tomography, nuclear medicine, ultrasound, and radiation therapy. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

REAL ESTATE (REAL ES)**REAL ES 001 REAL ESTATE PRINCIPLES****3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Advisory: ENGLISH 028, ENGLISH 067**

Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.

REAL ES 003 REAL ESTATE PRACTICES**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students solve the problems of establishing and conducting a real estate business, including establishing the office, securing listing and prospects, showing properties and closing sales, ethics and professional relationships, rentals and leases, appraising, and the California Real Estate Act. Preparation of documents used in real estate transactions, property transfers, and exchanges is included.

REAL ES 005 LEGAL ASPECTS OF REAL ESTATE I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students who plan to take the state examination, which is required in order to obtain a broker license (meets optional requirements for sales license), can receive the appropriate legal background, including principles of property ownership and management in their business aspects, with special reference to law of California as it applies to community property, deeds, trust deeds, mortgages, leases, brokerage, mechanic's liens, homesteads, wills, and estates.

REAL ES 006 LEGAL ASPECTS OF REAL ESTATE II**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

The student learns advanced issues involving real estate legal matters. Including an advanced and in-depth study of agency and sub-agency law, civil rights and fair housing in real estate practice, and real estate escrow and title insurance laws. Also included are the introductory studies of wills, trusts, and probate administration as they apply to real estate brokers' practice.

REAL ES 007 REAL ESTATE FINANCE I**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students study the forms, and sources of financing real property, including purchase, construction, refinance, and other creative permanent financing approaches. Also included is an assessment of the procedures for obtaining government-sponsored financing through FHA, DVA, and Cal-Vet. The various loan sources currently being used in the marketplace will be evaluated including banks, savings and loans, insurance companies, mortgage brokers/bankers, pensions, credit unions, and private parties.

REAL ES 009 REAL ESTATE APPRAISAL I**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

The student learns the purpose of appraisals, the appraisal process, and the different approaches of valuation. Additionally, the student learns methods and techniques used to determine the value of various types of properties. The market comparison and cost approaches are emphasized, plus an introduction to investment property valuation by the income approach.

REAL ES 011 ESCROW PRINCIPLES**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students study real estate escrow responsibilities, procedures, and management, such as preparing escrow instructions, loan documentation, and closing statements. Topics covered in this course also include the basics of escrow accounting, financing procedures for real property, and title transfer and title insurance procedures.

REAL ES 014 PROPERTY MANAGEMENT**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU**Advisory: ENGLISH 028, ENGLISH 067**

Students study the nature and types of property management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners and budgets, purchasing and accounts, reporting, ethics, and legal and professional relationships.

REAL ES 018 REAL ESTATE INVESTMENTS I**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU**Advisory: ENGLISH 028, ENGLISH 067**

Students study the principles of real estate investment with respect to identifying and understanding the language, basic procedures, financing, and facts essential to ownership, conveyance, environment problems, business organization involvement, and evaluation with other investments. A comparison and assessment of commercial, industrial, and residential

projects, including location, feasibility studies, zoning restrictions, financing options, sale and leaseback, and preferential tax benefits

REAL ES 021 REAL ESTATE ECONOMICS**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU**Advisory: ENGLISH 028, ENGLISH 067**

The student learns fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory, and problems of sub-division. Additionally, the student learns the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning, and fair housing legislation.

REAL ES 060 REAL ESTATE MATHEMATICS**3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

This course begins with a review of basic math skills, reinforces what is already known, and then covers quantitative fundamentals that prepares students to apply real estate terminology and specific formulas to problems and tasks common in the real estate industry such as area and volume calculation, the rectangular survey system, the metes and bounds system, proration, commission rates, and property values. This course will help students develop the skills to complete a review of settlement costs and explain this information to clients. Students will be prepared for real estate mathematics problems which are most common in actual practice, necessary for other real estate courses, and for those found in the California Real Estate Licensing examinations.

NURSING, REGISTERED (REGNRSG)**REGNRSG 103 NURSING PHARMACOLOGY****1 Units (Lec 1 Hrs)**
Transfer Credit: CSU**Corequisite: REGNRSG 104**

First semester nursing students acquire introductory knowledge about the most frequently prescribed medications, their side effects, and possible interactions that are used in health care settings today.

REGNRSG 104 NURSING FOUNDATIONS - THEORY**2 Units (Lec 2 Hrs)**
Transfer Credit: CSU**Corequisite: REGNRSG 104L**

Students acquire introductory knowledge about theoretical concepts in nursing that are required for safe patient care. Students also learn and apply the Roy Adaptation Model nursing process as the conceptual framework for practice.

REGNRSG 104L NURSING FOUNDATIONS - CLINICAL**2.5 Units (Lab 7.5 Hrs)**
Transfer Credit: CSU**Corequisite: REGNRSG 104**

Students apply theoretical concepts from REGNRSG 104 during concurrent clinical experience.

REGNRSG 105 BEGINNING MEDICAL/SURGICAL - THEORY**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 104****Corequisite: REGNRSG 105L**

Students will develop introductory knowledge and understanding of common medical-surgical health problems, using knowledge about the Roy Adaptation Model nursing process. This framework will be used for implementing nursing care.

REGNRSG 105L BEGINNING MEDICAL/SURGICAL - CLINICAL**2.5 Units (Lab 7.5 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 104****Corequisite: REGNRSG 105**

Theoretical concepts and nursing skills from REGNRSG 105 will be applied by the students in a clinical setting.

REGNRSG 106 NURSING CARE OF THE CHILDBEARING FAMILY - THEORY**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 105****Corequisite: REGNRSG 106L**

Students learn to assess and care for women through the lifespan and newborns, with emphasis on reproductive health and the childbearing years, healthy neonates, and women's health. Utilizing the Roy Adaptation model, the nursing process, and QSEN competencies, family-centered care is emphasized, including identification of the bio-psycho-social needs, as well as cultural diversity of patients and families.

REGNRSG 106L NURSING CARE OF THE CHILDBEARING FAMILY - CLINICAL**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 105****Corequisite: REGNRSG 106**

Students will apply concepts from REGNRSG 106 that include the disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the childbearing family.

REGNRSG 107 NURSING CARE OF THE PEDIATRIC CLIENT - THEORY**2 Units (RPT 1) (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 105****Corequisite: REGNRSG 107L**

Utilizing the Roy Adaptation Model and the nursing process, students in pediatric nursing focus on the nursing care of children of various ages and their families. The student applies concepts that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population.

REGNRSG 107L NURSING CARE OF THE PEDIATRIC CLIENT - CLINICAL**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 105****Corequisite: REGNRSG 107**

The student applies concepts from REGNRSG 107 that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population.

REGNRSG 108 NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - THEORY**2 Units (Lec 2 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 106, REGNRSG 107****Corequisite: REGNRSG 108L**

The student receives correlated theoretical knowledge and clinical experience in the care of the psychiatric patient in the acute care facility. Emphasis will be on the holistic care of clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living.

REGNRSG 108L NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - CLINICAL**2 Units (Lab 6 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 106, REGNRSG 107****Corequisite: REGNRSG 108**

Students apply theoretical concepts from REGNRSG 108 during the concurrent clinical experience of the psychiatric patient in the acute care facility. Emphasis will be on the holistic care of clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living.

REGNRSG 109 INTERMEDIATE MEDICAL/SURGICAL NURSING - THEORY**2.5 Units (Lec 2.5 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 106, REGNRSG 107****Corequisite: REGNRSG 109L**

Students identify and manage the needs of the older adult client possessing complex medical-surgical health problems. Students focus on the bio-psycho-social impact of illness across the life span and nursing interventions to promote client adaptation.

REGNRSG 109L INTERMEDIATE MEDICAL/SURGICAL NURSING - CLINICAL**2.5 Units (Lab 7.5 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 106, REGNRSG 107****Corequisite: REGNRSG 109**

Students apply theoretical concepts from REGNRSG 109 during concurrent clinical experience.

REGNRSG 110 ADVANCED MEDICAL/SURGICAL NURSING - THEORY**2.5 Units (Lec 2.5 Hrs)****Transfer Credit: CSU****Prerequisite: REGNRSG 108, REGNRSG 109****Corequisite: REGNRSG 110L**

In this advanced nursing course, students will learn to understand and apply advanced theoretical concepts in the care of critically ill adult, older adult, and pediatric medical-surgical patients with complex problems. Student acquires translational knowledge about complex concepts that include ECG

monitoring, beginning ventilator management, hemodynamic monitoring, care of the client with multisystem failure, and nursing care in emergency situations.

REGNRSG 110L ADVANCED MEDICAL SURGICAL NURSING - CLINICAL

2.5 Units (Lab 7.5 Hrs)

Transfer Credit: CSU

Prerequisite: REGNRSG 108, REGNRSG 109

Corequisite: REGNRSG 110

Students apply theoretical concepts from REGNRSG 110 during concurrent clinical experience.

REGNRSG 111 NURSING LEADERSHIP AND MANAGEMENT - THEORY

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Prerequisite: REGNRSG 110

Corequisite: REGNRSG 111L

Nursing students will explore, apply the legal, ethical, and current issues and trends that affect the registered nurse today within the context of the roles of practice.

REGNRSG 111L NURSING LEADERSHIP AND MANAGEMENT - CLINICAL

2 Units (Lab 6 Hrs)

Transfer Credit: CSU

Prerequisite: REGNRSG 110

Corequisite: REGNRSG 111

Students apply theoretical concepts from REGNRSG 111 during concurrent clinical experience.

REGNRSG 115 NURSING SKILLS COMPETENCY I

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Corequisite: REGNRSG 104

In this course, students will focus on the skills and knowledge needed to assess and care for a patient in the clinical setting. Emphasis will be placed on the nursing process, therapeutic communication, and providing basic care to the individual.

REGNRSG 116 NURSING SKILLS COMPETENCY II

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite: REGNRSG 105

The student participates in this laboratory course to practice procedures and skills learned in Maternal/Newborn and Pediatrics Nursing theory and clinical courses.

REGNRSG 117 NURSING SKILLS COMPETENCY III

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite: REGNRSG 107

Third semester nursing students practice and enhance, both their mental health skills and medical-surgical nursing skills.

RUSSIAN (RUSSIAN)

RUSSIAN 001 ELEMENTARY RUSSIAN I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC

Elementary course for student without prior exposure to Russian. Develops speaking, writing, listening, and reading skills in Russian at the ACTFL Proficiency Novice-Mid Level, and introduces Russian culture.

RUSSIAN 002 ELEMENTARY RUSSIAN II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A)

Prerequisite: RUSSIAN 001

Continues the development of elementary speaking, writing, listening, and reading skills in Russian at the ACTFL Proficiency Novice-High Level, and furthers understanding of Russian culture.

RUSSIAN 003 INTERMEDIATE RUSSIAN I

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)

Prerequisite: RUSSIAN 002

Development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Russian culture.

RUSSIAN 004 INTERMEDIATE RUSSIAN II

5 Units (Lec 5 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)

Prerequisite: RUSSIAN 003

Continues the development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Russian culture

RUSSIAN 007 CONVERSATIONAL RUSSIAN

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite: RUSSIAN 002

Students will develop practical speaking and listening skills in Russian at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

RUSSIAN 008 CONVERSATIONAL RUSSIAN

2 Units (Lec 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite: RUSSIAN 002

Students develop and practice conversational skills in Russian pertaining to typical situations and topics a person may encounter when traveling or living among a Russian-speaking community.

RUSSIAN 010 RUSSIAN CIVILIZATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)

Open to all students. Course taught in English. Focuses on the history, culture, traditions, and arts of Russia and its people. The contribution of Russia to world civilization is examined.

SOCIOLOGY (SOC)

SOC 001 INTRODUCTION TO SOCIOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (SOCI 110)

Advisory: ENGLISH 028

Students learn the major principles of sociology as they are applied to contemporary social issues. With the use of several theoretical perspectives, the course examines social structures within American society and other cultures from macro and micro perspectives. There are extensive references to contemporary research findings on social structure, group dynamics, social stratification, and social institutions.

SOC 002 AMERICAN SOCIAL PROBLEMS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (SOCI 115)****Advisory: ENGLISH 028, ENGLISH 067**

The student applies sociological perspectives and concepts in analyzing contemporary social problems in the United States. Topics include problems associated with drug abuse; poverty; racial, ethnic, and gender inequality; crime and violence; and the environment.

SOC 011 RACE AND ETHNIC RELATIONS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (SOCI 150)**

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups.

SOC 012 MARRIAGE AND FAMILY LIFE**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area E), UC (IGETC Area 4), C-ID (SOCI 130)**

Sociological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes.

SOC 022 SOCIOLOGY OF WOMEN**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (SJS 120)**

Students learn the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, dis/ability, age, religion, and other systems of difference.

SOC 031 SOCIOLOGY OF GENDER**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4), C-ID (SOCI 140)**

Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they do and practice gender.

SOC 032 INTRODUCTION TO CRIMINOLOGY**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area D), UC (IGETC Area 4)**

Sociological analysis of crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. There is an extensive review of the major sociological explanations on the causes of crime and criminality in addition to a consideration of the biological and psychological perspectives. Discusses measurement of crime and basic theoretical explanations of criminal behavior.

SPANISH (SPANISH)**SPANISH 001 ELEMENTARY SPANISH I****5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC, C-ID (SPAN 100)**

Elementary course for student without prior exposure to Spanish. Develops speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-Mid Level, and introduces Spanish/Latin American culture.

SPANISH 002 ELEMENTARY SPANISH II**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A),****C-ID (SPAN 110)****Prerequisite: SPANISH 001**

Continues the development of elementary speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-High Level, and furthers understanding of Spanish/Latin American culture.

SPANISH 003 INTERMEDIATE SPANISH I**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A),****C-ID (SPAN 200)****Prerequisite: SPANISH 002**

Development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Spanish/Latin American culture.

SPANISH 004 INTERMEDIATE SPANISH II**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC****Area 3B,6A), C-ID (SPAN 210)****Prerequisite: SPANISH 003**

Continues the development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilization of knowledge of Spanish/Latin American culture.

SPANISH 006 ADVANCED SPANISH THROUGH SPANISH LITERATURE**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B,6A)****Prerequisite: SPANISH 005**

The student studies the theater as a literary and performing art, and the essay as a nonfictional form of expression. Through lectures and readings, students will learn about the trajectory of the theater and the essay in Spanish and Latin-American literary traditions. Discussions generated by lectures and reading provide for oral practice in the target language. Written expression and review of grammatical structures, orthography, and punctuation is done through essays on selected themes

SPANISH 007 CONVERSATIONAL SPANISH**3 Units (Lec 3 Hrs)****Transfer Credit: CSU****Prerequisite: SPANISH 002**

Develops practical speaking and listening skills in Spanish at the ACTFL Proficiency Intermediate-Low Level, and utilizes culture in spoken communication.

SPANISH 009 CIVILIZATION OF SPAIN**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)**

Open to all students. Course taught in English. Focuses on the history, culture, traditions, and arts of Spain and its people. The contribution of Spain to world civilization is examined.

SPANISH 010 LATIN-AMERICAN CIVILIZATION**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 3B)**

Open to all students. Course taught in English. Focuses on the history, culture, traditions, and arts of Latin America and its people. The contribution of Latin America to world civilization is examined.

SPANISH 011 GREAT BOOKS OF SPANISH LITERATURE**3 Units (RPT 1) (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Students are introduced to selections from masterpieces of Spanish Literature. Class is conducted in Spanish.

SPANISH 015 GREAT BOOKS OF LATIN AMERICAN LITERATURE**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Students explore the major authors and works of Latin American literature from the Pre-Columbian times to the 20th Century. Students will analyze the literary history of Latin America, examining the literary genres, themes, and movements in cultural, social, and historical context. Class is conducted in Spanish and readings are in Spanish.

SPANISH 021 FUNDAMENTALS OF SPANISH I**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC**

Fundamental course for students without prior exposure to Spanish. Develops speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-Low Level, and raises awareness about Spanish culture. SPANISH 021 and SPANISH 022 together are equivalent to SPANISH 001. Both SPANISH 021 and SPANISH 022 must be taken for UC:CSU credit.

SPANISH 022 FUNDAMENTALS OF SPANISH II**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC****Prerequisite: SPANISH 021**

Continues the development of fundamental speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-Mid Level, and introduces Spanish/Latin American culture. SPANISH 021 and SPANISH 022 together are equivalent to SPANISH 001. Both SPANISH 021 and SPANISH 022 must be taken for UC:CSU credit.

SPANISH 035 SPANISH FOR SPANISH SPEAKERS I**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A),****C-ID (SPAN 220)**

Elementary course for bilingual students. Class is conducted in Spanish. Students develop speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-High Level, and are introduced to Spanish culture. Credit is given for either SPANISH 002 or SPANISH 035, but not for both.

SPANISH 036 SPANISH FOR SPANISH SPEAKERS II**5 Units (Lec 5 Hrs)****Transfer Credit: CSU (CSUGE Area C2), UC (IGETC Area 6A),****C-ID (SPAN 230)****Prerequisite: SPANISH 035**

Continues the development of elementary speaking, writing, listening, and reading skills in Spanish for bilingual students at the ACTFL Proficiency Intermediate-Mid Level, and furthers understanding of Spanish culture. Class is conducted in Spanish. Credit is given for either SPANISH 003 or SPANISH 036, but not for both.

SUPERVISION (SUPV)**SUPV 001 ELEMENTS OF SUPERVISION****3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

This introductory course covers the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality-quantity control, and management-employee relations.

SUPV 012 WRITTEN COMMUNICATIONS FOR SUPERVISORS**3 Units (Lec 3 Hrs)**

Students learn to improve their writing ability and write professional email messages, memorandums, and a wide range of business letters, including direct requests for information, replies to information requests, direct claims, adjustment letters, letters of recommendation, persuasive requests, refusing routine requests, and breaking bad news to customers and to employees. This course is one in a series that applies to the college's certificates in Business Administration, Marketing, and Management, and the Western Association of Food Chains' Marketing Management Certificate.

TELEVISION (T V)**T V 001 INTRODUCTION TO TELEVISION****3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

This course is required of all Television majors. Students learn what is on television and other electronic media, the history of radio and television broadcasting, costs, ratings, profits, the FCC rules, and cable and pay television. This course is a recommended elective for Journalism, Theater, and Public Relations students.

T V 004 TELEVISION CAMERA LIGHTING AND SOUND**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students learn the basic techniques, aesthetic conventions, and practical use of lighting and sound equipment in a multi-camera television production environment.

T V 006 STUDIO AND REMOTE PRODUCTION**3 Units (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU****Prerequisite: T V 046****Advisory: CINEMA 002**

Students light and shoot remote setups then edit those pieces for inclusion into a half hour live to tape production in the studio.

T V 007 TELEVISION ANNOUNCING I**3 Units (RPT 1) (Lec 2 Hrs / Lab 3 Hrs)****Transfer Credit: CSU**

Students produce news packages and interviews and perform the role of reporter as part of training in Television announcing for broadcast news, sports, weather, and entertainment. They participate as on-camera talent and writers for the production of a half hour in-studio live-to-tape production of a local news broadcast.

T V 009 TV EQUIPMENT**3 Units (Lec 3 Hrs)****Transfer Credit: CSU**

Students learn the principles and operation of a multi-camera television control room and studio equipment, leading to the production of their own live-switched one-minute public service announcement. Sound control, studio lighting, control room procedures, camera operation, directing, script writing, storyboarding, and production design are emphasized.

T V 025-1 TELEVISION AND FILM DRAMATIC WRITING I**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students learn professional methods and techniques for creating characters and stories to develop into film and TV scripts, including drama and comedy, in both the single- and multi-camera formats. Class also deals with getting an agent and how scripts are sold.

T V 025-2 TELEVISION AND FILM DRAMATIC WRITING II**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 005 or T V 025-1**

Students learn professional methods and techniques of advanced television and film writing for drama and comedy, for single- and multiple-camera formats. Scripts begun in T V 025-1 may be worked on for completion and/or revision.

T V 046 TELEVISION PRODUCTION**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: T V 009 or T V 004**

Students write, produce, and direct a series of live-switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator, as well as directing, writing, and producing.

T V 048 TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP**3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: T V 046**

Advanced production course that focuses on above the line production responsibilities for live-to-tape multi-camera television productions. Positions for this course include producer, director, writer, segment producer, assistant director, and talent. T V 048 and T V 049 meet together at the same time; students cannot take both classes in the same semester.

T V 049 TV PRODUCTION WORKSHOP**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: T V 046**

This advanced television production course focuses on below-the-line production responsibilities for live-to-tape multi-camera television productions. Production positions for this course include camera operator, lighting director, set designer, graphics, audio engineer, technical director, floor director, field shooter, and segment editor. There is no producing or directing in this course. T V 048 and T V 049 meet together at the same time; students cannot take both classes in the same semester.

T V 055 DIGITAL VIDEO PRODUCTION WORKSHOP I**3 Units (Lec 1 Hrs / Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: CINEMA 001, CINEMA 002, T V 004, T V 009**

Intermediate cinema and television students produce short video projects using digital video cameras and editing systems.

T V 185 DIRECTED STUDY - TELEVISION**1 Units (Lec 1 Hrs)****Transfer Credit: CSU****Prerequisite: T V 046**

Create a writing, mentoring, or post-production study project as agreed upon by the student and a supervising instructor. The time and depth of the project will align with earning 1 unit of credit.

THEATER (THEATER)
THEATER 100 INTRODUCTION TO THE THEATER**3 Units (Lec 3 Hrs)****Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3B), C-ID (THTR 111)****Advisory: ENGLISH 101**

A survey study and analysis of the various elements that make up the institution called the Theater. Subjects range from origins of primitive drama to contemporary structure and direction of our modern theater.

THEATER 105-1 THEATER SURVEY I- LITERATURE**1 Units (Lec 1 Hrs)****Transfer Credit: CSU**

The student learns about theater literature through an introduction and survey or observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required

to attend live events outside campus and report on their observations of theater literature through journal and essay writing assignments.

THEATER 105-2 THEATER SURVEY II- PERFORMANCE

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 105-3 THEATER SURVEY III-
DESIGN TECHNOLOGY**

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

The student learns theater design technology through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 105-4 THEATER SURVEY IV-
AUDIENCE EXPERIENCE**

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

The student learns theater audience experience through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

THEATER 110 HISTORY OF THE WORLD THEATER

3 Units (Lec 3 Hrs)
**Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3B),
C-ID (THTR 113)**
Advisory: ENGLISH 101

Students read, discuss, and analyze major works of dramatic literature from the Golden Age of Greece through contemporary. They develop an understanding and appreciation of the dramatic form, story arc, and character development throughout major artistic movements in dramatic literature within the social and political context they were written, and to express that appreciation in reasoned analyses.

THEATER 185 DIRECTED STUDY - THEATER

1 Units (Lec 1 Hrs)
Transfer Credit: CSU

Theater students pursue directed study on a contract basis under the direction of a supervising instructor.

THEATER 200 INTRODUCTION TO ACTING

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC

Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

**THEATER 210 INTRODUCTION TO ORAL
INTERPRETATION OF
DRAMATIC LITERATURE**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC

The student studies the techniques of oral interpretation—including phrasing, inflection, word relish, verse scansion, tempo, and rhythm—designed to develop the actor's interpretative skills.

**THEATER 212 INTRODUCTION TO ORAL
INTERPRETATION OF
SHAKESPEAREAN LITERATURE**

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC

Students study and practice techniques of oral interpretation—including phrasing, inflection, word relish, verse scansion, tempo, and rhythm—designed to develop the actor's interpretative skills of Shakespearean text at an introductory level.

THEATER 225 BEGINNING DIRECTION

3 Units (Lec 3 Hrs)
Transfer Credit: CSU, UC
Advisory: THEATER 274-1

The student learns fundamental concepts in stage direction as explored through lecture, exercise, and demonstration. Beginning with play analysis from a director's point of view to creating a directorial vision, the course includes an introduction to the basic principles of stage directing and the fundamental working techniques for the realization of the values of a play onstage.

**THEATER 235 PLAY PRODUCTION AND
COMPANY PERFORMANCE**

5 Units (Lab 15 Hrs)
Transfer Credit: CSU, UC
Prerequisite: THEATER 270

Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops, and theater spaces. Production work may consist of the following: acting, carpentry, costumes, painting, lighting, sound, props, and stage management. Study culminates in a college public performance entered in the American College Theater Festival.

**THEATER 235-1 PLAY PRODUCTION AND COMPANY
PERFORMANCE I**

5 Units (Lab 10 Hrs)
Transfer Credit: CSU
Prerequisite: THEATER 274-1
Corequisite: THEATER 242-3 or THEATER 274-1

Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops, and theater spaces. Production work may consist of the following: acting, carpentry, costumes, painting, lighting, sound, props, and stage management. Study culminates in a college public performance entered in the American College Theater Festival.

THEATER 235-2 PLAY PRODUCTION AND COMPANY PERFORMANCE II**5 Units (Lab 10 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 270**

More advanced Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops, and theater spaces. Production work may consist of the following: acting, carpentry, costumes, painting, lighting, sound, props, and stage management. Study culminates in a college public performance entered in the American College Theater Festival.

THEATER 240 VOICE AND ARTICULATION FOR THE THEATER**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

Students develop and practice correct voice and speech skills which emphasize clarity, precision, tone, dynamics, and expressive use of language for the theater.

THEATER 242-1 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL I**2.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Corequisite: THEATER 345**

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an introductory level with specific emphasis on proper breath support, alignment, and vocal and physical clarity, freedom, and strength.

THEATER 242-2 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II**2.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 242-1**

The student learns and demonstrates knowledge, as well as skill, in vocal and physical development at a beginning level with specific emphasis on resonance, precision and dynamics, and enhanced expressiveness.

THEATER 242-3 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL III**2.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 242-2**

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an intermediate level with specific emphasis on diction, International Phonetic Alphabet (IPA), and dance choreographed movement.

THEATER 242-4 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL IV**2.5 Units (Lab 5 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 242-3**

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an advanced level with specific emphasis on elevated speech and language, rhythm and gestural expressiveness, and stage combat.

THEATER 262 SPECIAL PROJECTS**2 Units (RPT 3) (Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 270**

Advanced students are given the opportunity to plan, rehearse, stage, and produce approved all-student projects for presentation before an audience.

THEATER 262-1 SPECIAL PROJECTS I**2 Units (Lab 4 Hrs)****Transfer Credit: CSU**

Beginning and intermediate students engage in a variety of special limited topics, practicing skills and production activities not available in full-length courses.

THEATER 262-2 SPECIAL PROJECTS II**2 Units (Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 262-1**

Advanced students engage in a variety of special limited topics, practicing skills and production activities not available in full-length courses, and may be given the opportunity to plan, rehearse, stage, and produce approved all-student projects for presentation before an audience.

THEATER 270 BEGINNING ACTING**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC, C-ID (THTR 151)**

The student receives an introduction to the art and craft of acting. This class is the first level of the Theatre Academy Professional Training Program's acting option. The main focus of the work will be on stage using the physical body and voice to experience the process of the actor. Topics covered include basic stage technique, movement values, relaxation, body awareness, physical limbering and alignment, pantomimic dramatization, play and scene study. Students will receive an introductory appreciation of how an actor trains for a career in theatre, film, and television as they develop their own skills of physical, verbal, and emotional communication.

THEATER 271 INTERMEDIATE ACTING**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC****Prerequisite: THEATER 200**

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

THEATER 272 INTERMEDIATE APPLIED ACTING**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC, C-ID (THTR 152)****Prerequisite: THEATER 100, THEATER 270**

The student learns to apply the acting principles introduced in THEATER 270 in staged scenes. The student incorporates fundamental and basic techniques of acting into meaningful dramatic action on stage. The actor's self-awareness is explored and developed before a classroom audience in scenes and exercises.

THEATER 274-1 ADVANCED APPLIED ACTING-LEVEL I**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: THEATER 272**

The student learns to engage in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and rehearsal techniques.

THEATER 274-2 ADVANCED APPLIED ACTING-LEVEL II**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU, UC****Prerequisite: THEATER 274-1**

The student learns to engage in character and text analysis of roles in staged scenes at an advanced level. Emphasis is placed upon the student's demonstration of advanced rehearsal processes and techniques.

THEATER 275 SCENE STUDY**2 Units (Lec 1 Hrs / Lab 2 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 270**

The student learns about the similarities and differences in acting techniques applied when studying and performing scenes from theater, film, television, commercials, and new media.

THEATER 276-1 ACTORS' WORKSHOP-LEVEL I**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 274-2**

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

THEATER 276-2 ACTORS' WORKSHOP-LEVEL II**3 Units (Lec 2 Hrs / Lab 4 Hrs)****Transfer Credit: CSU P****Prerequisite: THEATER 276-1**

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control, and physical expressiveness.

THEATER 277 CHARACTER ANALYSIS**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC****Prerequisite: THEATER 270**

The course covers the analytical steps involved in the study of a play and the development of character preparatory for rehearsal and performance.

THEATER 285 DIRECTED STUDY - THEATER**2 Units (Lec 2 Hrs)****Transfer Credit: CSU**

Allows students to pursue Directed Study on a contract basis under the supervision of a supervising instructor.

THEATER 294 REHEARSALS AND PERFORMANCES IV**4 Units (RPT 3) (Lab 12 Hrs)****Transfer Credit: CSU, UC, C-ID (THTR 191)****Prerequisite: CINEMA 002 or THEATER 270**

Students perform a role (or roles) in a public performance of a play in the Theatre Academy season integrating principles and techniques of acting, character analysis, voice and movement. Students will be introduced to rehearsal disciplines and

professional work habits during the preparation for public performance and will experience audience response to their acting skills.

THEATER 294-1 REHEARSALS AND PERFORMANCES I**4 Units (Lab 12 Hrs)****Transfer Credit: CSU****Corequisite: THEATER 272**

Students perform a role (or roles) in a public performance of a play in the Theatre Academy season integrating principles and techniques of acting, character analysis, voice, and movement. Students will be introduced to rehearsal disciplines and professional work habits during the preparation for public performance and will experience audience response to their acting skills.

THEATER 294-2 REHEARSALS AND PERFORMANCES II**4 Units (Lab 12 Hrs)****Transfer Credit: CSU****Prerequisite: THEATER 276-1****Corequisite: THEATER 242-4 or THEATER 276-1**

Students perform a more advanced role (or roles) in a public performance of a play in the Theatre Academy season integrating principles and techniques of acting, character analysis, voice, and movement. Students will be introduced to rehearsal disciplines and professional work habits during the preparation for public performance and will experience audience response to their acting skills.

THEATER 300 INTRODUCTION TO STAGE CRAFT**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC, C-ID (THTR 171)**

The student studies the theory and professional practices of design and technical play production for scenery, properties, lighting, sound, costuming, and stage management.

THEATER 302 INTRODUCTION TO STAGE MANAGEMENT**3 Units (Lec 3 Hrs)****Transfer Credit: CSU, UC**

Students learn the function of stage managers in professional theater productions.

THEATER 311 THEATRICAL LIGHTING**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU, UC, C-ID (THTR 173)**

Students develop skills used in theatrical lighting, including use of lighting instruments, accessories, control systems, as well as safety procedures. Students will light projects that develop foundational skills- placement of appropriate lights, magic sheets, and patching, as well as accuracy in the reproduction of light plots.

THEATER 313 SCENIC PAINTING FOR THE THEATER**3 Units (Lec 2 Hrs / Lab 2 Hrs)****Transfer Credit: CSU**

Students develop skills used in theatre scene painting, including the use of equipment and materials, preparation of paint surfaces, paint application techniques, and safety practices. Students will paint projects that develop foundational skills, such as cartooning and layout, color theory, paint mixing, brushwork (lining, lay-in, wet blend), and accuracy in the reproduction of paint elevations.

**THEATER 314 THEATRICAL SOUND DESIGN
FUNDAMENTALS, PROCEDURES/
OPERATIONS****3 Units (Lec 2 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU

Students interested in the study of theory and practices used to setup production and sound equipment related materials utilized in a professional sound design for the theater. Students will practice professional sound installations and design techniques.

**THEATER 315 INTRODUCTION TO THEATRICAL
SCENIC DESIGN****3 Units (Lec 2 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC

Students study and develop a graphic vocabulary in order to express design concepts for scenic environments. Students analyze specific text or events and create design documentation in order to communicate ideas and visual concepts. Class projects focus on specific skills and forms of design presentations; script analysis, ground plan and section, elevations, details, model building and computer pre-visualization of virtual environments.

**THEATER 321 COMPUTER AIDED DRAFTING AND
DESIGN-III****3 Units (Lec 3 Hrs)**
Transfer Credit: CSU

Students create design plans for theatre disciplines on various computer applications including AutoCAD, SketchUp, and SketchBook. The design student will be introduced to the necessary skills to create professional design documentation and paperwork for scenic, lighting, and costume design.

THEATER 325 ADVANCED STAGE CRAFT**3 Units (Lec 2 Hrs / Lab 2 Hrs)**
Transfer Credit: CSU, UC
Prerequisite: THEATER 300

This course provides the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theater technician in all specialty areas. The course emphasizes practical solutions and leadership in crew and equipment management. The student uses state-of-the-art stage equipment and show operation forms to contribute to a production in multiple entertainment media. The direct outcome is to prepare the student for work in the behind the scenes of the entertainment industry.

**THEATER 335 APPLIED STAGE MANAGEMENT AND
PRODUCTION IV****4 Units (RPT 3) (Lab 12 Hrs)**
Transfer Credit: CSU, UC, C-ID (THTR 192)

Technical Theatre students study the real and theoretical practices of managerial and technical theatre while constructing an actual production in college shops. Production work will consist of carpentry, painting, lighting, sound editing, and/or stage management

**THEATER 335-1 APPLIED STAGE MANAGEMENT AND
PRODUCTION I****4 Units (Lab 12 Hrs)**
Transfer Credit: CSU

Beginning technical theater students study the real and theoretical practices of managerial and technical theatre while constructing an actual production in college shops. Production work will consist of introductory-level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-2 APPLIED STAGE MANAGEMENT AND
PRODUCTION II****4 Units (Lab 12 Hrs)**
Transfer Credit: CSU
Prerequisite: THEATER 335-1

Level-two technical theater students study the real and theoretical practices of managerial and technical theatre while constructing an actual production in college shops. Production work will consist of introductory-level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-3 APPLIED STAGE MANAGEMENT AND
PRODUCTION III****4 Units (Lab 12 Hrs)**
Transfer Credit: CSU
Prerequisite: THEATER 335-2

Level-three technical theater students study the real and theoretical practices of managerial and technical theater while constructing an actual production in college shops. Production work will consist of level-three carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-4 APPLIED STAGE MANAGEMENT AND
PRODUCTION IV****4 Units (Lab 12 Hrs)**
Transfer Credit: CSU
Prerequisite: THEATER 335-3

Advanced technical theater students study the real and theoretical practices of managerial and technical theater while constructing an actual production in college shops. Production work will consist of advanced level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 338 INTRODUCTION TO DESIGN:
THEATER, FILM, AND TV****3 Units (Lec 3 Hrs)**
**Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A),
C-ID (THTR 172)**

The student studies the design process for theatre, film, and TV. Specific topics include the relationship between text and design choices, recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in storytelling; and the creation of design presentations through collage. Additional lecture topics include, architectural spaces of storytelling, from the proscenium arch to the sound stage, business practices of design, union affiliations for professional designers, and typical business vocabulary.

THEATER 345 TECHNICAL STAGE PRODUCTION**4 Units (Lab 12 Hrs)**
Transfer Credit: CSU, UC, C-ID (THTR 192)
Corequisite: THEATER 270

Acting students study the real and theoretical practices of managerial and technical theatre while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the

creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

THEATER 385 DIRECTED STUDY - THEATER

3 Units (Lec 3 Hrs)
Transfer Credit: CSU

Theater students pursue on their own an in-depth study of a subject of special interest in the field of theater. Consultation with the instructor on a weekly basis and independent work is required.

THEATER 400 COSTUME PERIODS AND STYLES

3 Units (Lec 3 Hrs)
Transfer Credit: CSU (CSUGE Area C1), UC (IGETC Area 3A)

The student studies the changes in dress from ancient to modern times, relating social and political forces influencing costuming for stage, film, and television.

THEATER 411 COSTUMING FOR THE THEATER

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Students study the techniques and practices of theatrical costuming. Topics include choice, use, and manipulation of patterns, textiles, jewelry, and accessories to imitate historical appearances meeting the needs of performance costume rather than clothing. Practical solutions to budget limits and camera media.

THEATER 413 COSTUME DYEING AND PAINTING

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

The student learns techniques of dyeing and surface design of fabric for theater and film and practices dyeing, tie dye, batik, stencil, screening, heat transfer, aging, antiquing, and distressing.

THEATER 414 COSTUME DRAPING AND ACCESSORIES

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students study the theory and practice of creating stage and film costumes and costume accessories through draping.

THEATER 415 COSTUME DESIGN FOR THE THEATRE

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU, C-ID (THTR 174)

Students study the techniques and practices of theatrical costume design and illustration. Topics include analyzing the play script, costume history, textiles, research, costume plot, budget, illustrating costume design, and construction of costumes for theatrical performance.

THEATER 416 MATERIALS AND METHODS FOR THE COSTUMER

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Lecture and laboratory study of various non-textile materials and techniques used by the costumer including latex, leather, plastics, glues, foam, rubber, and molds.

THEATER 417 COSTUMING FOR FILM

3 Units (Lec 2 Hrs / Lab 2 Hrs)
Transfer Credit: CSU

Techniques and practices of costuming for film: analyzing and breaking down the script using computer spreadsheet, creating character boards, design conferences, budgeting, preproduction planning, and resourcing.

THEATER 418 COMMUNICATING THEATRICAL DESIGN

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students explore basic methods and techniques for the theatrical designer to communicate both scenic and costume design. Includes perspective drawing, ground plans, shading, textures, character bodies, and illustration techniques using pencil and colored pencil.

THEATER 419 COSTUME ILLUSTRATION

3 Units (Lec 2 Hrs / Lab 2 Hrs)

The student studies costume illustration for theater and film, including advanced figure drawing, sketch artist techniques, computer illustration, rendering textures, and creating finished costume plates.

THEATER 420 COSTUMING ON SET

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students study and practice techniques of on-set costuming. Instructional activities include interview with student directors, prepare for design conferences, prepare costumes, and work as an on-set costumer for a student film project. Completed film project will be viewed as part of final evaluation.

THEATER 425 APPLIED COSTUMING FOR THE THEATER

4 Units (RPT 3) (Lab 12 Hrs)
Transfer Credit: CSU, C-ID (THTR 192)

Students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Students must be available for rehearsals and performances.

THEATER 425-1 APPLIED COSTUMING FOR THE THEATER I

4 Units (Lab 12 Hrs)
Transfer Credit: CSU

Beginning costume students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis is on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Students must be available for rehearsals and performances.

THEATER 425-2 APPLIED COSTUMING FOR THE THEATER II

4 Units (Lab 12 Hrs)
Transfer Credit: CSU
Prerequisite: THEATER 425-1

Level-two costume students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis is on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Students must be available for rehearsals and performances.

THEATER 425-3 APPLIED COSTUMING FOR THE THEATER III

4 Units (Lab 12 Hrs)
Transfer Credit: CSU
Prerequisite: THEATER 425-2

Level-three costume students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis is on professional wardrobe/dressing

room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Students must be available for rehearsals and performances.

**THEATER 425-4 APPLIED COSTUMING
FOR THE THEATER IV**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU

Prerequisite: THEATER 425-3

Level-four costume students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis is on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Students must be available for rehearsals and performances.



NONCREDIT COURSES

Noncredit classes are not subject to repeatability restrictions.

BASIC SKILLS (BSICKL)

BSICKL 006CE REVIEW OF BASIC ENGLISH 0 Units (Lec 2 Hrs)

This course is designed for students who need an overview of high school level English. Students will review grammar, reading comprehension, literary responses, writing skills and application, and specific language used within the context of high school level English. The curriculum is designed to assist students who are in transition, either from high school and/or a dislocated worker returning back to school. The curriculum is modifiable for the Limited English Proficient (LEP) student.

BSICKL 007CE REVIEW OF BASIC MATH 0 Units (Lec 2 Hrs)

This course is a review of high school level math. The curriculum is designed to assist a variety of students, including those still in high school, in transition from high school to employment, and dislocated workers returning back to school. The curriculum is also modifiable for the Limited English Proficient (LEP) student.

BSICKL 023CE COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION 0 Units (Lec 2 Hrs)

This course is designed to review test-taking, math, reading, and writing skills to prepare students for college assessment tests, as well as orient students in note-taking, study, and organizational skills required for college success.

BSICKL 034CE HIGH SCHOOL EQUIVALENCY TEST PREPARATION 0 Units (Lec 6.5 Hrs)

This course is designed to review test-taking, math, reading, writing, science, and social studies skills to prepare students to pass a California-approved high school equivalency test.

BSICKL 035CE BASIC MATH SKILLS 0 Units (Lec 3 Hrs)

Students learn basic math skills necessary to become successful in a variety of occupations. This course is also designed to help build confidence and prepare individuals who are transitioning into a new career or need to brush up his or her skills.

BSICKL 037CE BOOTCAMP FOR ENGLISH 0 Units (Lec 1.5 Hrs)

Students will improve their academic writing. They will develop their understanding of purpose, audience, drafting, revision, and editing methods. Students will improve their critical reading and writing skills. This class is designed to help students place into ENGLISH 101, a college-level writing course.

BSICKL 052CE COLLEGE PREPARATORY ENGLISH A 0 Units (Lec 2 Hrs)

Students review material specifically designed to prepare for transferable and degree applicable courses and enhance essential academic skills. The curriculum is modifiable to meet the needs of Limited English Proficient (LEP) and Individualized Education Plan (IEP) students.

BSICKL 053CE COLLEGE PREPARATORY ENGLISH B 0 Units (Lec 2 Hrs)

This scholastic assessment preparation course is designed to prepare students for any high school equivalency exam such as the CAHSEE, HiSET, or the General Educational Development (GED) in Literature and the Arts. The class will include critical thinking skills, reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, and interpreting poetry, drama, plays, non-fiction and commentaries. The curriculum is modifiable to meet the needs of the Limited English Proficient (LEP) student.

BSICKL 067CE SUPERVISED ENGLISH TUTORING 0 Units (Lab 20 Hrs)

This course assists students in achieving objectives for any class that requires writing. Through individual and group tutoring outside of class time, students learn to develop critical thinking and writing skills at all levels from invention to organization, analysis, and clarity. Additionally, computer grammar programs and workshops assist students in strengthening their mechanical skills, and a conversation lab allows ESL students to practice their speaking skills.

BSICKL 070CE INNOVATION: IGNITING CREATIVITY AT WORK 0 Units (Lec 3 Hrs)

This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

BSICKL 072CE THE CREATIVE EDGE: OUTSTANDING LEADERSHIP 0 Units (Lec 3 Hrs)

In this course, students learn and master the Creative Problem Solving Process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

BSICKL 075CE INTRODUCTION TO POST-SECONDARY EDUCATION 0 Units (Lec 0.5 Hrs)

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information, strategies, and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

BSICSKL 076CE SUCCESSFUL INNOVATION AND CREATIVITY IN THE WORKPLACE**0 Units (Lec 3 Hrs)**

This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

BSICSKL 079CE CREATIVITY, INNOVATION, AND LEADERSHIP**0 Units (Lec 3 Hrs)**

This course examines the relationship between creativity, innovation, and leadership. Participants analyze their own leadership style and how to lead others through change.

BSICSKL 083CE GED/HISET PREPARATION: LITERATURE AND THE ARTS**0 Units (Lec 3 Hrs)**

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET, TASC, or any high school equivalency exam in Literature and the Arts. The class includes critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, interpreting poetry, drama, plays, nonfiction, and commentaries. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

BSICSKL 084CE GED/HISET PREPARATION: MATHEMATICS**0 Units (Lec 3 Hrs)**

Students prepare for any high school equivalency exam such as the General Educational Development (GED), Hi-SET, or TASC in Mathematics. The class covers arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

BSICSKL 085CE GED/HISET PREPARATION: SCIENCE**0 Units (Lec 3 Hrs)**

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET, or the TASC. This course covers biology, earth science, astronomy, geology, meteorology, chemistry, and physics. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

BSICSKL 086CE GED/HISET PREPARATION: SOCIAL STUDIES**0 Units (Lec 3 Hrs)**

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET, or the TASC and enhances students' ability to read, understand, and use information in the context of social studies. Students focus on the five basic social studies content areas: United States history, civics and government, economics, and geography. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

BSICSKL 118CE POST SECONDARY STRATEGIES FOR ACADEMIC SUCCESS**0 Units (Lec 2 Hrs)**

An introduction to Los Angeles City College that includes academic counseling, development of a Student Educational Plan (SEP), programs, services, policies, degrees, certificates, transfer requirements, and college culture. Focus will be on the completion of the Student Equity and Achievement Program (SEAP) requirements and strategies needed for academic success.

BSICSKL 200CE COLLEGE READINESS: MATH SKILLS I**0 Units (Lec 2 Hrs)**

This foundational level course is designed to build math competency skills that meet the Common Core State Standards for mathematics and prepare students for high school equivalency examinations and college and career readiness. Competencies include basic arithmetic skills including addition, subtraction, multiplication, and division of whole numbers, and an introduction to fractions and decimals problems. Students will focus on computational and problem-solving skills in each area.

BSICSKL 201CE COLLEGE READINESS: MATH SKILLS II**0 Units (Lec 2 Hrs)**

This basic level course is designed to build math competency skills that meet the Common Core State Standards for mathematics and prepare students for high school equivalency examinations, vocational, and college readiness coursework. Competencies include using computation and applied math skills to solve problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, and ratios and proportions, integers, algebraic expressions, and formulas. Students will focus on computational and problem-solving skills in each area.

BSICSKL 202CE COLLEGE READINESS: MATH SKILLS III**0 Units (Lec 3 Hrs)**

Students learn operations of real numbers and algebraic expressions, solving linear equations and inequalities in one or two variables, solving systems of linear equations in two variables, and simplifying expressions involving exponents and roots.

BSICSKL 203CE COLLEGE READINESS MATH SKILLS IV**0 Units (Lec 3 Hrs)**

Students learn techniques for solving compound linear inequalities and absolute value equations and inequalities, solving systems of linear equations in two and three variables, simplifying non-linear expressions, and solving non-linear equations such as polynomial, rational, radical, exponential, and logarithmic.

ENGLISH SECOND LANGUAGE - NC (ESL NC)

ESL NC 001CE ENGLISH AS A SECOND LANGUAGE - BEGINNING I

0 Units (Lec 3 Hrs)

Students in this entry-level course will learn to develop reading comprehension, critical thinking, and vocabulary skills that will prepare them for their academic and career success. In addition, the students will develop basic reading and speaking skills by utilizing materials at the appropriate reading level.

ESL NC 002CE ENGLISH AS A SECOND LANGUAGE - BEGINNING II

0 Units (Lec 3 Hrs)

Students in this beginning level course will learn to develop reading comprehension, critical thinking, and vocabulary skills that will prepare them for their academic and career success. This course is designed to build upon the skills learned in ESL Beginning I. In addition, the students will continue to develop reading and speaking skills by utilizing materials at the appropriate reading level.

ESL NC 050CE BEGINNING CONVERSATION

0 Units (Lec 3 Hrs)

This course is designed for students who wish to improve their listening comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESL conversation course.

ESL NC 360CE VESL: ENGLISH FOR SPECIAL USES

0 Units (Lec 2 Hrs)

This course covers English as a Second Language (ESL) speaking, writing, vocabulary, and study skills for career and technical education (CTE) and academic purposes. Focus areas include critical thinking, cultural awareness, teamwork, and autonomous learning strategies.

ENGLISH AS A SECOND LANGUAGE CIVICS (ESLCVCS)

ESLCVCS 010CE ESL AND CIVICS I

0 Units (Lec 1 Hrs)

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students develop beginning listening, speaking, reading, and writing skills at an introductory English as a Second Language (ESL) level.

ESLCVCS 011CE ESL AND CIVICS II

0 Units (Lec 1 Hrs)

Students learn civic content and practice oral/auditory skills necessary to begin the process of becoming a United States citizen. Students continue to develop listening, speaking, reading and writing skills in preparation to take the United States Citizenship and Immigration interview at a beginning English as a Second Language (ESL) level.

ESLCVCS 012CE ESL AND CIVICS III

0 Units (Lec 3 Hrs)

This competency-based, open-entry citizenship course introduces U.S. History and government with appropriate English vocabulary and grammar structure for low intermediate level ESL (English as a Second Language) students who are preparing to take the U.S. citizenship examination.

ESLCVCS 013CE ESL AND CIVICS IV

0 Units (Lec 3 Hrs)

In this open-entry, noncredit course students will learn about integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them with their immersion into a predominately English-speaking society at an intermediate (ESL) English as a Second Language level.

ESLCVCS 014CE ESL AND CIVICS V

0 Units (Lec 3 Hrs)

This competency-based, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for high intermediate ESL (English as a Second Language) students who are preparing to take the U. S. Citizenship examination.

ESLCVCS 015CE ESL AND CIVICS VI

0 Units (Lec 3 Hrs)

Students discuss civics, U.S. history, and government at an advanced ESL (English as a Second Language) level. Students prepare for the Citizenship test and interview. Students apply skills to assist them in their immersion into a predominately English-speaking society by using advanced vocabulary.

ESLCVCS 030CE ENGLISH LITERACY AND CIVICS

0 Units (Lec 6 Hrs)

Literacy students apply the content necessary to have a functioning understanding of the English language related to the citizenship test, appropriate civics objectives, and other life skills situations. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately-English speaking society.

ESLCVCS 031CE ENGLISH LITERACY AND CIVICS

0 Units (Lec 6 Hrs)

Students at the beginning-low level apply the content necessary to have a functioning understanding of the English language related to the citizenship test and similar civics objectives. Students practice a variety of English and grammar contexts to prepare them for basic life skills in a predominately-English speaking society.

ESLCVCS 032CE ENGLISH LITERACY AND CIVICS

0 Units (Lec 6 Hrs)

This is an open-entry/open-exit course for ESL students at the beginning high level. The skills of listening, speaking, reading, writing, and grammar are integrated and taught through the content of basic life, community, job, and citizenship skills.

ESLCVCS 033CE ENGLISH LITERACY AND CIVICS 3

0 Units (Lec 6 Hrs)

This is an open-entry/open-exit course for ESL students at the intermediate level. The skills of listening, speaking, writing, and grammar are integrated and taught through the content of basic life, community, job, and citizenship skills.

SUPERVISED LEARNING ASSISTANCE (TUTOR)

TUTOR 001T SUPERVISED TUTORING

0 Units (Lab 20 Hrs)

Upon faculty/counselor referral, students receive tutoring in reading, writing and computational skills in the Learning Skills Department. Cumulative progress and attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition, grades, or appearance on student's transcript. Student must be enrolled in a Los Angeles City College academic course.

VOCATIONAL EDUCATION (VOC ED)

VOC ED 002CE IN-HOME SUPPORTIVE SERVICE PROVIDERS

0 Units (Lec 5 Hrs)

Students gain the skills needed to be an In-Home Supportive Services (IHSS) Provider so that they can enable an individual to live in his/her "own home" without danger to his/her health and/or safety.

VOC ED 003CE WORKPLACE READINESS - COMPUTERS

0 Units (Lec 3 Hrs)

The objective of this course is to provide students with hands-on experience using a computer for use in the classroom, home, and the workplace. Introduction of basic computer components and functions, including hardware, operating systems, office applications, and web browsers. This course is modifiable for the limited English proficient student.

VOC ED 053CE SPANISH FOR THE WORKPLACE

0 Units (Lec 3 Hrs)

This course is designed to provide knowledge of workplace Spanish to individuals who serve, or are in contact with, populations whose primary language is Spanish. Appropriate use of basic grammatical structures, beginning-level vocabulary, verb conjugations, comprehension of basic terminology and common phrases, constructing simple sentences, commands, questions and answers, cultural awareness, and etiquette are covered.

VOC ED 054CE VESL FOR CD I: SPECIALIZED VOCABULARY IN DEVELOPMENTAL THEORIES

0 Units (Lec 1 Hrs)

This class is designed for Child Development (CD) students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory CD coursework. In addition, students will be taught study skills strategies, reading strategies, and test-taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with CD 001.

VOC ED 055CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE C

0 Units (Lec 3 Hrs)

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The class focus

is speaking, listening, reading, writing, and arithmetic as practiced in the workforce and covers conduct, communication styles and relations, and health and safety issues.

VOC ED 056CE VOCATIONAL ENGLISH AS SECOND LANGUAGE FOR HEALTH CAREERS

0 Units (Lec 2 Hrs)

Students learn English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, grammar, and the comprehension skills necessary for successful transition to health classes. This course is designed for the Limited English Proficient (LEP) student.

VOC ED 059CE VESL FOR HOME-HEALTH AID

0 Units (Lec 1 Hrs)

This course is designed for students who need to acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, and comprehension skills necessary for successful transition to health classes. This class is modifiable for the Limited English Proficient (LEP) student.

VOC ED 060CE CUSTODIAL TECHNICIAN TRAINING

0 Units (Lec 3 Hrs)

This course will provide students with the knowledge and hands-on training needed to apply entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

VOC ED 078CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE B

0 Units (Lec 3 Hrs)

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing, and arithmetic as practiced in the workplace and covers conduct, communication styles and relations, and health and safety issues.

VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A

0 Units (Lec 3 Hrs)

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce.

VOC ED 084CE ENTREPRENEUR TRAINING PROGRAM

0 Units (Lec 2 Hrs)

Students are introduced to basic concepts of entrepreneurship. Topics covered include, but are not limited to: thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, developing a business plan, managing business financials, and performance.

VOC ED 092CE WORKPLACE COMMUNICATION: LEADERSHIP SKILLS AND TEAM BUILDING

0 Units (Lec 3 Hrs)

This is a practical class asking students to use their critical thinking skills to change their old habits, attitudes, and beliefs. Understanding how the mind works, using the cognitive skills of

problem solving, and positive decision making will enable the students to move from a “fixed” mindset to a “growth” mindset, taking their existing knowledge and stretching their minds to create new pathways of goal setting and opening the door to improving their innate potential.

**VOC ED 093CE WORKPLACE COMMUNICATION:
MANAGING SUCCESSFUL RELATIONSHIPS**
0 Units (Lec 2 Hrs)

This course is designed to support students in making decisions that affect work-life balance. Students learn the skills necessary to build and maintain healthy relationships, communication patterns, effective speaking and listening techniques, workplace ethics, the importance of becoming a person of character, and discussing hidden issues that hinder students from completing their goals.

**VOC ED 094CE RETAILING SMARTS:
CUSTOMER SERVICE AND SALES**
0 Units (Lec 5 Hrs)

This course is designed to support students in making decisions that affect work-life balance. Students learn the skills necessary to build and maintain healthy relationships, communication patterns, effective speaking and listening techniques, workplace ethics, the importance of becoming a person of character, and discussing hidden issues that hinder students from completing their goals.

VOC ED 095CE TRAINING FOR TUTORS - WRITING
0 Units (Lec 1 Hrs)

Students learn theory and practice in tutoring sessions specific to working in a writing center. Topics will include tutoring etiquette, managing the tutoring session, addressing higher-order and sentence-level writing problems, working with diverse populations, and working with difficult tutees.

VOC ED 103CE INTRODUCTION TO WORD PROCESSING
0 Units (Lec 3 Hrs)

This course provides a basic introduction to word processing software, including creating, saving, formatting, editing, and printing of documents using word processing software and cloud-based (online) word processing software.

VOC ED 104CE INTRODUCTION TO SPREADSHEETS
0 Units (Lec 3 Hrs)

This course provides a basic introduction to spreadsheet software, including spreadsheet terminology, data entry, formatting, references, and databases.

**VOC ED 105CE INTRODUCTION TO MULTIMEDIA
PRESENTATIONS**
0 Units (Lec 3 Hrs)

This course provides a basic introduction to multimedia presentation software, including understanding concepts of combining text, graphics, animations, and/or sound to create slides for electronic output; and developing computer-generated presentations for academic or career-related purposes.

**VOC ED 128CE INTRODUCTION TO KEYBOARDING AND
WINDOWS FOR THE WORKPLACE**
0 Units (Lec 3 Hrs)

Provides introductory instruction for manual keyboarding and MS Windows. Introduces student to Windows terminology, navigation, views, commands, file management, desktop

customization, and simple graphics. This course is highly recommended prior to taking other courses taught within the Windows environment.

VOC ED 129CE INTRODUCTION TO THE INTERNET
0 Units (Lec 3 Hrs)

This course provides a basic introduction to using the Internet for academic, career, or personal use. Students explore topics including types of Internet connections, email, research, and data retrieval techniques.

**VOC ED 171CE EARLY CHILDHOOD EDUCATION:
PARENT SUPPORT**
0 Units (Lec 1 Hrs)

This course examines the role of the parent throughout the early stages of child development and provides strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive parent training with emphasis on family life. Focus areas include parent-child relationships, alternatives in parenting styles, child development, and family resources.

VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE
0 Units (Lec 0.33 Hrs)

This short-term vocational education course is designed to provide new and incumbent workers “30 Ways to Shine as a New Employee” and increase their level of confidence and colleague relations. The topics covered include, but are not limited to, new beginners, understanding the workplace culture, and dealing with change. After completing this course, the student has an option to continue their education or become gainfully employed. The curriculum is modifiable for the Limited English Proficient (LEP) student.

VOC ED 231CE RETAILING SMARTS: BUILDING SALES
0 Units (Lec 1 Hrs)

New and incumbent workers learn sales building skills and techniques required in getting to know their customer or client. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to, suggesting additional merchandise, creating special promotions, and taking the guesswork out of gift giving.

VOC ED 232CE CLOSING THE SALE
0 Units (Lec 1 Hrs)

New and incumbent workers learn the skills and strategies required in making a sale. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics include recognizing buying signals, asking for the sale, and suggesting helpful add-ons.

VOC ED 233CE COMPLETING THE SALES TRANSACTION
0 Units (Lec 1 Hrs)

New and incumbent workers gain the skills needed to efficiently complete sales transactions. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered but are not limited to accepting checks and credit cards, and completing sales transaction paperwork.

VOC ED 234CE EXPLAINING FEATURES AND BENEFITS
0 Units (Lec 1 Hrs)

New and incumbent workers learn strategies to explain features and benefits for a variety of products to customers. The curriculum is modifiable for the Limited English Proficient (LEP)

student. The topics covered include, but are not limited to, learning about the products you sell, identifying product features, and demonstrating product features.

**VOC ED 235CE CUSTOMER SERVICE SMARTS:
GOING THE EXTRA MILE**

0 Units (Lec 1 Hrs)

New and incumbent workers receive the strategies required in going the extra mile for a customer. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered but are not limited to: customer follow-up, artfully using business cards, business card etiquette and offering personal services.

VOC ED 236CE JOB CLUB

0 Units (Lec 1 Hrs)

New and incumbent workers learn skills to prepare them for the workforce. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to increasing the level of customer service and colleague relations, planning the job search, utilizing outside resources, navigating the "hidden" job market, job market research strategies, and understanding the workplace culture and dealing with workplace change.

**VOC ED 237CE STRATEGIES IN MEETING
YOUR CUSTOMERS NEEDS**

0 Units (Lec 1 Hrs)

New and incumbent workers receive the strategies required in understanding their customers or client's needs. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to, making shopping an enjoyable experience, accommodating customers with disabilities, interacting with in-store and phone customers, keeping commitments to your customer, and handling special orders.

VOC ED 238CE JOB READINESS

0 Units (Lec 2 Hrs)

Students receive the necessary tools and skills to prepare for and achieve their career goals. The topics covered include, but are not limited to, interest and skills inventory, goal setting, career exploration, workplace etiquette and culture, workplace laws, effective communication, conflict resolution, time management, job market realities, workplace skills contacting employers, preparing for the interview, getting hired, and keeping the job. This course can be modified for the Limited English Proficient (LEP) student.

VOC ED 239CE CUSTOMER SERVICE SKILLS

0 Units (Lec 1 Hrs)

This short-term vocational education course is designed to provide new and incumbent workers with effective techniques required to provide quality and memorable customer service. This course is also relevant for entrepreneurs who are interested in customer and client retention.

**VOC ED 240CE STRATEGIES IN ADAPTING
TO YOUR CUSTOMER**

0 Units (Lec 1 Hrs)

New and incumbent workers receive the strategies required in adapting to their customers or clients. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics cover learning how to greet customers, building relationships, and determining a customer's needs.

VOC ED 241CE GET TO KNOW YOUR CUSTOMER

0 Units (Lec 1 Hrs)

New and incumbent workers learn the methods and skills in how to get to know their customer. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to, providing personalized customer service by greeting customers in a winning way, building relationships, and determining a customer's needs.

VOC ED 242CE BANQUET SERVER SKILLS TRAINING

0 Units (Lec 1 Hrs)

Banquet Server skills workshop is designed to provide new and incumbent workers with the skills needed to be the best in banquet services. Some of the topics covered include, but are not limited to: setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables, and refreshing meeting rooms.

**VOC ED 243CE FRONT DESK REPRESENTATIVE -
MAKING A GOOD IMPRESSION**

0 Units (Lec 1 Hrs)

Front Desk Representative workshop is designed to provide new and incumbent workers with the tools to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests.

VOC ED 244CE LAUNDRY ATTENDANT SKILLS TRAINING

0 Units (Lec 1 Hrs)

New and incumbent workers learn the skills to provide the best in guest services. Some of the topics covered include, but are not limited to, using washers and dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing and mending, and responding to housekeeping requests.

**VOC ED 245CE PUBLIC SPACE CLEANER
SKILLS TRAINING**

0 Units (Lec 1 Hrs)

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to: preparing public spaces for cleaning, using various cleaning tools and agents, learning different methods of cleaning.

VOC ED 246CE RESTAURANT SERVER SKILLS TRAINING

0 Units (Lec 1 Hrs)

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests, and taking beverage and food orders.

VOC ED 247CE KITCHEN STEWARD SKILLS TRAINING

0 Units (Lec 1 Hrs)

New and incumbent workers learn skills to become an effective Maintenance Attendant. This workshop is designed to provide the tools needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting.

VOC ED 248CE MAINTENANCE EMPLOYEE SKILLS TRAINING**0 Units (Lec 1 Hrs)**

New and incumbent workers learn skills to become an effective Maintenance Attendant. This workshop is designed to provide the tools needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting.

VOC ED 249CE RESERVATIONIST SKILLS TRAINING**0 Units (Lec 1 Hrs)**

New and incumbent workers learn essential computer-based reservation systems for efficient service. Students will learn to take reservations by phone, printed forms, block room, process payments and effective telephone sales techniques.

VOC ED 250CE GUESTROOM ATTENDANT SKILLS TRAINING**0 Units (Lec 1 Hrs)**

New and incumbent workers learn skills to become an effective guestroom attendant. This workshop is designed to provide the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to: preparing guestrooms for cleaning, sanitizing rooms, replenishing supplies, and keeping work areas organized.

VOC ED 253CE FOOD HANDLER'S CARD TEST PREPARATION**0 Units (Lec 1 Hrs)**

This course prepares students to take a food handler's examination to become a certified food handler in the state of California. Content includes proper food handling practices including: personal hygiene, time and temperature, cross-contamination and allergens, and cleaning and sanitization. This course is part of a short-term vocational certificate for students entering the food service industry.

VOC ED 254CE FOOD SERVICE MANAGER TEST PREPARATION**0 Units (Lec 3 Hrs)**

This course is designed for students interested in developing skills for the food service industry, focusing specifically on safe food handling, preparation, and service. Topics include personal hygiene; contamination; best practices for purchasing, receiving, storing, cooking, and serving; cleaning and sanitization; food safety management; equipment maintenance; and pest control. Students who complete this course will be prepared to take a food manager certification examination.

VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS**0 Units (Lec 3 Hrs)**

This competency-based course is designed for new and incumbent workers to learn office administration skills. It provides students with technical instruction and practical experience in basic computer operation required for office administration. It includes an orientation to office administration, workplace safety, resource management, and employability skills. Emphasis is placed on the computer and its parts, computer operating systems, word processing and spreadsheets, file management, Internet applications, e-mail, computer ethics and security, and virus and spyware protection. This course is modifiable for the Limited English Proficient (LEP) student. If the

student has not been enrolled in a keyboarding course or does not type at least 15 words per minute, it is recommended that the student currently enroll in VOC ED 003 Workplace Readiness – Computers.

VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA - WORDPRESS BLOGS**0 Units (Lab 1 Hrs)**

This introductory course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure, and use social media tools and plug-ins for a website and blog.

VOC ED 300CE INTRODUCTION TO TOURISM - CITY OF LOS ANGELES**0 Units (Lec 3 Hrs)**

This course introduces students to the local tourism industry, including the history of Los Angeles and landmarks. Students learn effective marketing and branding strategies, providing quality guest services to tourists and residents, and best practices for being ambassadors of the City of Los Angeles.

VOC ED 381CE PHLEBOTOMY TECHNICIAN I**0 Units (Lec 3 Hrs / Lab 2 Hrs)**

This course is an introduction of the phlebotomy concepts and skills that serve as a foundation for the individuals seeking certification as a phlebotomist. Topics include basic infection control, universal precautions and safety, basic anatomy and physiology of body systems with emphasis on the circulatory system and appropriate medical terminology, proper identification of patient and specimens, and proper selection and preparation of skin puncture sites.

VOC ED 382CE PHLEBOTOMY TECHNICIAN I PRACTICUM**0 Units (Lab 3 Hrs)**

This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I. After successfully demonstrating the following objectives, the student will have completed the 40-hour phlebotomy clinical practicum necessary for obtaining California Certified Phlebotomy Technician I Certification as required under California Code of Regulations section 1035.1. Students will learn about selecting blood collection equipment, infection control, skin punctures, venipunctures, post puncture care, processing of blood, disposal of needles, sharps, and medical waste.

VOC ED 400CE INTRODUCTION TO MEDICAL TERMINOLOGY**0 Units (Lec 1 Hrs)**

This course provides an introduction to medical terminology for those interested in health careers. Students learn the basics of word building and receive an overview of body structure and body parts. This course is the first in a sequence of two courses on medical terminology.

VOC ED 435CE INTRODUCTION TO MEDICAL TERMINOLOGY – LEVEL 2**0 Units (Lec 2 Hrs)**

This course provides an introduction to medical terminology for those interested in health careers. Students review the basics of word building and receive an in-depth look at body structure and body systems. This course is the second in a sequence of two courses on medical terminology.

**VOC ED 460CE FIRST AID & CPR
CERTIFICATION PREPARATION**

0 Units (Lec 1 Hrs)

This course provides instruction in basic first aid, CPR, and AED emergency response skills. Upon completion of the course, participants will demonstrate knowledge of comprehensive victim assessment, treatment for severe bleeding, wound and burn care, addressing shock, automatic external defibrillation (AED) use, bone, joint, and muscle injuries, heat and cold exposure, sudden illness, and adult, child, and infant CPR. This course satisfies first-time and renewal certification requirements for first aid/CPR.



FACULTY INFORMATION



Credit Faculty

AARON, MELVIN C. (2001)

Professor of History
B.A., University of California at Santa Barbara
M.A., University of Washington
Ph.D., Candidate, Howard University

AGUILAR, HECTOR R. (1988)

Professor of Counseling
B.A., University of California at Los Angeles
M.Ed., California State University, Dominguez Hills

AKOPIA, VAROUJAN (2004)

Professor of Astronomy/Physics
B.S., Yerevan State University, Armenia
M.S., California State University, Northridge

AKOPYAN, DAVID (2017)

Assistant Professor of Accountancy
B.S., California State University, Northridge
M.S., University of Phoenix

AKSOY, CAN (2015)

Assistant Professor of English & ESL
B.A., Claremont McKenna College
M.A., University of California at Santa Barbara
Ph.D., University of California at Santa Barbara

ALMURDAAH, ASHRAF (2001)

Professor of Finance & Economics
B.A., American University of Beirut
M.A., University of Kansas

BADALIAN, RAYMOND (1995)

Professor of Mathematics
B.S., M.S., Claremont University

BAE, YOUNGMIN (2001)

Professor of Foreign Languages
B.A., University of California at Los Angeles
M.A., University of California at Davis

BAGHDASARIAN, GLEN (2009)

Professor of Chemistry
B.S., University of California at Irvine
Ph.D., University of California at Irvine

BALDWIN, AMY

Associate Professor of Psychology

BARTA, NICHOLE (2019)

Assistant Professor of Communication Studies
A.A., Orange Coast College
B.A., California State University, Long Beach
M.A., California State University, Northridge

BARTELT, BRIAN ARTHUR

Anthropology

BASKARAN, CHRISTIANA (2015)

Director, Nursing
MSN, The Tamil Nadu Dr. M.G.R. Medical University (ACEI accredited)
Ph.D, University of California, Los Angeles

BELLE, NICOLE (2014)

Associate Professor of Photography
B.A., New York University
B.F.A., Rochester Institute of Technology
M.F.A., University of California, Riverside

BELVIZ, MELY M. (1988)

Professor of Counseling
B.S.E., University of the East
M.A., University of St. Thomas
M.A., University of California at Los Angeles

BERRY, LAURA RN (2009)

Professor of Nursing
B.A., University of Arizona
M.A., University of Illinois
MSN, Mount St. Mary's University

BHAKTA, JAYESH (2005)

Professor of Physics/Engineering
B.S., Ph.D., University of Birmingham U.K.

BIONDO, JILLH

Professor of Sociology
B.A., University of California at Santa Barbara
M.A., California State University, Northridge

BLAKE, C. MARC (1979)

Professor of Music
B.A., B.M., University of Redlands
M.M., Ph.D., University of California at Los Angeles

FACULTY INFORMATION

- BLEDSON, JOHN (1993)**
 Professor of Theater
 B.S., Woodbury University
 B.A., University of California at Los Angeles
 M.F.A., University of Southern California
- BLUM, JEFFREY S. (1996)**
 Professor of Psychology
 B.A., M.A., Ph.D., University of California at Los Angeles
- BOAN, TERRY A. (2001)**
 Professor of Chemistry
 B.S., M.S., University of California at Santa Barbara
- CABALLERO, JESSE (2000)**
 Professor of Administration of Justice
 B.S., California State University, Los Angeles
 M.P.A., Pepperdine University
 C.P.P., American Society of Industrial Security
- CAI, YANWEI**
 Chemistry
- CAIRNS, NANCY J. (2000)**
 Professor of Kinesiology /Health
 B.S., M.S., California State University, Northridge
- CANO, THOMAS (1996)**
 Professor of Kinesiology/Health
 B.A., California State University, Los Angeles
 M.A., Azusa Pacific University
- CENQUIZCA, LEE (2005)**
 Assistant Professor of Life Science
- CLARK, ANTHONY (2005)**
 Professor of Sociology
 A.A., Los Angeles Valley College
 B.A., M.A., California State University, Northridge
- COHEN, ARAX SONA (1997)**
 Professor of Dental Science
 M.S., Michigan State University MSU
- CONS-DILLER, ANDREA M. (2016)**
 Assistant Professor of English & ESL
 B.A., Eastern Washington University
 M.A., University of California at Irvine
 Ph.D., University of California at Irvine
- CORTEZ-ORTIZ, LUISA Y. (2007)**
 Associate Professor of Counseling
 B.A., California State University, Long Beach
 M.S., California State University, Long Beach
- CRACHIOLO-GARCIA, SARAH B. (2015)**
 Associate Professor of Communication Studies
 B.A., Georgia State University
 M.A., California State University, Long Beach
- DAKDUK, SHAWKI (1999)**
 Professor of Computer Science
 B.S., Texas A&M University
 M.S., California State University, Northridge
- DANIEL, BLYTHE (1991)**
 Professor of Psychology
- DAUZAT, BRIAN P. (1996)**
 Professor of Computer Science
 B.A., University of California at Los Angeles
- DELA CRUZ, RUTH ARELLANO (2019)**
 Assistant Professor of Nursing
 B.S.N., University of the City of Manila (IERF accredited)
 MSN, University of the City of Manila (IERF accredited)
 Ed.D., University of the City of Manila (IERF accredited)
- DINH, KIM-LIEN THI (2013)**
 Associate Professor, Chemistry
 M.S., UC Santa Barbara
- DUONG, PHUONG HOANG YEN (2013)**
 Professor of Mathematics
 M.S., Mathematics
- DOMINICK, ROBERT (2010)**
 Associate Professor of Counseling
 B.A., M.A., CSU, Los Angeles
 Grad Studies: Azusa Pacific University
- DOVLATYAN, ROXY (2007)**
 Associate Professor of Counseling
 M.S., C.S.U., Los Angeles
 M.A., California Lutheran University
- ELAHI, NADIA K. (2013)**
 Associate Professor of English & ESL
 B.A., University of Louisiana at Monroe
 M.A., University of Louisiana at Monroe
- ESCALANTE, MARIO (2013)**
 Associate Professor of Counseling
 B.A., University of California at Riverside
 M.A., San Diego State
- FARRELL, MICHAEL (2009)**
 Associate Professor of Geography
 B.S., University of California at Santa Barbara
 M.A., San Diego State University
- FERREIRA, LESLIE (1997)**
 Professor of Theatre Arts
 B.A., University of California at Berkeley
 M.F.A., Carnegie-Mellon University
- FLORES, LUIS (1985)**
 Professor of Computer Science
 B.A., University of Southern California
 M.S., University of California at Los Angeles
- FLORES, OSCAR (2016)**
 Assistant Professor of Counseling
 B.A., University of California at Los Angeles
 M.S., California State University, Los Angeles
- FONSECA, ISRAEL (2013)**
 Professor of Radiologic Technology
 B.A., California State University, Northridge
 M.P.A., California State University, Northridge
- FREITAS, JOHN E. (1996)**
 Professor of Chemistry
 B.S., California State University, Sacramento
 C.Phil., Ph.D., University of California at Los Angeles
- FUHRMANN, DOROTHY (1985)**
 Professor of Library Science
 B.S., Northern Montana College
 M.L.I.S., University of Southern California
- GARCIA, MARTIN**
 Associate Professor of Life Science
- GENDELMAN, MICHELE M. (2005)**
 Associate Professor of Cinema/TV
 B.A., Bryn Mawr College
 M.A., University of California at Los Angeles
- GENGARO, CHRISTINE (2006)**
 Professor of Music
 B.A., M.A., Hunter College, City University of New York
 Ph.D., University of Southern California
- GEUVJEHIZIAN, RIPSIME M. (2011)**
 Associate Professor of Child Development
 B.A., M.A., Pacific Oaks College
- GEVANYAN, AYKANUSH (2012)**
 Associate Professor of Kinesiology and Health
 A.A., Los Angeles City College
 B.A., M.A., Azusa Pacific University
- GLICKMAN, DANIEL C. (1996)**
 Professor of Kinesiology
 B.A., San Francisco State University
 M.A., San Francisco State University
- GOMEZ, CYNTHIA**
 Counseling

- GOMEZ, JESUS (2016)
A.A., Santa Monica College
B.S., UC Santa Barbara
M.S., Cal State University, Northridge
- GONSALVES, GREGORY (2001)
Associate Professor of Life Science
B.S., M.S., University of California at Riverside
- GORDON, ELIZABETH MERYL
E.S.L.
- GOULET, CAMILLE (2015)
Associate Professor of Law
B.A., University of California at Berkeley
J.D., University of the Pacific, McGeorge School of Law
- GUERRERO, CARLOS (2002)
Associate Professor of Chicano Studies
B.A., M.A., California State University, Northridge
Ph.D., Claremont Graduate University
- GUESS, RHONDA D. (2005)
Associate Professor of Journalism
Certificat D'Etudes Françaises, Institut de la Touraine—
L'Université Poitiers
B.A., San Francisco State University
M.A., California State University, Northridge
Certificate, Professional Designation in Journalism, UCLA Extension
- HAMILTON, KATHARINE (2016)
Assistant Professor of Library Science
B.A., Barnard College
M.L.I.S., Long Island University
- HASTEY, RAYMOND (2001)
Professor of Business Administration
B.A., California State University, Fullerton
M.B.A., M.S., Chapman University
- HEISSER, CHRISTINA (2012)
Associate Professor of World History
B.A., Valparaiso University
M.A., Indiana University
Ph.D., Indiana University
- HENTSCHEL, DONALD H. (1996)
Professor of Mathematics
B.A., California State University, Fullerton
M.A., California State University, Fullerton
- HICKS, DONALD R. (1992)
Professor of Microbiology
B.S., Auburn University
M.S., Florida Atlantic University
- HICKS, JEFFREY (2016)
Assistant Professor of English & ESL
B.A., Chico State University
M.A., Chico State University,
Ph.D., University of California at Riverside
- HOLZNER, JULIE E. (1996)
Professor of Economics
B.A., M.A., California State University, Long Beach
- HONG, MICKEY (1999)
Professor of Korean
B.S., University of California at Santa Cruz
M.A., University of California at Los Angeles
- HSIEH, M. "SHAE" (2013)
Associate Professor of Communication Studies
- IGOUDIN, ALEX (2010)
Associate Professor of English & ESL
M.A., California State University, Long Beach
Ph.D., Stanford University
- JACKSON, ANIKA SHANI
Associate Professor of Political Science
M.A., Harvard University
- JARA, GUADALUPE
Associate Professor of Computer Applications and Office Technologies
B.S., University of Southern California
M.B.A., Woodbury University
- JOBE, CORINNA CAYE
Astronomy
- KALUSTIAN, MICHAEL (2005)
Associate Professor of Communication Studies
B.A., M.A., California State University, Los Angeles
- KAVIANI, KIAN (1992)
Professor of Mathematics
Ph.D., University of Southern California
- KELLY, KEVIN (2006)
Professor of Music
B.A., West Chester University
Ph.D., University of Pennsylvania
- KENDALL, EVAN (2006)
Professor of English
B.A., University of California at Los Angeles
M.F.A., California Institute of the Arts
- KENDIS, RONALD (1984)
Professor of Mathematics
B.A., University of California at Los Angeles
M.S., San Fernando Valley State College
Ph.D., University of California at Los Angeles
- KHANNA, AMARPAL (2019)
Assistant Professor of Art & Animation/New Media
B.F.A., Otis College of Art and Design
M.A., Loyola Marymount University
Ed.D Candidate, Loyola Marymount University
- KHATOONABADI, MOJGAN (2016)
Professor of Mathematics and Statistics
B.S., Mathematics (concentration in Probability and Statistics)
M.S., Applied Mathematics
- KHOLLESI, KHALIL (2005)
Professor of Life Science
- KILEY, DERRICK T. (2012)
Associate Professor of Physics and Astronomy
B.S., University of California at Davis
Ph.D., University of California at Davis
- KIM, IRENE (2000)
Professor of Music
B.A., M.M., University of California at Los Angeles
Ph.D., University of Arizona
- KIROV, MILEN (2016)
Associate Professor of Music
B.F.A., California Institute of the Arts
M.M., California State University, Northridge
D.M.A., California Institute of the Arts
- KLEIN, KRISTLE ROSE (2019)
Assistant Professor of Cinema/CTV
B.A., Broadcast/Cable Production, Western Michigan University
M.A., Cinema/Media, Culture and Society, DePaul University
- KLINE, MICHAEL EDWARD (2018)
Assistant Professor of Art & Animation/New Media
B.F.A., California Polytechnic University, Pomona
M.F.A., California Institute of the Arts
- KRONIS, TINA (2015)
Associate Professor of Theatre Arts
B.F.A., New York University
M.F.A., Carnegie Mellon University
- LAM, KEE T. (2013)
Associate Professor of Mathematics
M.S., in Applied Mathematics, California State University, Los Angeles
- LAKATOS, CATHERINE (2010)
Assistant Professor of Counseling - CalWORKs Program

- LAPP, RON (1988)
 Professor of English & ESL
 M.A., ESL, University of Hawaii
- LEE, VINCENT (1988)
 Professor of Mathematics
 B.A., University of Texas, Austin
 M.S., California State University, Los Angeles
 M.S., University of Southern California
- LEMON, WILLIAM R. (2016)
 Assistant Professor of English & ESL
 B.A., California State University, San Marcos
 M.A., California State University, San Marcos
- LEWIS, RICHARD P. (2001)
 Professor of Law
 B.S.L., Western State University
 J.D., Western State University
- LEYVA, ENRIQUETA (2019)
 Professor of Spanish
 B.A., Spanish
 B.A., English, Teaching Credential (secondary)
 M.A., Spanish Language and Culture
- LIGHT, NATHAN (2015)
 Associate Professor of Music
 B.M., University of Miami
 M.M., University of Southern California
- LIM, KRIXA
 Counseling
- LOOMIS, MICHAEL ORRIN (2017)
 Professor of Radiologic Technology
 B.S., Kinesiology, UCLA
 M.H.A., Healthcare Administration, University of Laverne
- LOPEZ, BORIS (2000)
 Professor of Counseling
 B.A., M.S., M.A., California State University, Los Angeles
- LOPEZ, CALIXTO (2002)
 Professor of Philosophy
 B.A., St. John's Seminary
 M.A., DePaul University
- LOPEZ, ELIZABETH (2004)
 Associate Professor of Art History
 B.A., Pomona College
 M.A., University of California, Los Angeles
 Ph.D., University of California, Los Angeles
- LORENTZ, NATHANIEL JAMES (2011)
 Associate Professor of Geology
 Ph.D.
- MA, THI THI (2014)
 Assistant Professor of English & ESL
 B.A., Claremont McKenna College
 M.A., University of California at Santa Barbara
 Ph.D., University of California at Santa Barbara
- MAECK, ALEXANDRA T. (1991)
 Professor of English B.A., Dartmouth College
 M.A., Columbia University
- MAGGIO, ANTHONY C. (2015)
 Associate Professor of Theatre Arts
 B.A., California State University, Los Angeles
 M.A., California State University, Los Angeles
- MANOUS, MICHAEL (2015)
 Assistant Professor of English/ESL
 B.A., University of California at Berkeley
 M.A., University of California at Berkeley
 Ph.D., University of California at Riverside
- MARDIROSIAN, ROBERT (1996)
 Professor of Mathematics
 B.S., University of Southern California
 M.S., Mathematics, Claremont Graduate School
- MARLOS, DANIEL (2004)
 Professor of Photography
 Certificates in Color & Commercial Photography,
 Los Angeles City College
 B.F.A., Youngstown State University
 M.F.A., Art Center College of Design
- MARTINEZ, SANDRA P. (1996)
 Professor of English
 B.A., University of California at Los Angeles
 M.A., University of Michigan, Ann Arbor
- MCKINLEY, ROBERT STEVEN (2015)
 B.A., University of Redlands
 M.Ed., Azusa Pacific University
- MEYER, JOSEPH N. (1991)
 Professor of Political Science
 B.A., M.A., Marquette University
- MEZYNSKI, ANDRZEJ (2001)
 Professor of Library Science
 B.A., San Diego State University
 M.S.L.I.S., University of Illinois at Urbana-Champaign
- MIKLOS, MICHAEL J. (2005)
 Professor of English
 B.A., University of California at Irvine
 M.A., Ph.D., University of Southern California
- MILLER, KELI (2002)
 Professor of Child Development
 B.A., University of California at Riverside
 M.A., California State University, Los Angeles
- MORLEY, DONNA ANNE (2010)
 Assistant Professor of Learning Foundations
 B.A., Boston College, English
 M.S., Cal. State University Northridge, College Counseling
 Certificate Career Counseling
- MOTON, KYLOWNA A. (2016)
 Assistant Professor of English & ESL
 B.A., California State University, Los Angeles
 M.A., California State University, Los Angeles
 M.A., California State University, Northridge
- MULLER, DANIELLE N. (2002)
 Professor of English
 B.A., University of California at Santa Barbara
 M.A., Ph.D., University of Southern California
- NGUYEN, HA NAM (2014)
 Associate Professor of Mathematics
 M.S., Mathematics
- NIEMEYER, SUSAN (2001)
 Professor of English & ESL
 B.A., Iowa State University
 M.A., University of Illinois at Urbana Champaign
- NISHIMURA, JEFFREY (2005)
 Professor of English
 B.A., University of California at Davis
 M.A., University of California at Santa Barbara
- OKAMURA, LINDA (2001)
 Professor of Photography
 A.A., Commercial Photography, Los Angeles City College
 B.A., University of Southern California
 B.F.A., Art Center College of Design
- PAK, JOSEPH (2010)
 Assistant Professor of Philosophy
- PALEY, LAUREL (2004)
 Professor of Art and Design
 B.A., Smith College
 M.F.A., Claremont Graduate University
- PANOSYAN, GAYANE (2018)
 Director, Child Development Center
 A.A., Los Angeles City College
 B.A., M.A., California State University, Northridge

- PARADA, YELGY (1995)
Professor of Foreign Language
A.A., Los Angeles City College
B.A., California State University, Los Angeles
B.S., Universidad de Oriente
M.A., California State University, Los Angeles
- PARK CHRISTINE (2006)
Professor of Music
B.M., California State University, Northridge
M.A., M.M., California State University, Northridge
M.M., Dalcroze Certificate, The Juilliard School
- PARSAKAR, SANDY (1999)
Professor of Counseling
B.A., M.A., California State University, Northridge
- PATTHEY, G. GENEVIEVE (1989)
Professor of English and ESL
B.A., University of California at Los Angeles
M.A., Ph.D., University of Southern California
Postdoctoral Fellow, National Academy of Education
- PAVLIK, APRIL (2008)
Associate Professor of Psychology
- PAYNE, NAEEMAH (2002)
Professor of Mathematics
B.S., M.S., California State Polytechnic University, Pomona
- PHOMMASAYS, SEAN (2005)
Professor of Life Science
- PIDAY, MARY L. (1995)
Professor of Theatre Arts
B.A., University of Southern California
M.F.A., University of Southern California
- PORTUGAL, ADRIANA RN (2007)
Professor of Nursing
B.S.N., University of Southern California
MSN, Mount St. Mary's University
- RAMADAN, OLGA ALEKSANDROWNA (2011)
Professor in Dental Science
B.S., in Engineering
M.S., in Education
Certified Dental Technician
- REED, BILLY (1996)
Professor of Counseling
B.A., University of California at Santa Barbara
M.A., Point Loma University
- ROSSITER, CHRISTOPHER (2010)
Associate Professor of Cinema/TV
M.F.A., Cinema, American Film Institute Conservatory
- ROUNTREE, JENNIFER (1990)
Professor of Theater
B.A., University of California at Santa Cruz
M.F.A., University of California at Los Angeles
- ROZENKOPF, FRANCINE (1989)
Professor of French
A.A., Los Angeles City College
B.A., M.A., C. Phil, University of California at Los Angeles
- RUIZ, DANIEL (2010)
Associate Professor of English & ESL
- RYAN, JOSEPH (1989)
Professor of English & ESL
- SALAZAR, JULIET
Associate Professor of Mathematics
B.S., University of California at Los Angeles
M.A., University of California at Los Angeles
- SAMBRANO, ROBERT (2005)
Associate Professor of CAOT
B.A., Trinity University
M.B.A., University of Texas
- SAMPLEWALA, MUNIR
Professor of Computer Science
- SCHENCK, LAWRENCE (1979)
Professor of Business Administration
B.B.A., Nichols College
M.B.A., Suffolk University
- SECHOOER, ROCHELLE L. (1978)
Professor of Psychology
B.A., M.A., Ph.D., University of California at Los Angeles
- SEDGHI, DAVID M. (2010)
Associate Professor of Psychology
- SELASSIE I.W. GABRIEL, PH.D.
Associate Professor, African American Studies & History
Bachelors of Architecture & Civil Engineering,
Prairie View A & M University
M.A., Historic Preservation & Public History, California State University
at Dominguez Hills
M.A., History, Claremont Graduate University
M.A., African American Studies, University of California at Los Angeles
M.A., Theology, University of Notre Dame
Doctor of Philosophy, History, Claremont Graduate University
Doctor of Education, University of Southern California (in Progress)
U.S. Army (CID) XO (Airborne) 92' - 10'
- SHIELDS, DYLAN (2012)
Associate Professor of Cinema/TV
B.A., University of Nevada, Las Vegas
M.F.A., American Film Institute Conservatory
- SIMPSON TURK, JOYCELYN (2007)
Professor of Nursing
M.S.N, R.N., F.N.P., California State University, Dominguez Hills
- SKOUSEN RADFORD, MARY (2005)
Assistant Professor of Child Development
B.A., California State University, Los Angeles
M.A., Pacific Oaks College
- SONG, EDWARD BIRD (2013)
Associate Professor of Counseling
B.A., University of California at Berkeley
M.Ed., University of California at Los Angeles
- SOTO-BAIR, CARMEN S.
Professor of Counseling
- SOW, NILI (2002)
Professor of Mathematics
B.A., M.A., University of Dakar, Senegal
- STAFSKY, GAYLE BETH (2018)
Dietetics Program Director
B.S., Home Economics/Nutrition and Food Science, University of Arizona
M.S., Human Nutrition, Columbia University
- STEVENSON, KEIKA
Counseling
- SWEETMAN, TIMOTHY N. (1996)
Professor of Administration of Justice
B.S., California Polytechnic University, Pomona
M.P.A., California State University, Northridge
- TAMAYO, FLAVIA (2002)
Professor of English & ESL
B.A., University of Southern California
M.A., Stanford University
M.F.A., California State University, Long Beach
- TAVAKOLI, MOZHGAN (1986)
Professor of Computer Science
B.S., M.A., California State University, Los Angeles
M.S., Azusa Pacific
- TCHEN, BERNADETTE (1991)
Professor of English & ESL
B.A., Universite de Paris-Sorbonne (Paris IV)
M.A., Universite de Paris-Sorbonne (Paris IV)
M.A., M.S., University of Southern California
M.A., Antioch University at Los Angeles
Ph.D., University of Southern California

TER-POGOSYAN, AYKANUSH (2013)
 Associate Professor of Child Development
 B.A., M.A., Pacific Oaks College

TERZYAN, TINA TAKUI (2012)
 Child Development Center Teacher
 A.A., Los Angeles City College
 B.A., California State University, Los Angeles
 M.A., California State University, Los Angeles

TIBBS, MARIA ARGELIA (2016)
 Child Development Center Teacher
 A.A., A.A., Los Angeles City College
 B.S., University of La Verne
 M.A., National University

TINBERG, CHRISTINE (2002)
 Professor of Kinesiology/Health
 B.S., M.S., Pepperdine University
 M.S., Arizona State University

TORRES, JULIO
 Philosophy

VARGAS, WILHELM I. (2006)
 Professor of Law
 A.A., New Mexico Military Institute
 B.S., California State University, Long Beach
 J.D., Southwestern University, School of Law

VARNER, JONI K. (1995)
 Professor of Cinema/TV
 B.A., University of North Carolina, Greensboro
 M.A., State University of New York, Buffalo

VASQUEZ, BARBARA JEAN (1996)
 Professor of Library Science
 B.A., California State University, Fullerton
 M.S.L.S., California State University, Fullerton

VASQUEZ, ELIO A
 Psychology

VAUGHN, JEN (2013)
 Associate Professor of Cinema/TV
 B.A., M.A., San Francisco State University

WALZER, ANDREW (2005)
 Associate Professor of Humanities
 B.A., University of California at Santa Cruz
 Ph.D., University of Minnesota

WARD, JEROLD M. (2001)
 Professor of Counseling
 B.A., California State University, Northridge
 M.Ed., Suffolk University, Boston
 Ph.D., California Graduate Institute

WASHBURN, NANCY (2000)
 Professor of Child Development
 B.A., M.A., California State University, Los Angeles

WASHENIK, JULIE ANN (2015)
 Associate Professor of Radiologic Technology
 A.S., Los Angeles City College
 A.S., LaGuardia Community College
 B.S., New York University

WIESENFELD, ALEXANDRA (2010)
 Professor of Art
 B.F.A., Pomona College
 M.F.A., Montana State University

WINDSOR, KEVIN R. (2000)
 Professor of Mathematics
 B.A., California State University, Stanislaus
 M.S., California State University, Northridge

WOLF, ROGER (1977)
 Professor of Mathematics
 B.S., United State Military Academy
 M.A., University of California at Los Angeles

YAZDANIAN, MAHMOOD (2006)
 Assistant Professor of Electrical Engineering
 M.S., University of Southern California

YONGE, WANDA (2010)
 B.S., Eastern Michigan University, Ypsilanti
 M.B.A., University of Phoenix, Fountain Valley

YERNAZIAN, CAROLINA
 Counseling



Emeriti

Ms. ADENIYI ADELEYE
 Mrs. JOYCE F. ALLEN
 Mr. HENRY ALVAREZ, INTERNATIONAL STUDIES CENTER, 2010
 Mr. ROBERT ANDERSON
 Mr. CALVIN W. ANDERSON, LIBRARY SCIENCE, 1992
 Dr. VICTOR ARAI, LIFE SCIENCE, 2005
 Ms. CHERYL ARMSTRONG-TURNER, COUNSELING, 2013
 Mr. DARWIN ARONOFF, LIBRARY SCIENCE, 1994
 Mr. DEAN ARVIDSON
 Ms. PAMELA ATKINSON
 Mr. ENRIQUE AUZA, SOCIAL SCIENCES, 2009
 Ms. CARMEN BAPRAWSKI, COUNSELING, 2010
 Mr. GARY L. BARAN, PHILOSOPHY, 2001
 Mr. FOREST L. BARKER, COMPUTER TECHNOLOGY, 1989
 Mr. DOYLES R. BATES
 Ms. KATHLEEN BEAUFIT, COMMUNICATION STUDIES, 2015
 Ms. BERNICE BEDFORD, LIFE SCIENCE, 2005
 Ms. BRENDA BELL
 Mrs. BARBARA C. BENJAMIN, FOREIGN LANGUAGE, 1995
 Ms. KATHLEEN BIMBER, CHILD DEV./FAM. & CONSUMER STUDIES, 2013
 Dr. WENDELL C. BLACK
 Ms. ROSA BLACKISTON, MATHEMATICS, 2004
 Ms. FRANCES BLEMKER, CONSUMER SCIENCE, 1993
 Ms. JANE BLOMQUIST, MUSIC, 2009
 Ms. ARMIDA T. BOLTON, ENGLISH & ESL, 1995
 Mrs. MARIANNE BORETZ GRIFFITH, ENGLISH & ESL, 2002
 Mr. GEORGE T. BOWDEN, RADIO/TV/FILM, 1995
 Dr. REGINALD BRADY, INT'L. STUDENTS, 2014
 Dr. KERRY BROOKS, COUNSELING, 2010
 Ms. LOUSE BROWN
 Ms. HELEN BUNN
 Mr. JOHN BURNS, MATHEMATICS, 2005
 Mr. RONALD BURTON, MEDIA ARTS, 1995
 Ms. LUCY A. CADE-WILSON, COUNSELING, 1995
 Mr. LUIS CARLOS, FOREIGN LANGUAGE, 1994
 Mrs. CHARLENE M. CARNACHAN, OFFICE ADMINISTRATION, 1993
 Ms. ELAINE CARTER, CHEMISTRY, 2015
 Mr. HENRY CATALDO, MATHEMATICS, 1995
 Ms. PATRICIA CAUFLIED, ART, 2015
 Mr. JAMES CHARNES, ENGLISH & ESL, 2009
 Ms. EIKO CHATEL, FOREIGN LANGUAGES, 2015
 Dr. ROBERT T. CHENG, LAW, 1999
 Ms. BARBARA CHING, BUSINESS ADMINISTRATION, 2008
 Ms. PENELOPE CHOY, ENGLISH & ESL, 2007
 Mr. ARMANDO P. CISNEROS, SOCIAL SCIENCES, 2002
 Mr. DANA COHEN
 Mr. RENATO COLANTONI, MATH/CTEL, 2007
 Mr. GARY COLOMBO, ENGLISH & ESL, 2015
 Mr. MARK CONTA, LAW/AJ, 2014
 Mr. JEFF COOPER
 Mr. DANIEL COWGILL
 Mr. MIKE CRITELLI, PHILOSOPHY, 2010
 Ms. MARY T. CROCKETT, AMERICAN CULTURE, 1999
 Mr. LASZLO CSER, MUSIC, 2005
 Mr. RAOUL DE LA SOTA, ART, 1997
 Mrs. MARYANNE DES VIGNES
 Mr. JOSEPH DOJCSAK, MEDIA ARTS, 2005
 Mr. MIKE DOMBROWSKI, PHYSICS, 2007
 Mr. ELMER W. DOUGLAS, PHYSICAL EDUCATION, 1992
 Dr. THOMAS DUFFY, LAW/AJ, 2014
 Ms. JEANNE DUNPHY, COMMUNICATION STUDIES, 2014
 Mr. HENRY EALY, AMERICAN CULTURES, 2004
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