



LACCC

Los Angeles City College
Catalog 2013-2014
Celebrating 81 years of Excellence





A Message From The President

Welcome to Los Angeles City College!
An Urban Oasis of Learning!

As you begin the new semester, here at Los Angeles City College, I would like to bring to your attention some of the new changes that have occurred since 2012. The completion of our new Student Union was celebrated fall 2012 and the start of new construction on the Kinesiology (Physical Education) building began. It is expected to be completed by spring of 2014.

Please direct your attention to the LACC website where you will find new and exciting changes that have been added for your viewing. Due to the current events that have taken place on our neighboring college campuses (i.e. Santa Monica College, ELAC, just to name a few) please review our LACC Emergency Alert System that has been provided for your knowledge and safety awareness. The College Sheriff's department, administrators, faculty and staff are all working hard to ensure that your safety comes first while you complete your education at LACC.

City College offers a full range of educational programs to help in student success. Our Counseling office is here to help you develop your education plan and guide you towards a successful future. Schedule an appointment with one of our Counselors to help you select the courses you need to prepare you for a career, get a certificate or transfer to a University. Participate in each step of the matriculation process to help you identify your career goals and campus resources and support. Lastly, the Financial Aid office experts on campus are here to make sure you are using every possible resource to reduce the cost of education.

No matter what your goals are, LACC administrators, faculty and staff are ready to help you achieve them. We focus on student success. Why? Because your success is our success!



A handwritten signature in black ink, which appears to read "Renee D. Martinez". The signature is fluid and cursive.

Renee D. Martinez
President
Los Angeles City College



LOS ANGELES CITY COLLEGE ADMINISTRATION

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Academic Affairs

Dr. Randy Anderson Interim Vice President,
Students Services

Dr. John al-Amin Vice President,
Administrative Services

Vacant Dean, Student Services

Dr. Alex Davis Dean, Economic
Development & Workforce Education

Dr. Thelma Day Dean, Academic Affairs

Allison Jones Dean, Academic Affairs

Dr. Todd Scott Dean, Academic Affairs

William Marmolejo Dean, Enrollment

Dr. Edward Pai Dean, Institutional Effectiveness

Shaina Cambell Phillips Interim Associate Dean, Student Services

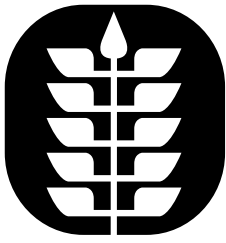
Angelica Ramirez Assistant Dean, Non-Credit

Corey Rodgers Associate Dean, EOP&S

Jeremy Villar Associate Dean, Student Services

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**LOS COMMUNITY COLLEGE
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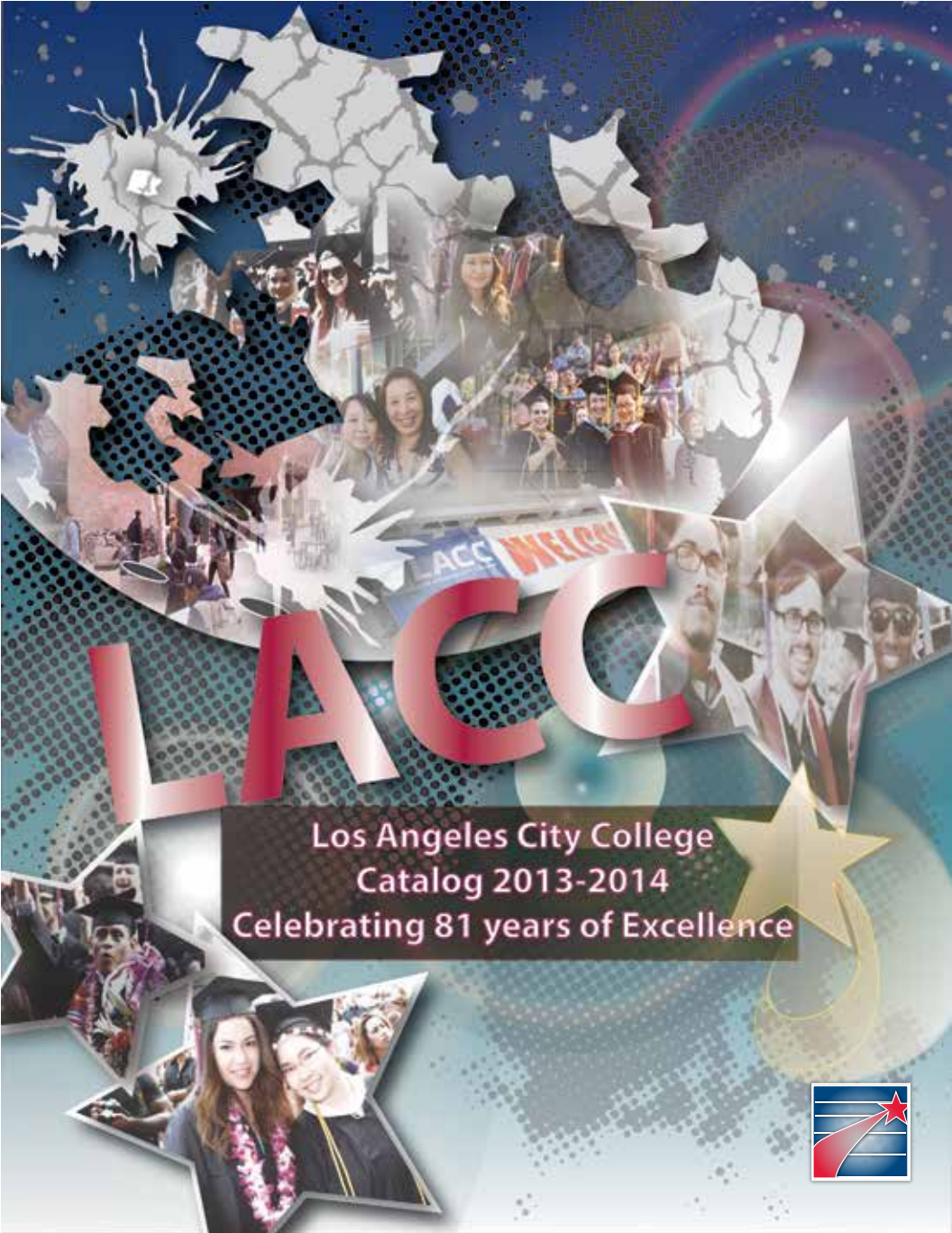
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Los Angeles Community College District
770 Wilshire Boulevard • Los Angeles, CA 90017
www.laccd.edu • 213.891.2000





LACC

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Note to Students: Enrollment Fees

The enrollment fee was raised from **\$36 to \$46** per unit starting July 1, 2012. Since this fee increase applies to students who have already registered, as well as new registrants, all Los Angeles City College students are affected by this increase.

For students who have already qualified for the Board of Governors fee waiver, the fee increase is fully covered and no further action needs to be taken. Students who would like to apply or get more information on financial aid, please visit the financial aid section of the college website at www.lacitycollege.edu.

Students are encouraged to pay all outstanding fees now and avoid the long lines at the beginning of the semester. Fees can be paid in person at the Business Office in AD 111 OR paid through the Student Information System available online OR by calling (323) 226-1999.

For updated information on the enrollment fees currently owed, log on to http://www.laccd.edu/student_information/current_students.htm, and then click on “view and pay fees.” .



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Mission

As a comprehensive community college, Los Angeles City College offers life-long learning opportunities and provides programs, coursework, support, and guidance to develop and sustain a community of learners--both near and far--with the knowledge, skills, and attitudes necessary for optimal growth and achievement in their personal and professional lives.

Los Angeles City College primarily serves students who are eighteen years of age or older; the college also extends outreach to anyone with ability to benefit from the programs and services provided.

Los Angeles City College offers post-secondary lower division arts and sciences coursework, career and technical education, and essential skills classes designed to provide students with degrees, certificates, and fundamental skills. The primary mission includes the following educational components enabling students to complete:

- a curriculum designed for transfer to a four-year university
- an associate degree and/or certificate leading directly to entrance into the work force
- an essential skills program designed to assist underprepared students and others who seek special assistance to achieve their educational goals

The College affirms the fundamental roles of English as a Second Language (ESL), essential skills, and support services that are intrinsic to student success at the post-secondary level.

The College promotes awareness of local, regional, state, and global development; fosters skills that enhance personal growth and contribute to success in the workplace; and encourages cooperative efforts aimed at sustainability of the community and its environment.



GENERAL INFORMATION

ABOUT LACC

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

Through a \$147 million bond award, the college is further enhancing itself with a new and advanced technology learning facility, increased parking, and expanded athletic/fitness and child development centers. (Note: LACC does not provide campus housing. However, inexpensive rentals are available in the surrounding community.)

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. We are proud to have ranked 35th among all community colleges across the country in awarding 2-year certificates to students; 33rd in awarding Associate Degrees to minority students; and 23rd in awarding Associate Degrees to Hispanic students. (Community College Week, June 24, 2002, On-line Edition.)

SATELLITES

LACCD Van de Kamp Innovation Center 2930 Fletcher Dr.
(323) 953 - 4000 X3534

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and on-line courses.

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	2008-2012
Ms. Renee Martinez, President	2012-Present

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.

The mission of the LACCD colleges is to provide comprehensive lower-division Transfer Education, Occupational Education, General Education, Transitional Education, Counseling and Guidance, Student Services, Continuing Education, Community Services, and Joint Programs that are appropriate to the communities served and that meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of this mission, we endeavor to:

- promote equal opportunity for participation;
- maintain appropriate standards for academic achievement;
- provide an educational environment that meets the needs of students with varied learning skills;
- provide support services that contribute to instructional



effectiveness and student success;

- affirm the importance of multi-cultural, international, and inter-cultural collegiate experiences that foster individual and group understanding; and
- manage effectively educational and financial resources.

FUNCTIONS OF THE LACCD COLLEGES

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

- **Transfer.** A college program that enables the student who completes 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 that can lead to employment, job advancement, certification, or the Associate Degree.
- **General Education.** A program of General Education course work consisting of Associate Degree programs and other planned experiences that 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 developmental and basic skills education for students needing preparation for community college.
- **Continuing Education.** A program of continuing education consisting of graded and ungraded classes to provide opportunities for personal and occupational competence that supplements formal full-time college attendance.
- **Counseling and Guidance.** A counseling and guidance program incorporating academic, career, and personal counseling to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.
- **Student Services.** A student services program assisting students in matters of admissions, financial aid, job placement, matriculation and other related student services activities.
- **Community Services.** A program of not-for-credit classes 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 attending the classes.
- **Joint Programs.** Joint programs with business, industry, labor, education, government, international and other institutions that are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the LACCD.

ACCURACY STATEMENT

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

ACCREDITATION & 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 www.accjc.org. Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards (<http://www.accjc.org/complaint-policy>) 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.

Los Angeles City College programs are also accredited by the American Dental Association (Dental Laboratory Technician) and the American Medical Association (Radiologic Technology) and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

ASSESSMENT OF STUDENT OUTCOMES

A Student Learning Outcome (SLO) is a clear statement that describes the knowledge, skills, abilities, and/or attitudes that a student should obtain by the end of any set of college experiences – classes, occupational programs, degrees and certificates and even encounters with Student Services and the library.

LACC is committed to measuring, analyzing, and documenting what our students are achieving through their studies and activities at the college. Student learning outcome statements have been developed for each course, each academic program, and each Student Service unit. We advise students to review their syllabi for course SLOs, the academic departments' and Student Services websites for program SLOs, and the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents> for more information.

Institutional Student Learning Outcomes (ISLO's) are the skills and abilities students are expected to have developed by the time they graduate from LACC. They are:

Area A: Essential Academic Skills

1. Information Competency: Critical and Creative Thinking



2. Written and Oral Communication
3. Mathematical Competency/Quantitative Reasoning
4. Technological Literacy

Area B: Personal Growth and Development

5. Self-Assessment and Growth
6. Intellectual Engagement and Physical Wellness
7. Ethical Reasoning
8. Aesthetic Awareness and Appreciation

Area C: Interpersonal/Intercultural/Global Awareness

9. Interpersonal Interaction and Community Participation
10. Intercultural Knowledge and Exploration
11. Discovering Global Issues

STUDENT RIGHT-TO-KNOW DISCLOSURE

Beginning in Fall 1995, all certificate, degree, and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. 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 Information Clearinghouse Website" at <http://srk.cccco.edu>. Student Right To Know: Campus Security.

EQUAL-OPPORTUNITY POLICY COMPLIANCE PROCEDURE

To assure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation, and compliance issues, inquiries should be directed to following individuals:

Compliance Officer

- Sexual Harassment
- Discrimination – Education
- Discrimination – Workplace - Hiring/Promotion
- Training

For assistance, contact the Compliance Officer (323) 953-4000 ext. 2249.

- ADA Section 504

For assistance, contact the ADA Coordinator in AD 307, (323) 953-4000 ext. 2249.

Administrative Services for Affirmative Action

- EEO – Hiring/Promotion
- Gender Equity (Non-Athletic)

For assistance, contact Lenore Saunders, AD 213 (323) 953-4000 ext. 2094.

PROHIBITED DISCRIMINATION & HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from prohibited Discrimination, as defined by Rule 15003. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The

specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

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 Compliance Office Website ([www.lacitycollege.edu/resource/compliance office](http://www.lacitycollege.edu/resource/compliance%20office)) 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 Los Angeles City College 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 Compliance Officer, (323) 953-4000 ext. 2249.

LIMITED ENGLISH PROFICIENCY

Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

Contamos con cursos vocacionales en distintas ramas de trabajo. Todos los cursos están disponibles a las personas que no dominan el idioma inglés con fluidez. No tener conocimientos básicos de inglés no debe ser un impedimento para matricularse en dichos cursos. Los servicios del colegio están disponibles para personas que hablan inglés como segundo lenguaje.

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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 (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible. Note: the Catalog and Schedule of Classes are also available on our web site, www.lacitycollege.edu.



CAMPUS SECURITY REPORTS

Pursuant to the Clear Act, the College's Security Reports are published in each LACC class schedule and on the web at www.lacitycollege.edu/public/Crime/index.htm. Students may obtain a paper copy of the Report upon request from the Sheriff's office.

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.

CATALOG RIGHTS

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 if:

1. At the time the student began such attendance at the college, or
2. At the time of graduation.

*Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter inter sessions. 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:

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.

ACADEMIC YEAR

The academic year is divided into 4 sessions:

Fall Semester	(15 weeks, August- December)
Winter Intercession	(5 weeks, January- February)
Spring Semester	(15 weeks, February - June)
Summer Session	(5 & 8 week sessions, June - August)

Courses offered during these sessions are similar in scope and

maintain equivalent standards. Students may enroll concurrently at Los Angeles City College in both day and evening classes.

Days, Evening, Weekends & Distance Learning Classes

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 distance learning including Instructional Television (ITV) and on-line.

Summer Sessions:

Los Angeles City College offers one or more 5 to 8 week summer sessions subject to approval by the Board of Trustees.

ELIGIBILITY REQUIREMENTS

Individuals who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college, including Los Angeles City College.

Individuals who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission to LACC if in the judgment of the College Admissions Officer they are capable of profiting from the instruction offered.

Additional eligibility criteria include persons who are:

1. Eighteen years of age.
2. Apprentices, as defined by Section 3077 of the California labor Code.
3. In grades K-12, under special circumstances. Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

CALIFORNIA RESIDENCY REQUIREMENT

To attend any of the Los Angeles Community College District colleges as a resident of California, a student is required to have been a California resident for more than one year preceding the Residence Determination Date. The "Residence Determination Date" is that day preceding the opening day of instruction of the semester.

ADMISSIONS INFORMATION

NON-RESIDENT

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date.

A student classified as a non-resident will be required to pay non-resident fees as established by the LACCD Board of Trustees. Residence Reclassification Students who have been classified as non-residents must petition to be reclassified as residents anytime they feel their status has changed. The Residence Reclassification form is available in the Office of Admissions in the Cesar Chavez Administration Building (AD100) and must be submitted before the semester in which reclassification as a resident is to be effective.



RESIDENCE APPEAL

A student may appeal the residence classification determined by the College. The student must make the appeal within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the College Admissions Officer, who is located in the Cesar Chavez Administration Building (AD100). You may also contact the Office of Admissions (323) 953-4000, extension 2104.

NON-CITIZEN STUDENTS

Los Angeles City College is authorized under Federal and State law to enroll non-citizen students. Information regarding admission procedures is available in the Office of Admissions in the Cesar Chavez Administration Building (AD100). You may also contact the Office of Admissions (323) 953-4000, extension 2104.

APPLICATION FOR ADMISSION TO LACC

Admissions applications are available online at www.lacitycollege.edu. Application forms are also available at the Student Assistance Center.

The Los Angeles Community College District is committed to protecting student privacy. The social security number will no longer be used as the student identifier for students. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers "88".

INTERNATIONAL STUDENTS

Also see the "Services & Programs - International Student Center" section of this catalog.

Los Angeles City College has one of the most diverse campuses in the country with students of every culture and from all over the world. The college is certified by the Immigration and Naturalization Services (INS) to issue I-20's to non-immigrant visa students.

Effective April 12, 2002, the Immigration and Naturalization Service 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 if you meet the following requirements:

- Have or will earn a high school diploma from a US high school or the equivalent education from a foreign school.
- Have a score of four-hundred-fifty (450-paper based / 133-computer based/45-internet based/) or more on the TOEFL (Test of English as a Foreign Language).
- Have a valid non-immigrant visa.
- Show the ability to pay the non-resident tuition.

If you live in the Los Angeles area and would like to be considered for admissions:

- 1) Attend a scheduled meeting
- 2) Take the College Placement Assessment to determine placement in English

For meeting dates & times or for more info.: (323) 953-4000 ext. 2470.

For information on receiving credit for courses taken in universities outside of the U.S., see the "Policies - Academic" section of this catalog.

REGISTERING FOR CLASSES

New & returning students:

A new student is one who has never taken classes at Los Angeles City College and has filed an Application for Admission. A returning student is one who has had a break of more than two semesters between enrollments at Los Angeles City College.

- Step 1: Obtain an application from the Student Assistance Center or via the web at www.lacitycollege.edu
- Step 2: Return completed application to the Admissions Office, AD 100 and receive an assessment appointment in AD 103.
- Step 3: Complete your skills level assessment and orientation.
- Step 4: Register for classes by phone or via the web. Students who already have a degree may skip Step 3.

Continuing Students

A continuing student is one who attended classes at Los Angeles City College during one of the previous two semesters. Continuing students will automatically receive their registration appointment dates and time in the mail or by logging on to the college website www.lacitycollege.edu.

ENROLLMENT PRIORITY POLICY CHANGES: EFFECTIVE FALL 2014

The California Community Colleges Board of Governors established system-wide enrollment priorities effective Fall 2014. Enrollment priorities dictate how registration appointments are assigned. Students with the highest priority are given the earliest registration appointments.

The changes are designed to ensure class availability for students: seeking job training, degree attainment and/or transfer and to reward students making progress toward their educational goals.

BASED ON THE CHANGES, ENROLLMENT PRIORITY IS:

Priority 1: active duty military and veterans; and foster youth or former foster youth who are new and fully matriculated or continuing in good standing with less than 100 units completed; and new and continuing fully matriculated Disabled Students Programs and Services (DSPS) students and Extended Opportunities Programs and Services (EOP&S) students in good standing with less than 100 units completed.

Priority 2: continuing and middle college students in good standing with less than 100 units completed.

Priority 3: new, fully matriculated students and returning, fully matriculated students in good standing.



Priority 4: open registration for non-matriculated students or those without enrollment priority in any of the four groups above.

Priority 5: Special K-12 admits.

Notes:

- 1) Good standing is defined as not on academic or progress probation.
- 2) Non-degree applicable basic skills units do not count toward the 100 units completed.
- 3) Students may appeal the loss of priority in cases of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- 4) Disabled students may also appeal the loss of priority, if they did not receive reasonable accommodations in a timely manner.

Class Unit Limit

The maximum study load is 18 units for the Fall and Spring semesters, 12 units for Summer when there are 3 Summer Sessions. 7 Summer Units = 7 units and 7 units during a Winter Intercession. While the class load for full-time students in the Fall or Spring semester is from 12 to 18 units per semester, students who will be employed while attending Los Angeles City College should reduce their programs accordingly. It is strongly recommended that students who are employed full-time should enroll in no more than 1 or 2 classes or a maximum of 9 units. Students who wish to attempt more than the unit limits specified above must petition to do so with the Counseling department, located in the Cesar Chavez Administration Building (AD 108).

Cancellation of Classes

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

MATRICULATION

The College Agrees to Provide:

1. **ADMISSIONS** - Students can complete an admissions application online at www.lacitycollege.edu students can also speak to multilingual student staff member in the Student Assistance Center for assistance in completing the admissions application and receive general campus information with confidential support and referrals (AD 105). Completed applications are turned in to Admissions (AD100).
2. **ASSESSMENT** - You will take a basic skills assessment in reading, writing, language usage, and mathematics to help you select courses appropriate for you. Appointments to take assessment are made in AD 103.
3. **ORIENTATION**-Introduces you to the campus resources, support services and college programs which are available to help you make better, more informed educational and career choices.
4. **COUNSELING** - Provides academic advisement and assistance in course selection, development of a Student Educational Plan, career planning, referral to appropriate student services, and Personal Development Classes which are taught by counseling faculty.

5. **FOLLOW-UP** - Provides regular evaluation of your progress through the Early Alert program and group counseling sessions.

The Student Agrees to:

1. Express at least a broad educational intent upon admission.
2. Declare a specific educational goal after completion of 15 semester units at the college.
3. Meet with a College Counselor to establish a Student Educational Plan within one semester after declaring an educational goal and to review the Educational Plan at least once each semester.
4. Attend classes regularly and complete assigned course work.
5. Maintain satisfactory progress toward an educational goal according to standards established by the Los Angeles Community College District and the State of California.
6. Be familiar with the information in the college catalog and schedule of classes, and know and observe all policies and procedures related to the program of study being pursued.

Exemption

As a student, you may be exempted from matriculation if you meet at least one of the following criteria:

1. Have an AA, BA or higher degree from an accredited college or university.
2. Have completed 30 units or more including English 28 or 101 and Mathematics 115 or equivalent courses.
3. Are enrolling for personal enrichment or recreational purposes without plans of taking more than 15 units of credit classes.

Even if you are not exempted from matriculation you may be exempted from assessment if you meet any of the following criteria:

1. Have a record of completing English 28 or 101 and Mathematics 115 or equivalent courses.
2. Have completed equivalent assessments at other colleges and have presented their documentation for verification to the Assessment Center, AD 103. (Verification must be presented before an exemption can be granted.) Math assessment is accepted up to one year.

Appeal

Matriculation is a campus-wide effort of faculty, administrators, staff and students. However, if for any reason, you feel that matriculation interferes with your rights as a student, forms for appeal are available in the Office of the Vice President of Student Services, AD 207.

Repetitions and Withdrawals

Effective Summer 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.



•Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.

•A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course.

•Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

•Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

•For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).

•Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

•Be sure you are academically ready for classes you enroll in.

•If you must drop a course, drop before the specified deadline for dropping a class without a grade of “W.”

•See a counselor before making decisions that could affect your educational plan.

PREREQUISITES/CO-REQUISITES, ADVISORIES & CHALLENGES

The following explains conditions of enrollment that qualify a student for a class or course of study according to laws and state regulations AB3 and Title 5.

Prerequisite is the requirement needed to qualify for a course. It is designed to identify skills necessary for success in a course.

Co-requisite is the requirement for taking a simultaneous course in order to enroll in a particular class.

Advisory is advice given before enrolling. It is not required that a student follow this advice.

A Satisfactory Grade is an academic record with the symbol A, B, C, or “P.”

CHALLENGE POLICY/PROCEDURE

A student may challenge the above enrollment policies by filing a Prerequisite or Co-requisite Challenge Petition. You can obtain the form from the Admissions Office (AD 100), the Student Assistance Center (AD105), or the Counseling Center (AD 108). Documented proof of your challenge will be required. The Petition must be filed with the Department Chair of the department over the class that is being challenged. If the College does not resolve your challenge within the five-day period, you will automatically be enrolled in the class. If no space is available in the class, the challenge shall be resolved before

the beginning of registration for the next term. If your challenge is upheld and space is available, you may enroll in the next term.

Grounds for Challenges

It is your responsibility to show proof with documentation that you have grounds for a legitimate challenge. You may challenge any of the prerequisites or co-requisites using any of the Title 5 regulations listed below:

NOTE: If you have successfully completed a similar course outside of the Los Angeles Community College District, bring your official or unofficial transcripts or grade cards to the Counseling Office - AD 108 for evaluation.

1. The prerequisite/co-requisite does not follow the rules established by the District.
2. The prerequisite/co-requisite is in violation of Pre/Co-requisite and Advisory Regulation, specified in Section 55201(e) of Title V. (See Office of the Vice President of Student Services - AD207)
3. The prerequisite/co-requisite is unlawfully discriminatory or being applied in an unlawfully discriminatory manner. Once you have completed the prerequisite or co-requisite Challenge petition process on the grounds of unlawful discrimination, you have the right to file a formal complaint of unlawful discrimination with the Compliance Officer.
4. You have the ability and knowledge to succeed in a course without the pre/co-requisite.
5. You will be subject to undue delay in obtaining your educational goal because the prerequisite/co-requisite course was not reasonably available.
6. You have not been allowed to enroll due to a limitation set for a course that involves intercollegiate competition, public performance, honor courses, or blocks of courses limited to a particular group of students. You will be allowed to enroll in such a course if there is no equivalent section offered, and you would be delayed a semester or more in obtaining your degree or certificate specified in your Student Educational Plan.
7. You want to enroll in a course which has prerequisite/co-requisite established to protect health and safety, and you can demonstrate that you do not pose a threat to yourself or others.

Resolution of Prerequisite Challenges

Each prerequisite challenge shall be investigated and resolved through the appropriate department chair no later than five (5) working days from the day that your challenge is filed.

Pre/Co-requisite Challenge



Petition Filing Dates

Students may file challenges throughout the fall and spring semesters up to five (5) working days before the end of each semester. Some departments may accept petitions during summer session and winter intercessions, based on faculty availability.

TUITION & FEES

NOTE: The fees listed below were accurate at the time this catalog was produced, but are subject to change by the California Legislature. Fees are due at the time of registration and create a hold until paid in full.

Students may pay fees by cash, check, Visa, Master Card, American Express or Discover Card. If you pay your fees by check, your student ID number will be written on your check. If you do not wish to have your student ID number appear on your check, you must use an alternative form of payment. \$10 handling fee is charged on all returned checks. Fees may be paid online at http://www.lacc.edu/student_information/sis_logon.asp or on the STEP telephone system, via credit card.

ENROLLMENT FEE \$46 per unit (CA Residents) (no maximum per semester)

Section 72252 of the Education Code requires Los Angeles City College to charge an enrollment fee of each student enrolling in college. The fee is forty-six dollars (\$46) per unit per semester for resident students. This fee must be paid at the time of registration. Students may pay enrollment fees by cash, check, or VISA, Master Card, American Express or Discover Card.

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

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the LACC Financial Aid Office. Students should submit an application as soon as possible.

NON-RESIDENT TUITION FEE

Out-Of-State Residents \$207 per unit

Foreign Citizens \$191 per unit

Non-resident foreign citizens must also pay the enrollment fee of \$46 per unit. Effective for the winter 2009 term, students who take 4 or fewer units, OR who take one class that is more than 4 units but is not more than 6 units, will have their non-resident tuition waived. A student who exceeds these limits will be required to pay non-resident tuition for ALL units, unless the student is eligible for an AB 540 waiver.

Enrollment Fee Assistance

Los Angeles City College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors - (BOG) Enrollment Fee Waiver is available to students whose family is receiving Temporary Assistance for Needy

Families (TANF)/CalWORKs, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standards. In addition, dependents of Veterans/National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and deceased law enforcement/fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. Students may contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governor's Fee Waiver Program under "Financial Aid - State Financial Aid."

Enrollment Fee Refunds

CA Residents: For full-session classes, a full refund of the enrollment fee will be made through the end of the second week of classes. For short-term classes, a full refund is available up to the end of a period equal to ten percent (10%) of the total session length. No refund will be authorized after the periods described above except when college action to cancel or reschedule a class necessitates the drop. Students must request check/credit card refunds in the Business Office. Credit card refunds will be processed a week after filing the request.

Note: After the second week, fees for dropped classes will be applied to fees for classes added simultaneously or after a drop. No refunds will be given for drop transactions alone. Students are strongly advised to complete add and drop transactions simultaneously, within the authorized dates for doing so.

Non-Residents: Non-resident students who formally drop or otherwise separate from part or all of their enrollment may request a refund of previously paid non-resident tuition and enrollment fees in accordance with the following schedule and computations, calculated as follows:

Instructional Materials Fee

Students may be required to provide instructional and other materials required for credit or no-credit courses. Such materials shall be of continuing value to a student outside the classroom setting and shall not be solely or exclusively available from the Los Angeles Community College District.

Associated Student Government (ASG)

Fee \$7 per semester

A \$7 per semester membership fee provides access to the Student Activities Center free bluebooks, scantrons, copier and fax services, use the computers for homework or to access the internet, preferred parking, movie and amusement park discounts, etc. You are also eligible to participate in student government; join a club; support the college's theater, music and forensic programs; attend campus events; and participate in shared governance.

Student may waive the ASG benefits by completing the waive form. Waiver forms can be obtained from the Office of Student Life & Leadership Development, located in the Student Union.

Student Representation Fee \$1 per semester

This required fee benefits LACC students by enabling your ASG to respond to legislative issues which impact students directly,



i.e. tuition increases, textbooks taxes, community college funding. The ASG advocates and lobbies on your behalf at the District or in Sacramento and coordinates their efforts with the state and regional community college student organization (California Student Senate). The ASG is your legally designated liaison with the college, the District Office, the California State Chancellor's Office and the Board of Governors. They represent the LACC student before local, state and federal government organizations.

Health Services Fee \$11 per semester

The Los Angeles Community College District charges an eleven dollar (\$11) mandatory Health Fee. The fee is payable to one campus only and covers the costs of Health Centers at the District's nine campuses. If you are a member of a religious group that depends on prayer for healing, please contact the Dean of Special Services, in CH109 for exemption procedures. Also see Policies: General "Student Health Fee Waivers."

Parking Fee

Parking in campus lots in areas marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Permit procedures, fees, and refund information are available in the Business Office. A limited number of parking permits will be sold.

Summer Permits: \$10

Winter Permits: \$10

Fall or Spring:

Restricted Parking \$20 (Lot #2 parking structure ONLY).

Preferred Parking \$27 (Lot #1 ground floor open area, Lot #2 & #3 parking structures, AND ASG membership).

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.

Who Is Eligible For Financial Aid?

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the 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 below:

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.



Financial Aid Programs Are Ready To Help You Attend College.
See our LACC website:
lacitycollege.edu
Click on Fees/Financial Aid
See if you qualify and apply online.



Admissions and Records assistants who process paper applications are responsible for reviewing the application for consistency of information before entering the application into the SIS. 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.

HOW TO APPLY FOR FINANCIAL AID

To apply for federal and state financial aid programs, go online to www.fafsa.gov and complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is an all inclusive form that allows students to apply for all programs. The process is free. Never pay for federal or state financial aid. You'll need a PIN to "sign" your online FAFSA, make corrections to the application, and more. If you are a dependent student, your parent will need one too. You can get your PIN before you begin or as you complete the FAFSA — it's up to you. To apply for a PIN go to www.pin.ed.gov.

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 social security number on all college records.

PRIORITY DATES & 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, 2013 for the 2013-2014 award year. Students planning to attend a community college in 2013-2014 have a secondary deadline of September 2, 2013 to apply for Cal Grant.
- The priority processing date May 1, 2013, for the 2013-2014 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds are always 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.

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 2013-2014 is \$5,550. 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.

Federal Work Study (FWS)–FWS enables a student to earn part of his/her financial aid award through campus employment.

Federal Perkins Loan–This is a low interest loan made available to students with exceptional need to meet their educational expenses.

Federal Direct Loans (Subsidized and Unsubsidized) – Students may be eligible to borrow up to \$3,500 for first year students and \$4,500 for second year students 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.

NOTE: Los Angeles City College will be unable to certify additional loans for a student who has already borrowed two years worth of loans including loans borrowed at other institutions, until the student has obtained additional loan counseling.

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.



FEDERAL DIRECT UNSUBSIDIZED LOAN -

A low interest loan for which a student isn't 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:

1. Are a member of, or at least one-quarter American Indian blood or a descendent 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.
2. 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.
3. Demonstrate financial need as determined by the financial aid officer of the post-secondary institution.

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

STATE FINANCIAL AID

BOARD OF GOVERNOR'S FEE WAIVER PROGRAM (BOGFW):

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 three ways 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), General Assistance (also known as General Relief).

Method B

1. You meet the following 2013-2014 income standards

Household Size (including yourself)	Total 2011 Family Income (adjusted gross income and/or untaxed income)
1	\$16,335
2	\$22,065
3	\$27,795
4	\$33,525
5	\$39,255
6	\$44,985
7	\$50,715
8	\$56,445
Each additional Family Member	\$5,730

Method C

The Financial Aid Department determines that the student has a financial need that's at least \$1,104. This can be only be determined if the student has submitted a FAFSA.

In addition to the income standards, students may also demonstrate BOGFW B 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) will become eligible to participate in the BOG Fee Waiver program on January 1, 2013.

2. 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 Los Angeles City College. 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 \$1,551 per academic year. 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 \$576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

Gainful Employment Program

For thousands of dollars less than you'd pay at private career colleges, you can receive outstanding training in Dental and Radiologic Technology, Nursing, Psychology/Human Services, Photography, Journalism, Child Development, Food Services/Dietetics, Cinema/ TV Production, Acting/Stage-Craft, Art/Graphic Arts, Music, Computer Technology, Business, Law/Law enforcement and more. The link (<http://www.lacitycollege.edu/services/finaid/eligible-programs.html>) provides information about the careers for which each Career and Technical Education Certificate prepares you, the costs associated with the program and the average expected debt.

In order to be eligible for Federal Student Aid, a student MUST be enrolled in an educational program that leads to an associates degree, or prepares a student for gainful employment in a recognized occupation. Students must declare an associate's major, select a transfer goal, or be enrolled in one of the following programs in order to be eligible for Federal Student Aid at LACC.



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, please 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.

2013-2014 Cost of Education: Living at Home

	9 Months	12 Months
Fees	\$1,218*	\$1,694
Books & Supplies	\$1,665	\$2,498
Room & Board	\$4,401	\$5,868
Transportation	\$1,170	\$1,560
Personal Expenses	\$3,105	\$4,140
TOTAL	\$11,559	\$15,760

2013-2014 Cost of Education: Living Away From Home

	9 Months	12 Months
Fees	\$1,218*	\$1,694
Books & Supplies	\$1,665	\$2,498
Room & Board	\$10,962	\$14,616
Transportation	\$1,314	\$1,752
Personal Expenses	\$2,844	\$3,792
TOTAL	\$18,003	\$24,352

* Subject to change without notice by the California Legislature.

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

2. 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

I. GENERAL INFORMATION

- A. 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 (hereinafter referred to as 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.

- 1.Federal Pell Grant
- 2.Federal Supplemental Educational Opportunity Grant (FSEOG)
- 3.Federal Work Study (FWS)
- 4.Federal Perkins Loan
- 5.Federal Nursing Loan
- 6.Federal Parent Loan for Undergraduate Students (PLUS)Family Educational Loan (FFEL)
- 7.Federal Direct Student Loan (FDSL)
- 8.Cal Grant B and C Child Development Grant

- B. 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.

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

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

- E. Consortium Classes
 1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
 2. For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student's aid).

II. GENERAL REQUIREMENTS

- A. Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:
 1. An educational program that leads to an associate degree, or
 2. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor's degree, or



3. An educational program which 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.

- a. Cumulative GPA is less than 2.0;
- b. Cumulative non-grades are greater than 33%;
- D. Advisory Letter
 1. Number of units attempted reaches forty-five (45).

IV. SATISFACTORY ACADEMIC PROGRESS STANDARDS

- A. Maintenance of a 2.0 cumulative GPA.
- B. Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal.
 1. ESL levels 1 & 2 and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
 2. Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the appeal procedure.
 3. 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.
- C. Completion of 67% cumulative units attempted.
 1. Entries recorded in the students' academic record as Incomplete (INC), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

V. MAXIMUM TIME LENGTH

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.
 1. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Short Length Certificate Programs
 1. Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.
 2. The following table shows the normal completion time and maximum time for certificate programs of varying length:

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

APPLICATION OF STANDARDS

- A. Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year. Students who are disqualified from financial aid will be notified by mail 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.
- B. A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.

Disqualification

 1. Students will be disqualified if they have one or more of the following academic deficiencies at the end of Spring semester:
 - a. Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90) - Associate or higher degree has been earned.
 - b. Cumulative GPA is less than 2.0;
 - c. Cumulative Non-Grades are more than 33%; Warning Probation Letter
- C.
 1. Students will receive a Warning Probation Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:

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

VI. SUMMER AND WINTER FINANCIAL AID

- A. 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 Los Angeles City College 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 Foundation.

FINANCIAL AID

Student Services Village • (323) 953-4000 ext. 2010

<http://www.lacitycollege.edu/stusvcs/finaid/>

For more information, see the Financial Aid section at the beginning of this catalog.

FOUNDATION

LACC Foundation located on the 3rd floor of the Student Union building. (323) 953-4000 ext. 2490 • www.laccfoundation.org.

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.

GENERAL EDUCATION PHILOSOPHY

The faculty of LACC maintains that the general education component of its academic and vocational degree programs prepares students to be successful in a dynamic, complex, and multi-cultural world. The coursework provides students with learning experiences to develop skills and abilities that can be applied to subsequent coursework, employment, or other endeavors.

Students who complete degrees will take courses in the natural sciences, social and behavioral sciences, humanities, language and rationality, and health and kinesiology. Our students will have the capacity to be life-long learners who possess the essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning, information competency, and computer literacy. Beyond these specific skills and abilities, LACC intends that students who complete the general education requirement will be ethical, self-aware, and productive citizens with an appreciation of aesthetics, cultural diversity, and global issues.

GRADUATION REQUIREMENTS

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns

of learning experiences designed to develop certain capabilities and insights. 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 of self-understanding. In addition of these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

GENERAL GRADUATION REQUIREMENTS

A "continuing student" is one who has completed a minimum of one course per calendar year. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

- I. Unit Requirement. 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. Scholarship Requirement. A "C" (2.0) grade average or better in all work attempted.
- III. Competency Requirement. Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.
 - A. Reading and Written Comprehension:
 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 another 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 credit-by-examination as determined in the college.
 - B. The competency requirement in mathematics may be met by:
 1. Competence in Mathematics shall be demonstrated by achieving in Math 125 or Math 124A and 124B or higher or its equivalent at another college.
 2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined to be comparable to satisfactory completion of Math 125 - Intermediate Algebra. That is, students may place into mathematics courses above the level of intermediate algebra or may achieve a satisfactory score on a competency exam or other approved exam.
- IV. Residence Requirement. Completion of at least 12 units or work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- V. Course Requirements. Students who are majoring in programs of study for which 18-35 units are required in the major and/or are



planning to transfer should complete Graduation Requirements "Plan A." Students who are majoring in programs of study for which 36 or more units are required in the major and may not plan to transfer should complete Graduation Requirements "Plan B." Students who are following Graduation Requirements "Plan B" and plan to transfer should select the eighteen units for graduation requirements from Graduation Requirements "Plan A" to ensure all the courses for the Graduation Requirements transfer.

TRANSFER VS. CAREER EDUCATION PROGRAMS

Los Angeles City College offers over 115 degree and certificate programs in areas including the Arts, Business, Child Development, Cinema/Television, Cultural Studies, Computer Science, English, Foreign Languages, Health Care, Journalism, Law, Liberal Arts, Math, Psychology, Computer Applications & Office Technologies and more. Associate Degree programs designated as "Transfer Program" are designed for students planning to transfer to four-year universities and colleges as juniors. Students are urged to consult with one of our counselors to plan their academic programs and ensure successful transfer.

Associate Degree programs designated "Career Program" are designed to prepare the student to enter occupational and technical fields upon graduation. Students interested in Career Programs who also plan to attend a four-year university, immediately after graduation or at a later point, should consult with one of our counselors on what other courses may be required to successfully transfer. Our Career Education programs also include certificate programs which require fewer general education courses.

PLAN A - TRANSFER PLAN

Graduation Requirements

Graduation "Plan A" has been designed for students who plan to transfer to either the California State University (CSU) system or the University of California (UC) system. The courses have been selected to parallel the CSU General Education plan. A transfer correlation outline that compares "Plan A," the CSU General Education plan, and the Intersegmental General Education Transfer Curriculum (IGETC) can be found at the end of this section. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:

A minimum of eighteen (18) semester units of study taken in a single discipline or related disciplines.

GENERAL REQUIREMENTS:

Successful completion of a minimum of thirty to thirty-one (30-31) semester units of General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences —

Minimum three (3) semester units.

Anatomy 1; **Anthropology** 101, 111; **Astronomy** 1, 5, 11; **Biology** 3, 6, 7, 25; **Chemistry** 60, 101, 102, 211, 212, 221; **Earth Science** 1; **Electronics** 101; **Family and Consumer Studies** 21; **Geography** 1, 15; **Geology** 1, 2, 6; **Microbiology**

1, 20; **Oceanography** 1; **Physical Science** 1, 14; **Physics** 6, 7, 11, 12, 14, 21, 22, 101, 102, 103; **Physiology** 1; **Psychology** 2

Note: Laboratories are underlined

B. Social and Behavioral Sciences —

Minimum of nine (9) semester units

B1. AMERICAN INSTITUTIONS

(3 Semester Units minimum)

African-American Studies 4, 5, 7; **Chicano Studies** 7, 8;

History 11, 12, 13, 81, 82; **Political Science** 1

B2. SOCIAL AND BEHAVIORAL SCIENCES

(3 Semester Units minimum)

Anthropology 102, 103, 121, 151; **Business** 1; **Child Development** 1, 11, 42; **Economics** 1, 2; **Family & Consumer Studies** 31; **Geography** 2; **History** 1, 2, 3, 4, 59, 86, 87, 88; **Journalism** 105; **Law** 3; **Linguistics** 2, 3; **Political Science** 2, 7; **Psychology** 1, 13, 41, 43; **Sociology** 1, 2, 11, 12, 32; **Speech** 122

B3. Minimum of 3 additional semester units from B1 or B2 above.

C. Humanities —

Minimum three (3) semester units.

African-American Studies 20, 60; **American Sign Language** 1, 2, 3; **Arabic** 1, 2; **Armenian** 1, 2; **Art** 107, 111, 201, 209, 501; **Art History** 103, 110, 120, 130, 139, 140, 151, 171; **Chicano Studies** 44; **Chinese** 1, 2, 3, 4, 10; **Cinema** 3, 4; **Dance** 805; **French** 1, 2, 3, 4, 10; **English** 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; **Humanities** 6, 8, 20, 30, 31, 41, 42, 45, 47, 61; **Italian** 1, 2; **Japanese** 1, 2, 3, 4, 9; **Korean** 1, 2, 3, 4, 10; **Linguistics** 1; **Music** 101, 111, 121, 122, 135, 200; **Philosophy** 1, 14, 20, 30, 32, 40; **Photography** 10, 17, 34; **Russian** 1, 2, 3, 4, 10, 12; **Spanish** 1, 2, 3, 4, 9, 10, 35, 36; **Speech** 130; **Theater** 100, 110, 338, 400

D. Language and Rationality —

Minimum twelve (12) semester units in the following pattern:

D1. ENGLISH COMPOSITION

(3 Semester Units minimum)

English 28, 101; E.S.L. 8; Journalism 101

D2. COMMUNICATION AND ANALYTICAL THINKING

(6 Semester Units minimum)

Co Sci 101, 103, 108; Co Tech 1; **English** 102, 103; **Mathematics** 124A, 124B, 125, 215, 216, 227, 230, 236, 237, 240, 245, 260, 261, 262, 263, 270, 272, 275; **Philosophy** 5, 6, 8, 9; **Psychology** 66, 74;

Communication Studies 101, 102, 104, 121

D3. Minimum of 3 additional semester units from

D1 or D2 above.

E. Health and Kinesiology —

Minimum three (3) units.

E1. HEALTH EDUCATION

(2 Semester Units minimum)

Health 2, 8, 11

NOTE: Health 2 includes the physical education activity

E2. ONE KINESIOLOGY ACTIVITY

(1 Semester Unit minimum)



Courses include: Dance Specialties; Dance Studies, Dance Techniques, Kinesiology

Authorized Physical Education activity exemptions include:

- a. Medical exemption
- b. Extenuating Circumstances
- c. Licensed Registered Nurse
- d. Students who have served in the Armed Forces of the United States (DD 214)

PLAN B – OCCUPATIONAL/ VOCATIONAL PLAN GRADUATION REQUIREMENTS

Graduation "Plan B" has been designed for students who plan an occupational or vocational Associate Degree. Some courses may or may not transfer to the University of California or the California State University system. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:

At least a minimum of thirty-six (36) semester units of study taken in a single major or related disciplines.

GENERAL REQUIREMENTS:

Successful completion of a minimum of eighteen (18) semester units in General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences —

Minimum 3 units

Anatomy 1; **Anthropology** 101, 111; **Astronomy** 1, 5, 11; **Biology** 3, 6, 7, 25; **Chemistry** 60, 101, 102, 211, 212, 221; **Earth Science** 1; **Electronics** 101; **Family and Consumer Studies** 21; **Geography** 1, 15; **Geology** 1, 2, 6; **Microbiology** 1, 20; **Oceanography** 1; **Physical Science** 1, 14; **Physics** 6, 7, 11, 12, 14, 21, 22, 101, 102, 103; **Physiology** 1; **Psychology** 2

NOTE: Laboratories are underlined

B. Social and Behavioral Sciences —

B1. AMERICAN INSTITUTIONS

3 Semester Units minimum)

African-American Studies 4, 5, 7; **Chicano Studies** 7, 8; **History** 11, 12, 13, 81, 82; **Political Science** 1, 19

C. Humanities —

Minimum 3 units

African-American Studies 20, 60; **American Sign Language** 1, 2, 3; **Arabic** 1, 2; **Armenian** 1, 2; **Art** 107, 111, 201, 209, 501; **Art History** 103, 110, 120, 130, 139, 140, 151, 171; **Chicano Studies** 44; **Chinese** 1, 2, 3, 4, 10; **Cinema** 3, 4; **Dance** 805; **French** 1, 2, 3, 4, 10; **English** 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; **Humanities** 6, 8, 20, 30, 31, 41, 42, 45, 47, 61; **Italian** 1, 2; **Japanese** 1, 2, 3, 4, 9; **Korean** 1, 2, 3, 4, 10; **Linguistics** 1; **Music** 101, 111, 121, 122, 135, 200; **Philosophy** 1, 14, 20, 30, 32, 40; **Photography** 10, 17, 34; **Russian** 1, 2, 3, 4, 10, 12; **Spanish** 1, 2, 3, 4, 9, 10, 35, 36; **Speech** 130; **Theater** 100,

110, 338, 400

D. Language and Rationality —

Minimum six (6) semester units in the following pattern (Select one course from each area.)

D1. ENGLISH COMPOSITION

(3 Semester Units minimum)

English 28, 101; **E.S.L.** 8; **Journalism** 101

D2. COMMUNICATION AND ANALYTICAL THINKING

(3 Semester Units minimum)

Co Sci 101, 103, 108; **Co Tech** 1; **English** 102, 103; **Mathematics** 124A, 124B, 125, 215, 216, 227, 230, 236, 237, 240, 245, 260, 261, 262, 263, 270, 272, 275; **Philosophy** 5, 6, 8, 9; **Psychology** 66, 74; **Communication Studies** 101, 102, 104, 121

E. Health and Kinesiology —

Minimum three (3) semester units.

E1. HEALTH EDUCATION

(2 Semester Units minimum)

Health 2, 8, 11

NOTE: Health 2 includes the physical education activity

E2. ONE KINESIOLOGY ACTIVITY

(1 Semester Unit minimum)

Courses include: Dance Specialties; Dance Studies, Dance Techniques, Kinesiology

Authorized activity exemptions include:

- a. Medical exemption
- b. Extenuating Circumstances
- c. Licensed Registered Nurse
- d. Students who have served in the Armed Forces of the United States (DD 214)

NOTE: Graduation Requirements

Plans "A" & "B"

While a course might satisfy more than one General Education requirement, it may not be counted more than once for these purposes. It may be counted again for a different degree requirement as determined by each college. Refer to the chart following this page for information about the correlation between "Plans A" and "B."

A course may meet a General Education requirement for the Associate Degree and also partially satisfy a General Education requirement at the California State University. Students may not use the same course for credit toward the Major and the General Education requirements for the Associate Degree.

* Denotes lab.

** Requirement for American Institution and Government.

Classified in another area of the CSU-GE Certification.

+ Not acceptable for transfer, or transfers as an Elective only.

GRADUATION PETITIONS FOR DEGREE

Students who are eligible for graduation from Los Angeles City College must file a Graduation Petition in the semester preceding when they anticipate graduating.

- JUNE GRADUATES: Students petitioning for June graduation should file during the first eight weeks of the



Fall semester.

- **JANUARY GRADUATES:** Students petitioning for January graduation should file during the first eight weeks of the Spring semester

Certificate Of Achievement

A "certificate of achievement" is any credit certificate that may appear by name on a student transcript, diploma, or completion award, and which requires 18 or more semester units or 27 or more quarter units of coursework. State Chancellor's Office approval is required.

The college may also request approval from the State Chancellor's Office for certificate programs that consist of 12 or more semester units or 18 or more quarter units.

In order for a certificate of achievement to be approved, the certificate must represent a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. The term "general education" includes coursework taken to satisfy transfer patterns established by the institutions which award the baccalaureate degree. No sequence or grouping of courses may be approved as a certificate of achievement if it consists solely of basic skills and/or ESL courses. All coursework required for a certificate of achievement must be completed with a grade of "C" or better.

To obtain the Certificate, the student should:

1. Determine which courses are required for the Certificate by reviewing the department requirements (listed elsewhere in this catalog).
2. Obtain a copy of his or her transcript to verify completion of required courses.
3. Present the transcript to the Department Chairperson (or program coordinator) with the request that it be evaluated for awarding of the Certificate.

Department representatives will evaluate the transcript, and the student will be notified whether the requirements have been met. Each department will award its own certificates.

GRADUATION WITH HONORS

Students who qualify may graduate with honors from Los Angeles City College. There are three categories under which such students may graduate.

Summa Cum Laude

is granted to students who have maintained a 3.9+ grade point average in all work taken at Los Angeles City College.

Magna Cum Laude is granted to students who have maintained a 3.7+ grade point average in all work taken at Los Angeles City College.

Cum Laude is granted to students who have Maintained a 3.5+ grade point average in all work taken at Los Angeles City College.

For Dean's List/Honor Roll information, see "Policies: Academic"

GENERAL INFORMATION FOR TRANSFER

The information below has been compiled to help Los Angeles City College students who intend to transfer to a four-year college or university.

Students who plan to earn a Bachelor Degree should take a pattern of courses designed to complete the lower division preparation for their major and the general education. There are several options for completing General Education requirements.

Los Angeles City College can provide the lower division preparation for most majors at many of the California four-year public colleges and universities and select private universities.

For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as transfer students.

Three principal kinds of requirements must be met in order to attain full junior standing at California public universities or other institutions of higher education maintaining equivalent standards. They are as follows:

1. Completion of the specific General Education requirements for junior standing. For the University of California (UC), students should complete the Intersegmental General Education Transfer Curriculum (IGETC) requirements. For California State University (CSU), students should complete the CSU General Education certification pattern. Students who are undecided regarding choice of transfer institution should complete the IGETC.
2. Completion of a minimum of 60 units to a maximum of 70 transferable semester units will permit a student to enter the university at the junior level.
3. Completion of the lower division major and minor course preparation. These vary according to the institution where students are seeking admissions.
4. Students transferring to private colleges or universities in California or other states must see a College Counselor or University Transfer Center staff for transfer requirements.

TRANSFER OF CAREER EDUCATION CLASSES

All Los Angeles City College transfer and occupational education courses are college level courses and may be applied toward graduation requirements for the Associate in Arts or Associate in Science Degree. Following each course title in the Course Description section is a set of letters indicating the credit toward the Associate Degree or credit toward transfer to one of the California State University or the University of California campuses.

COURSE CREDIT VALUE

The following abbreviations are used in course descriptions:

- UC indicates the course is acceptable for unit credit at all campuses of the University of California.
- CSU indicates the course is Baccalaureate transferable for unit credit at all campuses of the California State University.
- NDA (Non-degree Applicable) indicates a course that presents prerequisite or preparatory work for the Associate



level courses. Credit is given toward computing the grade point average but may not be used toward graduation requirements.

- NC (Non-credit Course) indicates the course is remedial and developmental to help students prepare for further advanced courses.

“Students are not likely to succeed in courses classified as UC or CSU transferable if they are not eligible to enroll in English 28 or higher.” This statement identifies the indicated level of potential success a student may expect regarding a specified course.

Students intending to transfer to a college or university upon the completion of their studies at Los Angeles City College should consult the requirements of the institution of their choice and develop a “Student Educational Plan” with an LACC counselor.

THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

The University of California (UC) system has eleven campuses throughout the state. This catalog gives information concerning requirements for the Intersegmental General Education Transfer Curriculum (IGETC), which transfers to ten campuses.

For specific information regarding preparation for the colleges at the University of California at Los Angeles (UCLA) (Letters and Science, School of the Arts, and School of Theatre, Film and Television, and School of Engineering) please see a counselor.

Information regarding preparation in the majors for most of the UC campuses is available from the Los Angeles City College Counseling or University Transfer Centers. Major requirements have been articulated on a course-for-course basis to enable students to complete most of their lower division preparation at LACC.

TRANSFER REQUIREMENTS

(Advanced Standing Admission)

An “advanced standing” student is one who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation.

Advanced standing applicants may not disregard their college records and apply for admission as a freshman.

Students planning to transfer to a UC campus should discuss their transfer plans with College Counselor every semester they attend LACC, in as much as significant changes frequently occur in requirements, subsequent to the printing of this catalog, and during the life of this catalog.

ADVANCED STANDING ADMISSION

Requirements

Requirements for admission in advanced standing vary according to your high school record. LACC students planning to transfer to any UC campus are required to have an official copy of their high school transcript sent to the Admissions Office. UC requires an exact pattern of high school subjects.

If deficiencies in either subjects or grades exist, they can be made up with courses taken at LACC. A student who has not graduated from high school or who has not graduated but has passed the State Proficiency Exam or has a General Education Diploma (G.E.D.) may also make up subject and grade deficiencies at LACC. In many cases, these courses also will help satisfy the college breadth requirements. Students are expected to complete:

1. Basic Proficiency Level courses.
2. General Education requirements.
3. Major subject requirements.

Courses described in this catalog with UC in parentheses are transferable to the UC system. If you have attended and received credit from any four-year college or university, please consult with a College Counselor regarding admissibility to the UC.

THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM 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 or high school record and test score. Consult the catalog issued by the individual campus for a complete description of the curricula or with an LACC counselor. Applicants who are California residents and who have completed 60 to 70 transferable semester units (90-105 quarter units) are eligible for admission if they:

- A. Are in good standing at Los Angeles City College,
- and**
- B. Have achieved a 2.0 or better grade point average in all college units attempted (nonresidents, 2.4 or better)

Students entering must complete 9 units in English language course work and the mathematics requirement and additional units within the General Education certification pattern to equal 30 units of General Education. Students in pre-majors with a total of 40 or more units should consult with an LACC counselor regarding completion of the General Education subject requirement for admission to the California State University system.

Students with fewer than 56 transferable semester units (84 quarter units) completed are eligible for admission if they:

- A. Are in good standing at Los Angeles City College
- and**
- B. Have achieved a 2.0 or better grade point average in all college units attempted, and were either
 1. Eligible for admission as first-time freshmen or
 2. Eligible for admission as first-time freshmen except for completion of the subject requirements and have removed deficiencies in those required college preparatory subjects with acceptable college work.

Consult with a counselor regarding ways to fulfill the subject requirement deficiency.

Admission to a California State University campus does not guarantee admission to the major department or college on that campus.



REQUIREMENTS FOR THE BACHELOR'S DEGREE

The degree requirements at a California State University campus consist, in general, of three parts: first, the General Education Requirements, which are required of all degree candidates; second, the Major Department Requirements, which are a part of the student field of specialization; and third, electives. Students with high-unit majors should take electives after transfer.

These requirements are classified in two levels: Lower Division and Upper Division. Students may complete most of the lower division requirements in the major and all of the lower division in the general education pattern at Los Angeles City College.

TRANSFER INFORMATION

UNIVERSITY OF CALIFORNIA (UC) & CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION ARTICULATION AGREEMENTS

The California State University (CSU) delegates authority to Los Angeles City College to identify courses applicable towards the CSU curriculum:

1. Courses that transfer for Baccalaureate credit;
2. Courses that fulfill CSU lower division General Education-Breadth requirements;
3. Courses that fulfill the United States history, constitution and American ideals requirements.

Up to 39 or the 48 General Education-Breadth units required for the Baccalaureate Degree can be transferred from Los Angeles City College. Students who are certified with 39 semester units of lower division General Education-Breadth units will be required to complete a minimum of 9 semester units of upper division General Education work after transfer. Students completing this pattern must complete the nine (9) units in Area A with a "C" grade or better in each course and a "C" grade or better in mathematics, Area B3. Students must also complete 30 units taken from Area B through Area E.

The California State University assigns a high priority to Los Angeles City College transfer students who have completed the first two years of their Baccalaureate program (60-70 units). Los Angeles City College students transferring with 60 units minimum enter at junior level standing and may enter their major upper division work if all prerequisites have been completed. Executive Order 595, General Education Requirements, Office of the Chancellor, California State University, establishes that all students must fulfill the requirements. Previous General Education requirements will not carry catalog rights after January 1994. IGETC units will be certified by the graduation clerks when verified by LACC Counselors. Pass Along will be honored from other community colleges for courses approved for the IGETC.

An alternative to the lower division requirements stated above is the Intersegmental General Education Transfer Curriculum (IGETC). IGETC requires completion of a minimum of 37 semester units of lower division work with a "C" grade or better in each course completed. Students must complete all areas to become certified. You must complete the IGETC before transferring. This is an all or none situation. (Completion and certification of the IGETC may not fulfill the Admissions Requirements for the UC or CSU.)

Completion of the IGETC will permit a student to transfer from Los Angeles City College to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division General Education courses to satisfy the university General Education requirements.

Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division General Education requirements of the CSU or UC prior to transfer. Depending on a student major and field of interest, the student may find it better to take courses fulfilling the CSU General Education requirements or those of the UC campus to which the student plans to transfer. Students pursuing majors that require extensive lower-division preparation (such as Engineering or Biology) may not find the IGETC option to be advantageous.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) POLICY

Completion of all of the requirements in the Intersegmental General Education Transfer Curriculum will permit a student to transfer from Los Angeles City College to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, General Education courses to satisfy campus General Education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better.

IGETC units will be certified by the graduation clerks when verified by LACC Counselors. Pass Along will be honored from other community colleges for courses approved for the IGETC.

You must complete the IGETC before transferring. (Completion and certification of the IGETC may not fulfill the Admissions Requirements for the UC or CSU.)

AREA 1: ENGLISH COMMUNICATION CSU:

Three courses required, one from each group below. UC: two courses required, one each from group A and B.

- Group A: English Composition
Select 1 course, 3 semester units (minimum): English 101.
- Group B: Critical Thinking English Composition Select 1 course, 3 semester units (minimum): English 102, 103, Philosophy 5
- Group C: Oral Communication 3 semester units (CSU ONLY); Communication Studies 101, 102, and 121 (Students transferring to the UC do not have to meet this requirement.)



AREA 2: MATHEMATICAL CONCEPTS

AND QUANTITATIVE REASONING Select 1 course, 3 semester units (minimum): **Mathematics** +227, 230, +236, +237, +245, +260, +261, +262, +263, 270, 272, 275. "+" **UC transfer credit limit.**

AREA 3: ARTS AND HUMANITIES

At least 3 courses, with one from the Arts and one from the Humanities and one from either Arts or Humanities, nine semester units (minimum).

3A: ARTS

African-American Studies 60 (same as Music 135); **Art History** 103, 110, 120, 130,140; **Art**, 107; **Cinema** 3, 4; **Dance** 805; **Music** 111, 121, 122, 135 (same as **African-American** 60), **Photography** 34; **Theater** 338, 400.

3B: HUMANITIES

Afro Am 20; **Arabic** 3; **ASL** 3; **Chicano** 44; **Chinese** 3, 4, 10; **English** 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 253, 255, 270; **French** 3, 4, 10; **History** 3, 4, 7, 86, 87; **Human** 6, 8, 20, 30, 31, 41, 42, 44, 45, 47, 61, 63; **Italian** 10; **Japan** 3, 4, 9; **Korean** 3, 4, 10; **Ling** 1; **Philosophy** 1, 14, 20, 30, 32, 40; **Pol Sci** 5; **Russian** 3, 4, 10, 12; **Spanish** 3, 4, 5, 6, 9,10; **Theater** 100, 110

AREA 4: SOCIAL & BEHAVIORAL SCIENCES

At least three courses from two disciplines or an interdisciplinary sequence: 9 semester units (min)

Afro Am 4, 5, 7; **Anthro** 102, 103, 121, 151; **Chicano** 7, 8; **Child Dev** 1; **Econ** 1, 2; **Geog** 2; **History** 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87,88; **Law** 3; **Ling** 2; **Pol Sci** 1 14, 19; **Psych** 1, 13, 18; **Soc** 1, 2, 11, 12, 32; **Comm** 121,122

Courses designated with a +, if used to fulfill the United States History, Constitution and American Ideals requirement for the CSU, may not be doubled counted for the Social and Behavioral Sciences requirement.

AREA 5: PHYSICAL & BIOLOGICAL SCIENCES

Two courses, one Physical Science course and one Biological Science course; at least one must include a corresponding laboratory 7-9 semester. units (minimum)

5A:PHYSICAL SCIENCES

Astron 1, 5, 10, 11; **Chem** 60, 101, 221; **Earth** 1; **Geog** 1, 15; **Geology** 1, 6; **Ocean** 1; **Phys Sc** 1, 14; **Physics** 6, 11, 12, 14, 21, 101, 102, 103

5B: BIOLOGICAL SCIENCES

Anatomy 1; **Anthropology** 101, 111; **Biology** 3, 6, 7, 25; **Microbiology** 1, 20; **Physiology** 1; **Psychology** 2.

NOTE: Courses underlined indicate those with a laboratory component.

(UC REQUIREMENT ONLY)**LANGUAGE OTHER THAN ENGLISH**

Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses at a level II or higher: **ASL** , **Arabic**, **Armenian**, **Chinese**, **French**, **Italian**, **Japanese**, **Korean**, **Russian**, **Spanish**
If proficiency was met in high school, transcript must be provided (no units granted for HS coursework).

IGETC**(CSU ONLY)**

Choose 1 course from A, 1 course from B

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.

- A. **Afro Am** 4, 5; **Chicano** 8; **History** 11, 12, 13, 81, 82
B. **Afro Am** 7; **Pol Sci** 1

NOTES: (*) Courses may be listed in more than one area, but shall not be certified in more than one area; + Indicates that transfer credit may be limited either by UC or CSU or both. Please consult with a College Counselor.

CSU GENERAL EDUCATION CERTIFICATION

Listed below are the requirements for California Statue University (CSU) General Education certification policy for students transferring to one of the 23 CSU campuses and petitioning for full or partial certification from Los Angeles City College. (Please read carefully.)

1. Students transferring from Los Angeles City College must submit a petition for full or partial certification to the LACC graduation office.
2. Students fully or Area D certified by Los Angeles City College or by Pass Along status, may double count the requirements for United States History, Constitution, and American Ideals.
3. Students must complete all requirements stipulated in Areas A, B, C, D, E for full certification.
4. Students may receive partial certification by fulfilling requirements stipulated in each Area. ONLY the area will be certified, not individual courses.
5. Students should submit a Certification Petition for certification when requesting their transcript or when requesting the graduation check for the Associate Degree.
6. Students with high unit majors (i.e., Biological Sciences, Engineering) may be granted exceptions to the full certification requirements by the CSU campus. Students seeking transfer under this provision shall be responsible for requesting verification from the transferring institution.



7. Pass Along Policy: Courses taken at other institutions (including California Community Colleges outside the Los Angeles Community College District) that have been approved for certification by the California State University system may be given Pass Along status. Please consult with a College Counselor regarding approved courses to receive Pass Along.

General Education Certification for The California State University - Executive Order 595

A. English Language Communication and Critical Thinking (9 Units)

Select one course from each section.

A1 **Oral Communication: Communication Studies** 101, 102, 121

A2. Written Communication: **English** 101

A3. Critical Thinking: **English** 102, 103;

Philosophy 5, 6, 8, 9; **Psychology** 66; **Speech Communication** 104

B. Scientific Inquiry and Quantitative Reasoning

(9 Units) Select one course from Physical Science, and one course from Life Science with a least one laboratory course from either, and one course from Mathematics/Quantitative Reasoning.

“+” Meets laboratory requirement.

B1. Physical Science:

Astronomy 1, or 11 with 5+; **Chemistry** 101+, 60+, 221+; **Earth Science** 1; **Electronics** 101; **Geography** 1 with 15+; **Geology** 1 with 6+, 11; **Mineralogy** 1+; **Oceanography** 1; **Physical Science** 1 with 14+; **Physics** 6+, 11+, 12 with 14+, 21+, 101+, 102+, 103+

B2. Life Science:

Anatomy 1+; **Anthropology** 101 with 111+, **Biology** 3+, 6+, 7+, 25; **Microbiology** 1+, 20+; **Physiology** 1+; **Psychology** 2

B3. Laboratory Activity:

One of the courses from B1 or B2 must be a lab course designated by +.

B4. Mathematical/Quantitative Reasoning:

Mathematics 215, 227, 230, 236, 237, 240, 245, 260, 261, 262, 263, 270, 272, 275.

C. Arts and Humanities (9 units)

Select one course from, The Arts and one course from, The Humanities and one course from either section.

1. The Arts:

African-American Studies 60*; **Art** 107*, 111, 201, 209, 501 **Art History** 103, 110, 120, 130, 140; **Chicano Studies** 52*; **Cinema** 3, 4; **Dance** 805; **English** 253; **Music** 101, 111, 121, 122, 135*, 200; **Photography** 10, 17, 34; **Theatre** 100, 110, 338, 400.

2. The Humanities:

African-Am. St. 20; **ASL** 1, 2, 3; **Arabic** 1, 2; **Armenian** 1, 2; **Chicano St.** 44; **Chinese** 1, 2, 3, 4, 10*; **English** 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; **French** 1, 2, 3, 4, 10*; **History** 3, 4, 7, 86, 87; **Humanities** 6, 8, 20, 30, 31, 41*, 42*, 44*, 45*, 47*, 61, 63, 70; **Italian** 1, 2, 10*; **Japanese** 1, 2, 3, 4, 9; **Korean** 1, 2, 3, 4, 10*; **Linguistics** 1; **Philosophy** 1, 14, 20, 30, 32, 40; **Poli Sci** 5; **Russian** 1, 2, 3, 4, 10, 12; **Spanish** 1, 2, 3, 4, 5, 6, 9*, 10, 35, 36; **Communication Studies** 130.

***Cross reference:** Credit given to only one of Art 107 and Chicano Studies 52; African-American Studies 60 and Music 135. English 102 prior to Fall 1999 Area C2.

* Students transferring to CSU are required to take Speech Communication 101.

**Students transferring to CSU using the IGETC may not use American History and Government for General Education requirement.

*** Students transferring to UC must fulfill this requirement.

+ Part of the 12-unit minimum - Area “A”

++ May be counted in General Education Area “D”

D. Social Sciences

(9 Units Minimum)

U.S. History, Constitution, and American Ideals requirement: Select one course from A and one course from B.

D-A: African-American Studies 4, 5; **Chicano Studies** 8; **History** 11, 12, 13, 81, 82.

D-B: African-American Studies 7; **Political Science** 1, Select one additional course not taken from D-A or D-B above, from D1 through D10.

D0. Sociology & Criminology: Ling 2; **Sociology** 1, 2, 32

D1. Anthropology: Anthropology 102, 103, 121, 151.

D2. Economics: Co Sci 103; **Economics** 1, 2;

D3. Ethnic Studies: Sociology 11.

D4. Gender Studies: Poli Sci 19

D5. Geography: Geography 2

D6. History: African-American Studies 4, 5; **Chicano Studies** 7, 8; **History** 1, 2, 3, 4, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87, 88.

D7. Interdisciplinary: Ch Dev 11, 42; **Comm** 121, 122; **Journal** 105

D8. Political Science, Government, Legal: Chicano Studies 19; **Business** 1; **Law** 3; **African American Studies** 7; **Political Science** 1, 2, 7, 14

D9. Psychology: Child Dev. 1; **Psychology** 1, 13.

E. Life Long Understanding And Self Developments

(3 Units) **Child Development** 1; **Family & Consumer Studies** 21, 31 (same as **Sociology** 12); **Personal Development** 20, 40; **Health** 2++, 8++, 11++; **Psychology** 41, 43, 60;

NOTES:

1. Credit given to one course.
2. United States History, Constitution, and American Ideals: Six (6) semester units are required. Courses in Area D-A and D-B above may be used as double counting for both fulfillment in Area D and the U.S. History, Constitution

and

3. American Ideals requirement as long as the student meets full or Area D certification.
4. + Meets laboratory requirement.
5. ++ Health requirement for the Associate Degree may be satisfied by taking Health 8, 11, or 10, and one unit of Physical Education or Health 2, a health/physical combined course.
6. +++Course listed in more than one area shall be certified



- in one area only.
6. Courses used to satisfy requirements for lower division major core may also be used to satisfy General Education Requirements if the total area has been certified. (i.e. A 1, 2, 3)
 7. Students must petition for certification before transferring.

CAL STATE UNIVERSITY LOS ANGELES (CSULA) MAJOR DEPARTMENT REQUIREMENTS

The specific major course requirements for CSULA can be located on the web at www.assist.org "Articulation by Major."

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California fully accredited independent colleges and universities provide a wide range of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

ADMISSION POLICIES

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies.

Virtually all institutions give full credit for General Education courses and usually other courses designated for transfer by the community college.

Articulation agreements for General Education requirements and some major requirements may be obtained from the LACC Counseling Center. The Center maintains information for BIOLA College; Claremont McKenna College; Cleveland Chiropractic College; Golden Gate University; Loyola University; Mount St. Mary's University; Pepperdine University; the University of Southern California; and others.

Some colleges and universities stipulate that a certain number of units must be completed before considering eligibility for transfer. The requirements are outlined in the respective college catalogs. Please consult with a College Counselor or the academic advisor from the college or university visiting the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

HONORS PROGRAM

The Ralph Bunche Scholars Program (323) 953-4000 ext. 2340 AD 205B

<http://www.lacitycollege.edu/services/honorsprogram/about.html>

The Honors Program, called the **Ralph Bunche Scholars Program**, is designed to prepare the highly motivated student for transfer.

The program's enriched and rigorous curriculum challenges those who thrive on intellectual exercise. Scholars may present research essays at honors conferences, work closely with faculty, and receive library privileges at UCLA, among other opportunities. The scholar who completes a minimum of 15 units of Honors credit (5 honors classes) will receive certification in UCLA's Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors at UCLA's College of Letters and Sciences.

Participation in the honors program increases a student's chances of being admitted at four-year institutions. Other participating four-year institutions are UC Berkeley, UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University.

Honors' Program Benefits:

- Increased collaboration with faculty and scholars and participation in learning community
- Counseling and transfer advisement
- Scholars' designation on transcripts
- Opportunity to present research at annual Honors Research Conference at UC Irvine (Spring)
- Opportunity to attend TAP Conference at UCLA (November)
- Library privileges at UCLA
- Get-togethers throughout the academic year

Program Requirements:

1. Maintain minimum 3.0 GPA (cumulative).
2. Complete minimum of 15 units (5 classes) in designated Honors sections.
3. Eligibility of English 101 and Math 125.

Students may apply to the **Ralph Bunche Scholars Program** at any time during the year but are encouraged to apply late Winter and late Summer for honors classes offered in Fall and Spring semesters. Students should plan their schedules accordingly.

TRANSFER CENTER

Administration Bldg 109 • (323) 953-4000 ext. 2215

<http://www.lacitycollege.edu/services/transfer/index.html>


The college University Transfer Center brings access to higher education at a four-year university within reach for any student seeking the university experience. It is the intent of the Center to assist students to move on to the next level of higher education as they strive to reach academic, personal and professional goals. Students who have completed 24 transferable units including English 101, are automatically considered to have begun the transfer process. So, even students who have not identified transfer as a goal are encouraged to visit the Transfer Center.

The Center offers a variety of opportunities and services for students seeking to transfer including:

- University research library.
- Guarantee Admission Agreements with select universities.
- Guidance through the transfer process for California and nationwide universities.
- Applications to special summer programs for prospective transfer students such as UCLA's Summer Intensive Transfer Experience (SITE) CalSOAP Senior Summer Bridge Institute, UC Berkeley – Summer Cal. and others
- Transfer preparation and transfer ready workshops on campus and at universities.
- Representatives from the University of California, California State University and the Association of Independent California Colleges and Universities regularly are available for one-on-one consultations in the Center. NOTE: Students should review the general education and pre-major preparation courses with a counselor of the University Transfer Center before making an appointment with a university representative.



SUBJECT AREA	IGETC CURRIGULUM	CSU GENERAL EDUCATION	LACC "PLAN A" ASSOCOATE DEGREE
ENGLISH COMPOSITION	6-9 UNITS English 101, 102, 103 Philosophy 5; Speech Comm. 101*	9 UNITS MINIMUM English 101, Critical Thinking	12 UNITS MINIMUM English 101; Speech Comm. 101 Critical Thinking; +Mathematics
MATHEMATICS	3 UNITS MINIMUM	3 UNITS MINIMUM	3 UNITS MINIMUM +(Part of 12-units minimum)
ARTS HUMANITIES FOREIGN LANGUAGES LITERA- TURE	9 UNITS MINIMUM At least one course in the Arts and one in the Humanities and one from either area.	9 UNITS MINIMUM At least one course in the Arts and one in the Humanities and one from either area.	3 UNITS MINIMUM One course from the Arts or the Humanities.
SOCIAL SCIENCE POLITICAL SCI- ENCE ECONOMICS BEHAVIORAL SCIENCE	9 UNITS MINIMUM In at least two disciplines within this area.**	9 UNITS MINIMUM At least one course from two subject areas. ++American History and Government	9 UNITS MINIMUM At least one course in American Institutions or Government. Two courses from Social and Behavioral Science and/or from Economic and political.
LIFELONG UNDERSTANDING HEALTH EDUCATION PHYSICAL EDUCATION	None	3 UNITS MINIMUM One course. LACC "PLAN A" ASSOOCIATE DEGREE	2-3 UNITS MINIMUM Health course. Physical Education: 1-unit
FOREIGN LANGUAGE	Proficiency equivalent to two years of high school study.*** None		None



The mascot group consists of four anthropomorphic bears. From left to right: a male bear in a green and white striped shirt and a white sailor's cap with 'LACC' on it; a female bear in a blue and white sailor's uniform; a female bear in a red dress and a large red bow; and a male bear in a black t-shirt with 'LACC' on it and a white sailor's cap with 'LACC' on it. They are holding a pennant that is white on the left with the LACC logo and red on the right with the text 'University Transfer Center'.

THINK TRANSFER

GO TO
AD 109



DEGREES & CERTIFICATES

AA – Associate of Arts

AA-T – Associate in Arts for Transfer

CA – Certificate of Achievement

AS – Associate of Science

AS-T – Associate in Science for Transfer

SC – Skills Certificate

PROGRAM/DISCIPLINE	DEGREE	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Accounting	AA	Automated Accounting Technician	
Bookkeeping	AA		
Administration of Justice	AA	Administration of Justice	Finger Print Expert Evidence Specialist Private Investigation
Architecture			Architectural Design Technical Drawing
Art – General	AA		
Art-Graphic Design	AA		
Art-History	AA-T		
Business Administration	AA	Business Administration	
Finance and Banking	AA	Finance & Banking	
Chemistry-General	AS		
Child Development Early Childhood Education	AA AA-T	Associate Teacher Child Development Teacher Child Development Master Teacher Child Development Site Supervisor	Infant and Toddler Studies Children with Special Needs
Cinema Production Television Production	AA AA	Cinema Production Cinema/Video Production Television Production	Beginning Cinema and Television Production Cinematography Television Studio Production 1
Communication Studies (Formerly Speech)	AA AA-T		



PROGRAM/DISCIPLINE	DEGREE	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Computer Applications and Office Technologies (CAOT) *Administrative Office Assistant *Computer Applications Specialist *Legal Office Assistant *Medical Office Assistant	AA AA AA	Administrative Office Assistant Clerical Office Assistant Computer Applications Specialist Legal Office Assistant Administrative Medical Office Assistant	Basic Administrative Assistant Basic Computer Applications Basic Administrative Medical Office Assistant Basic Medical Transcription Basic Legal Office Basic Web Page Design
Computer Science and Information Technology (CSIT) *Computer Science *Computer Information Systems	AA AA	Application Software Programming Languages	Operating Systems Web Client Technologies Macromedia Software Database Administration Database Developer
Computer Technology	AS	Computer Technology Certified Network Engineer	Program in A+ Certification
Dental Technology	AS	Dental Technology	
Dietetic Technician Dietetic Service	AS	Dietetic Service Supervisor	
Electronic Systems Technology	AS	Electronic Systems Technology Electronics - Basics	
Engineering-Transfer Engineering and Technology	AS AA	Engineering and Technology	
English	AA		
Finance and Banking	AA	Finance and Banking	
Humanities	AA		
Journalism	AA		



PROGRAM/DISCIPLINE	DEGREE	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Languages *Chinese *Japanese *French *Spanish *Korean	AA AA AA		Spanish Language & Civilization – Elementary Level 1 Spanish Language & Civilization – Intermediate Level Korean Language & Civilization – Intermediate Korean Language & Civilization - Intermediate
Law *Paralegal Studies	AA		
Liberal Arts *Social and Behavioral Sciences *Natural Sciences & Math *Arts and Humanities *Performing and Visual Arts	AA AA AA AA AA		
Management Management – Business Office Management – Small Business	AA AA AA	Management Management-Small Business Retail Management <i>(Western Association of Food Chains)</i>	
Marketing	AA	Marketing	
Mathematics	AS		
Music	AA AA-T	Music Copyist Orchestrator/Arranger Instrumental Performer (1-4)	Instrumental Performer: Woodwinds 1-4 Brass 1-4 Guitar 1-4 Organ 1-4 Percussion 1-4 Piano 1-4 Strings 1-4 Music Copyist 1-4 Music Technology 1-4 Orchestrator/Arranger 1-4 Vocal Performer 1-4
Nursing-Registered	AA		



PROGRAM/DISCIPLINE	DEGREE	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Photography – Applied	AA	Commercial Photography Photography-Digital Photojournalism Photography	Photography Digital Photojournalism Photography
Physics-General	AS		
Psychology *Human Services-Generalist	AA	Human Services-Generalist	
*Human Services-Drug/Alcohol	AA	Human Services-Drug/Alcohol	
Radiologic Technology	AS		Clinical Education Flouroscopy
Real Estate	AA	Real Estate RE Finance RE Investment RE Marketing	
Social Science *Modern Political Studies *Chicano Studies *Latin American Studies	AA AA AA	Social Science *Modern Political Studies *Chicano Studies *Latin American Studies	
Television (See Cinema)			
Theatre Arts *Theatre-General *Theatre *Theatre Academy Acting *Theatre Academy Technical	AA AA-T AA AA	Costuming Design Level 2 Technical Theatre Entertainment Technology	Costuming Design Level 1 Technical Theatre Entertainment Technology



ASSOCIATE DEGREES AND CERTIFICATES



ADMINISTRATION OF JUSTICE DEGREE PROGRAM

ADMINISTRATION OF JUSTICE

Chair: Wilhelm I. Vargas, Attorney at Law
 (323) 953-4000 ext. 2754 • CHEM 119C

www.lacitycollege.edu/academic/departments/law/ajintro.html

PROGRAMS OFFERED

Associate of Arts:
 Administration of Justice

State Certificates:

Administration of Justice

Skill Certificates:

Evidence Specialist
 Fingerprint Expert
 Private Investigation

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The Administration of Justice programs are designed to prepare students to begin careers as Police Officers, Deputy Sheriffs, Highway Patrol Offices, Forensic Specialists, Police Assistants, Fingerprint Experts, Custodial Officers, Probation/Parole Officers, Private Investigators, Insurance Investigators, and Financial Investigators with private agencies. 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 Department Academy. Internship opportunities include: the Los Angeles Police Department, the Los Angeles Sheriff's Department, the District Attorney's Office, the Coroner's Office, and the Probation/Parole Offices.

Associate in Arts Degree

Transfer Program

Students who are planning to transfer to a four-year college or university must meet the General Education requirements specified by Plan A. The Associate in Arts Degree in Administration of Justice under Plan A consists of classes totaling 60 semester units. Plan A requires 30 semester units of General Education classes. For assistance in understanding the Plan A requirements, please consult with a Counselor in the Counseling Department. For Plan A, the student must select and successfully complete a minimum of 30 semester units in General Education in each of the following areas:

- A. Natural Sciences - Minimum 3 semester units
- B. Social and Behavioral Sciences - Minimum 9 semester units
- C. Humanities - Minimum 3 semester units
- D. Language and Rationality - Minimum 12 semester units
- E. Health and Physical Education - Minimum 3 semester units.

Competency Requirements:

The following courses are approved to meet the competency for the Associate Degree for all students entering beginning Fall 2009.

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 in another college.

B. Mathematics

1. Competence in Mathematics shall be demonstrated by achieving a grade of "C" or better in MATH 125 or MATH 124A and MATH 124B or higher or its equivalent at another college.

PLAN A - ADMINISTRATION OF JUSTICE CLASSES

- A.J. 1, Introduction to Administration of Justice3 units
- A.J. 2, Concepts of Criminal Law3 units
- A.J. 4, Principles and Procedures of the Justice System ...3 units



A.J. 5, Criminal Investigation	3 units
A.J. 160, Police Organization and Administration	3 units
Corrections 1, Introduction to Corrections	3 units
Total	18 units

Evidence Emphasis

A.J. 3, Legal Aspects of Evidence	3 units
A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units
A.J. 391, Firearms Evidence Analysis	3 units

- OR -

Investigations Emphasis

A.J. 14, Report Writing for Law.....	3 units
A.J. 60, Arrest, Search and Seizure	3 units
A.J. 62, Fingerprint Classification	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

- OR -

Fingerprint Classification Emphasis

A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification	3 units

List of Elective Units

A.J. 6, Patrol Procedures.....	3 units
A.J. 8, Juvenile Procedures.....	3 units
A.J. 14, Report Writing for Law.....	3 units
A.J. 16, Recruitment Selection Process	3 units
A.J. 60, Arrest, Search and Seizure	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units
A.J. 381, Law Enforcement Internship.....	3 units
A.J. 382, Introduction to Firearms Training System	3 units
A.J. 391, Firearms Evidence Analysis	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

Total Units **36**

Career Program

Students who are planning to enter a career in the administration of justice must meet the General Education requirements specified by Plan B. The Associate in Arts Degree in Administration of Justice under Plan B consists of classes totaling 60 semester units. Plan B requires 18 units of General Education classes. For assistance in understanding the Plan B requirements, please consult with a Counselor in the Counseling Department. For Plan B, the student must select and successfully complete a minimum of 18 semester units in General Education in each of the following areas:

- A. Natural Sciences - Minimum 3 semester units
- B. Social and Behavioral Sciences - Minimum 3 semester units
- C. Humanities - Minimum 3 semester units
- D. Language and Rationality - Minimum 6 semester units
- E. Health and Physical Education - Minimum 3 semester units.

Competency Requirements:

The following courses are approved to meet the competency for the Associate Degree for all students entering beginning Fall 2009.

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 in another college.

B. Mathematics

- 1. Competence in Mathematics shall be demonstrated by achieving a grade of "C" or better in MATH 125 or MATH 124A and MATH 124B or higher or its equivalent at another college.

Plan B - ADMINISTRATION OF JUSTICE CLASSES

A.J. 1, Introduction to Administration of Justice	3 units
A.J. 2, Concepts of Criminal Law	3 units
A.J. 4, Principles and Procedures of the Justice System	3 units
A.J. 5, Criminal Investigation	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 382, Introduction to Firearms Training System	3 units
Sub Total Units.....	18

Also, students must complete a total 18 semester units from one or more of the following areas: Evidence; Investigations; or Fingerprint Classification, plus Electives.

Evidence Emphasis

A.J. 3, Legal Aspects of Evidence.....	3 units
A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units
A.J. 391, Firearms Evidence Analysis	3 units

- OR -

Investigations Emphasis

A.J. 14, Report Writing for Law.....	3 units
A.J. 60, Arrest, Search and Seizure	3 units
A.J. 62, Fingerprint Classification	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

Plus 6 semester units of Electives

- OR -

Fingerprint Classification Emphasis

A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification	3 units

Plus 18 semester units of Electives

List of Elective Units

A.J. 6, Patrol Procedures.....	3 units
A.J. 8, Juvenile Procedures.....	3 units
A.J. 14, Report Writing for Law.....	3 units
A.J. 16, Recruitment Selection Process	3 units
A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 60, Arrest, Search and Seizure	3 units
A.J. 62, Fingerprint Classification	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units



A.J. 381, Law Enforcement Internship.....	3 units
A.J. 382, Introduction to Firearms Training System	3 units
A.J. 391, Firearms Evidence Analysis	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

Total Units36

CERTIFICATE PROGRAMS

ADMINISTRATION OF JUSTICE

Certificate

The Certificate in Administration of Justice is designed to help prepare students to meet the employment requirements of law enforcement agencies or related fields including investigations. To qualify for a certificate, a student must complete the 18 semester units of required Administration of Justice classes, plus 18 semester units from the listed electives, totaling 36 semester units. All course work must be completed with a grade of "C" or better. The certificate will be issued by the Law Department upon application of the student with the department.

A.J. 1, Introduction to Administration of Justice	3 units
A.J. 2, Concepts of Criminal Law	3 units
A.J. 4, Principles and Procedures of the Justice System	3 units
A.J. 5, Criminal Investigation	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 382, Introduction to Firearms Training System	3 units

Sub Total Units 18

Plus 18 semester units of Electives

List of Elective Units

A.J. 4, Principles and Procedures of the Justice System	3 units
A.J. 6, Patrol Procedures.....	3 units
A.J. 8, Juvenile Procedures.....	3 units
A.J. 14, Report Writing for Law.....	3 units
A.J. 16, Recruitment Selection Process	3 units
A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 60, Arrest, Search and Seizure	3 units
A.J. 62, Fingerprint Classification.....	3 units
A.J. 67, Community Relations	3 units
A.J. 160, Police Organization and Administration	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units
A.J. 381, Law Enforcement Internship.....	3 units
A.J. 382, Introduction to Firearms Training System	3 units
A.J. 391, Firearms Evidence Analysis	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

EVIDENCE SPECIALIST

Skill Certificate

The Evidence Specialist curriculum provides training for students interested in a career as an Evidence Specialist/Evidence technician or related fields such as a police assistant. Students completing the Skill Certificate program will be qualified to assume a variety of employment opportunities in crime scene investigations with Federal, State, and Local Law Enforcement Agencies. To qualify for a certificate, a student must complete the 18 semester units of required Administration of Justice classes.

A.J. 5, Criminal Investigation	3 units
A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification.....	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 379, Advanced Criminilistics - Forensics I.....	3 units
A.J. 391, Firearms Evidence Analysis	3 units

Total Units 18

FINGER PRINT EXPERT

Skill Certificate

Upon completion of the fingerprint classification course, students will receive a certificate that qualifies them to take the state fingerprint examination, which is required for the position of Finger Identification Expert. To qualify for a certificate, a student must complete the 6 semester units of required Administration of Justice classes.

A.J. 53, Forensic Fingerprint Evidence.....	3 units
A.J. 62, Fingerprint Classification	3 units

Total Units 6

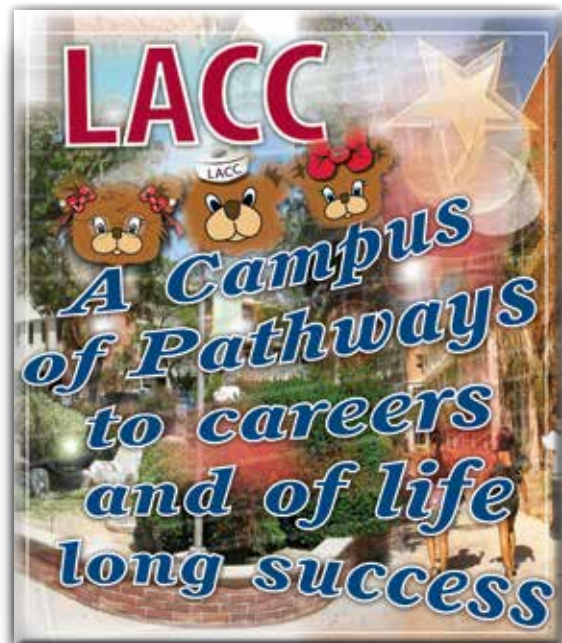
PRIVATE INVESTIGATIONS

Skill Certificate

This certificate is designed to give those students interested in private investigations the necessary skills to perform the needed work for private investigation firms, insurance companies, state agencies, business and others. To qualify for a certificate, a student must complete the 6 semester units of required Administration of Justice classes.

A.J. 5, Criminal Investigation	3 units
A.J. 14, Report Writing for Law.....	3 units
A.J. 180, Introduction to Forensics	3 units
A.J. 396, Traffic Collision Investigation.....	3 units
A.J. 413, Financial Crimes Investigations.....	3 units

Total Units..... 15



ARCHITECTURE

Chair: Gayle Partlow

(323) 953-4000 ext. 2510 • DH220

PROGRAMS OFFERED

Skills Certificates:

Architectural Design

Technical Drawing

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

LACC has a new and exciting Architecture Program with three primary objectives: 1) To prepare students for admissions and transfer into accredited architecture schools; 2) To prepare students with sufficient skills and knowledge for the job market in architecture, interior design, construction management, and construction; 3) To provide information and insight for those who simply want to learn something about architecture and design. We offer a full range of architectural courses, including instruction on the use of CAD and computer 3-D modeling as part of the design and drawing process. The architectural profession is a very exciting field and currently is very strong. For more information, contact Wayne Chiu at chiuwy@lacitycollege.edu for more information and/or consultation.

CERTIFICATE PROGRAMS

ARCHITECTURAL AND, INTERIOR DESIGN

Skill Certificate

A certificate in Architectural Design will be issued by the Art/Architecture Department upon application of the student with the Department Chair upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

ENV 101	3
ENV 102	3
ARC 201	3
ARC 202	3
ARC 222	3
Total Units	15

ARCHITECTUAL GRAPHICS

Skill Certificate

A certificate in Computer Aided Design and Drawing will be issued by the

Art/Architecture Department upon application of the student with the department upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

ARC 162	3
ARC 172	3
ARC 173	3
ENV 101	3
ENV 102	3
Total Units	15

TECHNICAL DRAWING

Skill Certificate

A skills certificate in Technical Drawing will be issued by the Art/Architecture Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

ARC 172	3
ARC 173	3
ARC 271	3
ARC 272	3
ARC 162	3
Total Units	15

The above core consists of the minimum of art courses to be taken for transfer. Please see a counselor for specific university major preparation. As many institutions require a portfolio, students should plan to develop a portfolio with instructor guidance. Courses may be substituted under special circumstances with departmental approval.

ART

Chair: Gayle Partlow

(323) 953-4000 ext. 2510 • DH220

www.lacitycollege.edu/academic/departments/art/index.html

PROGRAMS OFFERED

Associate of Arts:

Art - General

Art - Graphic Design

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>.

The Los Angeles City College Art Department is committed to offering an extensive program of courses for students whose goals range from a career in fine arts or graphic design to those pursuing personal enrichment. We offer the AA degree in Fine Arts and Graphic Design as well as two year programs aimed at transfer to the University of California and California State University systems. Our students may also choose private schools such as University of Southern California, Art Center College of Design, and Otis College of Art and Design, Woodbury University, and Fashion Institute of Design & Merchandising.

Our faculty of working professionals teach art as both a subject and an activity. Our courses provide a foundation in visual knowledge and theory and training in the techniques of art-making. We recognize the uniqueness of the individual and encourage exploration of her/his creative talents by emphasizing art experience and potential in a diversity of cultures. The relationships among the arts are emphasized and enrollment is encouraged in other arts disciplines.

DEGREE PROGRAMS

The Art Department offers two Associate in Arts Degrees: Art/General and Art/Graphic Design. Note that Art/General - Plan A



is for students planning to transfer to a four-year college, university or art school. Plan B for Art/General or Art/Graphic Design is for students wanting an AA degree Career Program.

ART/GENERAL

Associate of Arts Degree

Transfer Program

(Program: 100200 State Code: 02735)

Art Core for Transfer Program

60 units minimum with at least 18 units in the following core program

Art History 110 and 120	6
Art 201	3
Art 202 or 204	3
Art 501	3
Art 502	3
Total Units	18

The above core consists of the minimum of art courses to be taken for transfer. Please see a counselor for specific university major preparation. As many institutions require a portfolio, students should plan to develop a portfolio with instructor guidance. Courses may be substituted under special circumstances with departmental approval.

To complete general education requirements in this area of study,

Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 Units English Composition
- 6-9 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 9 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

ART/GENERAL

Associate of Arts Degree

Career Program

The following is a suggested plan for completing the courses for Plan B Associate in Arts Degree in two years. Please note that the requirements for Plan A are not necessarily required for Plan B. As career opportunities are limited for art students with only an Associate in Arts degree, the Art Department strongly advises continuing training at a four-year college, university, or art school. Students

are expected to develop a portfolio with instructor guidance.

First Semester	
Art 201	3
Art 501	3
Art History 110 or 120.....	3
Second Semester	
Art 202 or 204.....	3
Art 300, 304 or 307.....	3
Art History 110 or 120.....	3
Third Semester	
Art 111	3
Art 502.....	3
Art 700 or 708.....	3
Fourth Semester	
Art 633.....	3
Art 300, 304 or 307.....	3
Art 700 or 708.....	3
Total Units	36

Suggested electives: Art History 130, 107, 130, 140, 151, 171, 202, 209, 400, 503, 620, 634, Photography 10

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog



“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/ Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

ART/GRAPHIC DESIGN

Associate of Arts Degree

Career Program

(Program: 103000 State Code: 02739)

This program provides the foundation for careers in computer graphics, advertising design, commercial illustration and desktop publishing. 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 Macintosh computer labs. Students can expect to develop a sound, entry-level portfolio.

First Semester

Art 633.....	3
Art 201.....	3
Art 501.....	3

Second Semester

Art 604.....	3
Art 620.....	3
Art History 110, 120 or 171	3

Third Semester

Art 204 or 209.....	3
Art 605.....	3
Art 639.....	3

Fourth Semester

Art 204 or 209.....	3
Art 606.....	3
Art 634.....	3

Total Units 36

Suggested Electives: Art History 110, 120, 110, 171, 202, 304, 400, 502, 503; Photography 10; Cinema 1; Marketing 1

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

ART HISTORY

Associate in Art for Transfer option

The Associate of Arts in Art History for Transfer enables students to examine the sociological, cultural and aesthetic contexts of art. The student learns to utilize scholarly methodologies to examine, analyze and construct theories related to art, art history and culture. The Associate of Arts in Art History degree is transferable to UC and USC systems, and satisfies many lower division transfer requirements, and can be parlayed into degrees in related fields such as Fine Arts, Theatre and Film, Art Criticism, English, History and Anthropology.

Senate Bill (SB) 1440 and the California Education Code (CEC) section 66746 require students seeking an Associate of Arts in Art History for Transfer to:

Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

the Intersegmental General Education Transfer curriculum (IGETC) or the California State University General Education-Breadth Requirements

a minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtain a minimum grade point average of 2.0. (It should be noted that title 5 section

55063(a) also requires that students must earn a C or better in all courses required for the major or area of emphasis.)

In addition, CEC section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (AA-Tor AS-T). Title 5 section 55002(b) describes such courses as —nondegree-applicable credit courses.



Requirements:

CORE

ARTH 110..... 3

ARTH 120..... 3

ART 201 3

List A

Select one course (3 units)

ARTH 130..... 3

ARTH 140..... 3

ARTH 151..... 3

List B

Select on course (3 units)

ART 501 3

ART 502 3

ART 204 3

ART 701 3

ART 300 3

ART 304 3

List C

Select one course (3 units)

ARTH 171..... 3

ART 107 3

TOTAL MAJOR UNITS..... 18

Total units that may be double-counted 18

General Education..... 39

Elective (CSU Transferable)..... 6

Total Degree Units (maximum)..... 60

BIOLOGY/ANATOMY

Chair: Sean Phommasaysy

(323) 953-4000 ext.2795

SCI-TECH 222-B

www.lacitycollege.edu/academic/departments/lifesci/index.html

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

Anatomy Biology Microbiology Physiology

Students considering careers in health and medicine are required to take courses in the Biology/Anatomy discipline. Many health and allied health programs (e.g. Radiologic Technology, Pharmacy, Physical Therapy, etc.) require Anatomy and Physiology. Some programs, Nursing for example, also require Microbiology. Students in non-health care related majors can also benefit from a grounding in these areas. For instance, the non-major's Biology 3 course meets the IGETC (transfer) laboratory requirement. Additionally, understanding basic biological principles can help you live a healthier life and better understand diseases, medical treatments, and medical breakthroughs. All LACC Biology/Anatomy classes are UC and CSU transferable.

BUSINESS ADMINISTRATION

Chair: Britt Hastey

(323)953-4000 ext. 2549• AD304

<http://www.lacitycollege.edu/academic/departments/busad/index.html>

PROGRAMS OFFERED

Associate of Arts:

- Accounting
- Bookkeeping
- Business Administration
- Finance & Banking
- Management
- Marketing
- Real Estate

Certificates:

- Automated Accounting Technician
- Business Administration
- Finance & Banking
- Management, Small Business
- Management
- Marketing
- Real Estate - Finance, Investment & Marketing

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>.

Our Business, Accounting and Real Estate programs will give students a solid foundation from which to advance to university Bachelor degree and MBA programs. For students who do not plan to go on to a university, LACC business programs will prepare you for entry level and supervisory positions in a variety of roles for a wide range of businesses. Employment opportunities include bookkeeper, sales, ad agency staffer, office manager, supervisor, banking and investment staffer, marketing department staff and real estate agent. The business courses are also ideal for students considering starting their own businesses or those who already own small business. Even students not planning to major in business will find taking courses in the subject to be useful. Virtually every organization must manage people, finances and other resources, and do some level of marketing. Additionally, every organization relies on outside businesses to function.

Students interested in obtaining an Associate of Arts degree, Plan B, must complete graduation requirements for the Plan B. Please consult a counselor (Counseling Department- AD-108) early in your program for appropriate general education courses.



DEGREE PROGRAMS

ACCOUNTING

Associate of Arts Degree

Career Program

(Program 050200 State Code: 02719)

Designed for students who are interested in a career in accounting, in private industry, or in public service, or who may choose to become accounting technicians with a public accounting firm. Students who already possess a Bachelor’s degree and contemplate preparing for the Certified Public Accountant certificate should contact the State Board of Accountancy for eligibility requirements. Their website address is: <http://dca.ca.gov/cba>.

The curriculum outlined below is for students who do not intend to transfer to a four year college or university. Transfer students should consult the Transfer Requirements in the Transfer Requirements section, elsewhere in this catalog.

REQUIRED COURSES

First Semester	
Accounting 1.....	5
Accounting 55.....	1
Business 13	
Accounting 31 or Business 38.....	3
Second Semester	
Accounting 2.....	5
Accounting 17.....	2
Supervision 1.....	3
Accounting 23.....	3
Following Semesters	
Accounting 27.....	3
Finance 2 3	
Business 17.....	3
Accounting 15.....	3
Business 15.....	3
Total Units	40-41

Suggested General Education Electives: Supervision 1; Management 2; Finance 8, 15; Law 1.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

BOOKKEEPING

Associate of Arts Degree

Career Program

(Program: 050203 State Code: 08213)

The Business Administration department has designed the Bookkeeping curriculum for students who wish to become bookkeepers in private industry or government service. It is so arranged that students forced to terminate their schooling after completing one, two, or three semesters will have acquired skills necessary for employment. Students expecting to serve in the Armed Forces will find this a suitable preparation for many military classifications. Students who wish to become public accountants should take the Accounting curriculum.

REQUIRED COURSES

First Semester	
Accounting 41 and 51.....	5
Accounting 31 or Business 38.....	3
Business 13	
Business 17.....	3
Second Semester	
Management 13.....	3
Accounting 17.....	2
Accounting 52 formerly Accounting 22 and 42.....	5
Accounting 23.....	3
Following Semesters	
Accounting 27.....	3
Finance 8.....	3
Accounting 15.....	3
Supervision 1.....	3

Total Units..... **37-38**

Suggested General Education Electives: Finance 2, 15, CAOT 1, Management 2, 31.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency



BUSINESS ADMINISTRATION

Associate of Arts Degree

Career Program

(Program: 050100 State Code: 02718)

The Business Administration curriculum is designed for students who are interested in an encompassing, formal business education. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the business world.

REQUIRED COURSES

First Semester

Business 1	3
Business 38 or Accounting 31	3
Management 31.....	3
Management 33.....	3

Second Semester

Finance 8.....	3
Marketing 11	3
Management 2.....	3

Third Semester

Business 15	3
Business 17	3
Marketing 21.....	3

Fourth Semester

Accounting 51 formerly Accounting 21 and 41	5
Management 13.....	3
Supervision 1.....	3
Total Units	40

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

FINANCE & BANKING

Associate of Arts Degree

Career Program

(Program: 050400 State Code: 02720)

The Finance and Banking curriculum has been planned by the Business Administration department to provide training for employment in such fields as banking, corporate finance, stocks and bonds, credits and collections, and savings and loan businesses.

REQUIRED COURSES

First Semester

Finance 2.....	3
Finance 8.....	3
Finance 15.....	3
Business 1.....	3

Second Semester

Accounting 51.....	5
Business 38 or Accounting 31	3
Business 17	3
Supervision 1.....	3

Following Semesters

Accounting 52	5
Management 2.....	3
Management 31.....	3
Real Estate 1	3

Total Units **38**

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

MANAGEMENT

Associate of Arts Degree

Career Program

(Program: 050600 State Code: 02721)

The Management curriculum has been planned by the Business Administration Department for students going into business for themselves or for those who are ambitious to advance to positions of leadership in any organization.

REQUIRED COURSES

First Semester

Business 1.....	3
Management 31.....	3
Management 2.....	3
Management 13.....	3

Second Semester

Supervision 1.....	3
Management 33.....	3
Accounting 21 and 41.....	4



CSIT 101 or Business 17.....	4/3
Third Semester	
Finance 8.....	3
International Business 1.....	3
Business 38.....	3
Accounting 52 (for those who have already completed Accounting 51 or 21/41)	5
Total Units	38-39
To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required. PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.	
3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

MARKETING

Associate of Arts Degree

Career Program

(Program: 050900 State Code: 02724)

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. The capstone course, Marketing 21, provides student with a vehicle for making contacts in the field of marketing with a view toward employment.

The Marketing curriculum shown below serves as a guide to students majoring in the subject area. Students have flexibility in scheduling these classes but are advised to begin their studies with Principles of Marketing (Marketing 21) .

REQUIRED COURSES

First Semester

Marketing 21.....	3
Marketing 1.....	3
Business 1.....	3
Management 31.....	3

Second Semester

Marketing 11.....	3
Marketing 31.....	3
Management 33.....	3
Business 17.....	3

Following Semesters

Management 13.....	3
Business 38.....	3
Management 2.....	3
Supervision 1.....	3
Total Units	36

To complete general education requirements in this area of study,
Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses
needed or see the college catalog

"Graduation Requirements" section. Plan B is not designed for
transfer to a four-year college.

3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

REAL ESTATE

Associate of Arts Degree

Career Program

(Program: 051100 State Code: 02726)

The Real Estate curriculum has been designed by the Business Administration department for students who plan to enter the real estate field in such areas as sales, brokerage, management, and escrows. Individuals who complete all class requirements listed below in a chosen Real Estate program with a satisfactory grade or better in each course may apply for a Real Estate Certificate. Applications are distributed in the Real Estate classes at approximately the middle of each semester. Applications should be filed with the Graduation Clerks in the Admissions Office during the semester in which the program is expected to be completed. Education and experience requirements for the broker license are set by the California Department of Real Estate. For more information please contact the Los Angeles District Office Branch is located at: 320 W. 4th Street, Suite 350; Los Angeles, CA 90013-1105; (213)620-2072

REQUIRED COURSES

Real Estate 1.....	3
Real Estate 3.....	3
CSIT 101 or Business 17.....	4/3
Real Estate 7.....	3
Real Estate 6.....	3
Real Estate 9.....	3
Real Estate 11.....	3
Real Estate 14.....	3
Real Estate 18.....	3
Real Estate 21 or Accounting 1.....	3/5
Marketing 1.....	3
Total Units	36



Refer to prerequisites for Accounting 1. Suggested General Education Electives: Real Estate 60; Marketing 21; CSIT 130. Advanced courses for practicing real estate agents are suggested as follows: CSIT 130 (word processing, data base, spreadsheet) Real Estate 60. Real Estate 60 is also recommended for pre licensing students.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog.

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

CERTIFICATE PROGRAMS

AUTOMATED ACCOUNTING TECHNICIAN

Certificate

(Program: 050201 State Code: 08211)

A certificate in Automated Accounting Technician will be issued by the Business Administration department upon submittal of an application by the student to the department after successful completion of the following course work with a satisfactory grade.

REQUIRED COURSES

Accounting 51.....	5
Accounting 52.....	5
Accounting 15.....	3
Accounting 17	2
Accounting 23.....	3
Accounting 55.....	1
Accounting 31 or Business 38.....	3
Accounting 27.....	3
Business 17.....	3
Total Units	26

BUSINESS ADMINISTRATION

Certificate

(Program: 050100 State Code: 21609)

A certificate in Business Administration will be issued by the Business Administration department after submittal of an application to the department by the student after successful completion of the following course work with a satisfactory grade. This curriculum is designed for students who are interested in entering the general business field in Management, Marketing, International Business, and Finance.

Business 1.....	3
Business 17.....	3
Business 38.....	3
Finance 2 or 8.....	3/3
Management 2 or 31 or Supervision 1	3/3/3

Supervision 12.....	3
International Business 1	3
Marketing 21.....	3
Accounting 21 & 41	4

Total Units **28**

All courses must be completed with a satisfactory grade or better.

FINANCE & BANKING

Certificate

(Program: 050400 State Code: 21610)

A certificate in Finance and Banking will be issued by the Business Administration department upon submittal of an application by the student to the department after successful completion of the following course work with a satisfactory grade.

Finance 2.....	3
Finance 8.....	3
Finance 15.....	3
Business 1.....	3
Accounting 51	5
Accounting 55.....	1
Business 38 or Accounting 31	3
Business 15.....	3
Business 17.....	3

Total Units..... **26**

All courses must be completed with a satisfactory grade or better.

SMALL BUSINESS MANAGEMENT

Certificate

(Program: 050640 State Code: 21612)

A certificate in Small Business Management will be issued by the business Administration department upon submittal of an application by the student to the department after successful completion of the following course work with a satisfactory grade.

Management 13.....	3
Management 33.....	3
Business 1.....	3
Accounting 51 or Accounting 23.....	5/3
Accounting 38 or Accounting 31.....	3/3
Buisness 17.....	3
Supervision 12.....	3
Finance 8.....	3

Total Units **27-28**

MANAGEMENT

Certificate

(Program: 050600 State Code: 21611)

A certificate in Management will be issued by the Business Administration department upon submittal of an application by the student to the department upon successful completion of the courses listed below. This curriculum is designed for students who are planning on going into business for themselves or to advance into leadership positions within an organization.

Management 2.....	3
Management 13.....	3
Management 31.....	3
Management 33.....	3



Supervision 1	3
Business 1	3
Business 17	3
Business 38	3
Supervision 12	3
Total Units	27

MARKETING

Certificate

(Program: 050900 State Code: 21613)

The Marketing certificate has been designed to provide the student with a vehicle for acquiring valuable knowledge, expertise, and marketable skills with which to obtain employment — or to attain promotions — in sales, marketing, retailing, advertising, or new product planning. The student will also learn the means of succeeding in businesses of their own, without having to complete the related and elective units of study required for the Associate of Arts degree. Students have flexibility in scheduling these classes, but are advised to begin their studies with Principles of Marketing (Marketing 21).

Marketing 21	3
Marketing 1	3
Marketing 11	3
Marketing 31	3
Business 1	3
Business 38 or Accounting 31	3
Supervision 12	3
International Business 6	3
Total Units	24

REAL ESTATE

Certificates

CORE COURSES

Real Estate 1	3
Real Estate 3	3
Real Estate 5	3
Real Estate 7	3
Real Estate 9	3
Real Estate 11	3
Core Courses Sub-Total	15-16

All students pursuing Real Estate certificates must complete the core courses above plus the additional courses listed below for their chosen specialization(s).

Additional required courses for the specializations are:

Real Estate: Finance specialization

(Program: 051101 State Code: 10770)

ADDITIONAL REQUIRED COURSES

Real Estate 6	3
Real Estate 21	3
Finance 8	3
Sub-Total	12

Total (Core + Specialization)..... 27-28

Real Estate: Investment Specialization

(Program: 051102 State Code:10771)

ADDITIONAL REQUIRED COURSES

Real Estate 14	3
Real Estate 18	3
Real Estate 21	3
Finance 2	3

Sub-Total 15

Total (Core + Specialization) 30-31

Real Estate: Marketing Specialization

(Program: 051103 State Code: 10772)

ADDITIONAL REQUIRED COURSES

Real Estate 11	3
Real Estate 14	3
Marketing 1	3
Marketing 11	3
Marketing 21	3

Sub-Total 12

Total (Core + Specialization)..... 30-31

All courses must be completed with a satisfactory grade or better. This certificate satisfies the statutory college course requirement necessary for the California Real Estate Broker license. A college degree and/or additional experience is also required.

Please consult with the California Department of Real Estate. For more information at the website:<http://dre.ca.gov>

CAOT

Computer Application and Office Technologies

Chair:Britt Hastey

(323) 953-4000 ext. 2549• AD304

<http://www.lacitycollege.edu/academic/departments/busad/announcements.html>

PROGRAMS OFFERED

Associate of Arts:

- Administrative Office Assistant
- Computer Applications Specialist
- Legal Office Assistant
- Administrative Medical Office Assistant

Certificates:

- Administrative Office Assistant
- Clerical Office Assistant
- Computer Applications Specialist
- Legal Office Assistant
- Administrative Medical Office Assistant

Skills Certificates

- Basic Administrative Assistant
- Basic Computer Applications
- Basic Legal Office
- Basic Medical Transcription



Basic Web Page Design
 Basic Administrative Medical Office

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

This curriculum offers the student a wide variety of options, which may lead to a certificate and/or an Associate of Arts degree. The Certificate program will prepare the student to work closely with management and various types of business, professional, educational, or industrial offices. The student may receive the Associate of Arts degree to ensure upward mobility in the chosen field of employment. Students interested in obtaining an Associate of Arts degree, Plan B, must complete graduation requirements for the Plan B.

Please consult a counselor (Counseling Department- AD-108) early in your program for appropriate general education courses.

The Specialty Certificates are designed for students who do not wish to pursue an Associate of Arts degree. The Computer Applications And Office Technologies certificate program prepares the student for positions such as: Administrative Office Assistant, Clerical Office Assistant, Computer Applications Specialist, Legal Office Assistant and Administrative Medical Office Assistant.

DEGREE PROGRAMS

The following Core courses are required for all Computer Applications & Office Technologies Associate of Arts degrees (required for all Associate of Arts degrees)

REQUIRED CORE COURSES

CAOT 1, 2, or 3.....	3
CAOT 31	3
CAOT 32	3
CAOT 84	3
Total Core Units	12

All students pursuing an Associate of Arts Degree must complete the core courses plus additional courses indicated below.

ADMINISTRATIVE OFFICE ASSISTANT

Associate of Arts Degree

Career Program

(Program: 051400 State Code: 02727)

REQUIRED COURSES

Core Courses above PLUS the following courses:

CAOT 3.....	3
CAOT 43.....	3
CAOT 79 or 112	3
CAOT 85.....	3
CAOT 88.....	3
CAOT 97.....	3
CAOT 98	3
Subtotal	21
Total Units (Core + Specialization).....	33

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

COMPUTER APPLICATIONS SPECIALIST

Associate of Arts Degree

Career Program

(Program: 051403 State Code: 08216)

REQUIRED COURSES

Core Courses above PLUS the following courses:

CAOT 79.....	3
CAOT 82.....	3
CAOT 85.....	3
CAOT 88.....	3
CAOT 97.....	3
CAOT 98.....	3
CAOT 112.....	3
Subtotal	21
Total Units (Core + Specialization).....	33

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

LEGAL OFFICE ASSISTANT

Associate of Arts Degree

Career Program

(Program: 051410 State Code: 08218)

REQUIRED COURSES

Core Courses above PLUS the following courses:

CAOT 93	2
CAOT 3.....	3



CAOT 235
 CAOT 43 3
 CAOT 493
 CAOT 82 or CAOT 85..... 3
 LAW 1..... 3

Subtotal.....22
Total Units (Core + Specialization)..... 34

Suggested Electives: CAOT 9, 34, or 64
 To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

Associate of Arts Degree

Career Program

(Program: 051420 State Code: 08219)

REQUIRED COURSES

12 units from Core Courses above PLUS the following courses
 CAOT 3 or 93/1
 CAOT 205
 CAOT 443
 CAOT 463
 CAOT 1263
 Biology 253
Subtotal..... 18-20

Total Units (Core + Specialization)..... 30-32

Suggested Electives: CAOT 9, 34, or 64
 To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

CERTIFICATE PROGRAMS

The Computer Applications and Office Technologies Programs offers a variety of certificates to students interested in working closely with management and various types of businesses, professional, educational, or industrial offices. Specialty Certificates will prepare the student for positions such as: Administrative Office Assistant, Clerical Office Assistant, Computer Applications Specialist, Legal Office Assistant, and Administrative Medical Office Assistant.

Certificates will be issued by the Business Administration Department after submittal of an application to the department chair by the student. All specified course work must be successfully completed with a satisfactory grade of “C” or better. Student should apply during the semester in which the program will be completed. Contact the department chair’s office for specific dates and information regarding application availability and deadline for submitting applications (which may change each academic year).

ADMINISTRATIVE OFFICE ASSISTANT

Certificate

(Program: 051400 State Code: 21614)

REQUIRED COURSES

CAOT 3 3
 CAOT 43 3
 CAOT 79 or 112 3
 CAOT 84 3
 CAOT 85 3
 CAOT 88 3
 CAOT 97 3
 CAOT 98 3
Total Units 24

CLERICAL OFFICE ASSISTANT

Certificate

(Program: 051402 State Code: 08215)

REQUIRED COURSES

CAOT 2 3
 CAOT 73
 CAOT 313
 CAOT 323
 CAOT 332
 CAOT 472
 CAOT 823
 CAOT 1052
 CAOT 1063
Total Units 24

COMPUTER APPLICATIONS SPECIALIST

Certificate

(Program: 051403 State Code: 21615)

REQUIRED COURSES

CAOT 14..... 2
 CAOT 79..... 3
 CAOT 82..... 3
 CAOT 84..... 3



CAOT 85	3
COAT 86.....	3
CAOT 88.....	3
CAOT 97.....	3
CAOT 98.....	3
CAOT 112.....	3
Total Units	29

LEGAL OFFICE ASSISTANT

Certificate

(Program: 051410 State Code: 21617)

REQUIRED COURSES

CAOT 3.....	3
CAOT 23.....	5
CAOT 43.....	3
CAOT 49.....	3
CAOT 82 or 85	3
CAOT 84.....	3
CAOT 93.....	2
Law 1.....	3
Total Units	25

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

Certificate

(Program: 051420 State Code: 21618)

REQUIRED COURSES

CAOT 3	3
CAOT 20	5
CAOT 44	3
CAOT 46	3
CAOT 84	3
CAOT 97	3
CAOT 126	3
Biology 25	3
Total Units	26

BASIC ADMINISTRATIVE ASSISTANT

Skills Certificate

(Program: 051401)

REQUIRED COURSES

CAOT 2 or 3	3
CAOT 43	3
CAOT 84	3
CAOT 85.....	3
Total Units	12

BASIC COMPUTER APPLICATIONS

Skills Certificate

(Program: 051402)

REQUIRED COURSES

CAOT 82	3
CAOT 97	3
CAOT 98	3
Total Units	9

BASIC LEGAL OFFICE

Skills Certificate

(Program: 051410)

REQUIRED COURSES

CAOT 23	5
CAOT 93	2
Total Units	7

BASIC MEDICAL OFFICE ASSISTANT

Skills Certificate

REQUIRED COURSES

CAOT 20.....	5
CAOT 44.....	3
CAOT 126.....	3
Total Units	11

BASIC MEDICAL TRANSCRIPTION

Skills Certificate

REQUIRED COURSES

CAOT 2.....	3
CAOT 44.....	3
CAOT 46.....	3
Total Units	9

BASIC WEB PAGE DESIGN

Skills Certificate

REQUIRED COURSES

CAOT 84.....	3
CAOT 112.....	3
Total Units	6

Department of Chemistry & Earth Sciences

Chair: Michael Farrell

Department of Chemistry and Earth Sciences

(323) 953-4000 ext. 2600 • SCI 324B

www.lacitycollege.edu/academic/departments/chemistry/chemweb

PROGRAMS OFFERED

Associate of Science:

Chemistry - General

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

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 iPod.

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, Petroleum Industry, Food Technology, Cosmetics



and so much more.

All chemistry courses offered at Los Angeles City College are designed to transfer to state and national university systems. Chemistry meets a general education requirement for most university majors, particularly: Premedical, Pre-Dental, Nursing, Anthropology, Biology, Chemistry, Geology, Physics and Pharmacy.

DEGREE PROGRAM

CHEMISTRY- GENERAL

Associate of Science Degree

Transfer Program

(Program: 070800 State Code: 08221)

This Associate of Science degree provides the student with preparatory course work, allowing transfer to a four-year university as a junior 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.

Required coursework – 40 units*

Chemistry 101	5 units
Chemistry 102	5 units
Chemistry 211	5 units
Chemistry 212	5 units
Math 261	5 units
Math 262	5 units
Physics 101	5 units
Physics 102	5 units
Total Units	40

*Ten units of the required coursework can be applied toward the thirty units of general education required for Plan A Transfer Graduation Plan as follows:

1. One required chemistry or physics course (5 units) counts towards the Natural Sciences graduation requirement.
2. One required math course (5 units) counts towards the Language and Rationality graduation requirement.
 Note: One Chemistry or Physics course and one Math course can be applied to the Plan A general education requirement.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
9 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

DEPARTMENT OF CHILD DEVELOPMENT & FAMILY STUDIES & DIETETICS

CHILD DEVELOPMENT

Chair: Keli Miller

(323) 953-4000 ext. 2290 • CD 201

Vice Chair CD: Nancy Washburn

(323) 953-4000 ext. 2296 • CD 204

Director, Campus Child Development Center:

Dorian Harris

(323) 953-4000 ext. 2220 • CD 117

Vice Chair Dietetics: Janice Young

(323) 953-4000 ext. 2291 • AD 200

About Child & Family Studies (including the Child Development Center) and Dietetics

The Department of Child & Family Studies and Dietetics at Los Angeles City College provides curriculum that includes theory and practice preparing students to earn vocational career certificates, degrees, and become transfer ready in one of two distinct academic programs: Child Development and Dietetics. Highly trained and experienced faculty teach in state-of-the-art facilities including a NAEYC Accredited Child Development Center that provides lab experiences for both programs. The Dietetics program is accredited by the American Dietetic Association and serves as a unique program in the region. To assist students in meeting their academic goals, the Child Development program administers three dynamic support programs that include the Child Development Training Consortium, the California Early Childhood Mentor Teacher Program, and the Los Angeles City College Child Development AA2BA Degree Transfer Program. For more information see contact information above.

PROGRAMS OFFERED

Child Development

www.lacitycollege.edu/academic/departments/childdev/index.html

Program Mission:

The mission of the Child Development program is to provide learners with multiple pathways that prepare them to become dynamic, responsive, authentic, and informed early childhood education professionals.

Child Development certificates and degrees provide students with the coursework and the field experience needed for a career in Early Childhood Education. LACC's Child Development curriculum is aligned with the State's Child Development Permit Matrix to prepare students for positions in early care and education. Students are trained as educators for a variety of private and public early childhood education programs including Head Start, State Pre-School, and unified school district early care and education programs. Graduates teach or administer in programs for infants, pre-schoolers, children with special needs, and in before and after school-age programs. Many students begin their career as assistant teachers, then, with additional coursework and experience, are able to move up the career ladder to become lead teachers or site supervisors. Professionals in this field can expect to make between \$20,000 - \$40,000 annually. Those who continue their education at a four-year university can typically increase their earnings to the mid-\$50,000 range



Degrees:

Associate of Science (AS-T) Early Childhood Education-Transfer
 Associate of Arts (AA) Child Development Vocational Career

Certificates:

Child Development Associate Teacher
 Child Development Teacher
 Child Development Master Teacher
 Child Development Site Supervisor

Skill Certificates:

Infant & Toddler Studies
 Children with Special Needs
 Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

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. Please call ahead to schedule a Mantoux test and reading at 323-953-4000, Ext. 2485.
- 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..

CH DEV. WORKFORCE INITIATIVE DEGREE PARTNERSHIP PROGRAM (CD WFI) (Formerly known as the AA2BA DEGREE PARTNERSHIP PROGRAM)

LACC & California State University Los Angeles (CSULA) & Pacific Oaks College (PO) have partnered to offer you a seamless Associate and Bachelor degree (AA2BA) educational experience. Let us help you to achieve your educational goals. Eligible students receive tuition/book stipends, are assigned a program Mentor, provided with educational planning and exclusive guidance by the CD WFI Child Development Counselor and given access to the Textbook Lending Library and workshops designed to prepare you for transfer and in your career.

For more information on program requirements email or call:
 Kathleen Bimber, AA2BA Project Director , Ext. 2294 bimberkr@lacitycollege.edu
 Vickie Venegas, AA2BA Program Assistant
 323-953-4000, Ext. 2290, venegav@lacitycollege.edu
 Ariela Nissim, AA2BA Child Development Counselor
 (323) 953-4000 ext. 1251, nissima@lacitycollege.edu
 Myra Siegel, University Liaison and Project Coordinator
 323-953-4000, ext. 2294 mysiegel60@gmail.com

PLAN A OPTIONS

Plan A Option I

Early Childhood Education-Plan A Transfer Program- Student Transfer Achievement Reform Act, Associate of Science (AS-T)Degree

Program Description:

Completion of the Associate in Science in Early Childhood Education for Transfer degree prepares students for transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, 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 ECE programs. Students who successfully complete this 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 Associate in Science in Early Childhood Education for Transfer, students must meet the following requirements:

- (a) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following: (i) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and (ii) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- (b) Obtainment of a minimum grade point average of 2.0. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus and to a similar major or area of emphasis.

Note: Co-requisites or Advisories of English 21 or 73 and 28 or 31, or equivalent, are required for many Child Development courses.

REQUIRED

Child Development 1	3
Child Development 2	3
Child Development 7	3
Child Development 10	3
Child Development 11	3
Child Development 22	4
Child Development 34	3
Child Development 42	3
Sub-Total Units	25

Note: Students who completed CD 3 or 4 may apply for Credit by Exam for CD 7. For more information inquire in the department office.

CD 30	3
FCS 31	3

PROGRAM NOTES:

- Some courses may be offered every other semester, or less frequently, or alternating day and evening.
- All students must receive a satisfactory grade of a "C" or better.



EARLY CHILDHOOD EDUCATION - PLAN A
2-YEAR PLAN Transfer Program
Associate of Science (AS-T) Degree Transfer Program
FIRST YEAR COURSES

First Semester
Child Development 1
Note: English 21 is a Co-requisite for CD 1 and 11
Child Development 2
Note: English 28/31 is a Co-requisite for CD 2
Child Development 11
Second Semester
Child Development 10
Child Development 7
General Education coursework
Note-students who completed CD 3 or 4 instead of 7 may apply for Credit by Exam for CD 7.

SECOND YEAR COURSES

Third Semester
Child Development 22
Child Development 34
General Education coursework
Fourth Semester
Child Development 42
General Education coursework

PROGRAM NOTES

To earn the Associate in Science in Early Childhood Education for Transfer, students must meet the following requirements:

- (a) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following: (i) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and (ii) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- (b) Obtainment of a minimum grade point average of 2.0. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus and to a similar major or area of emphasis.

Please see a counselor early for guidance on which General Education courses satisfy IGETC or CSU Certification requirements for CSU or other universities of your choice.

PLAN B OPTION

CHILD DEVELOPMENT PLAN B

Career Vocational Program

(Program: 130501 State Code: 10783)

Associate of Arts (AA) Degree
Completion of the Associate Degree, Plan B prepares students for employment in an early care and education program. Students develop skills, knowledge, and attitudes that prepares them to work as teachers of young children or as administrators of ECE programs.

60 units with at least 36 units in Child Development.

Note: Plan B is not designed for transfer to a four-year college.

REQUIRED

Child Development 1 3

Child Development 2	3
Child Development 10	3
Child Development 11	3
Child Development 22	4
Child Development 23	4
Child Development 65	2
and 6 units of curriculum from Child Development 3 or 4 or 7	6
Subtotal - Core Units	28

Plus 8 Electives Units: Select additional courses from below to complete 36 units in the major.

Child Development 30	3
Child Development 31	3
Child Development 34	3
Child Development 35	3
Child Development 38	3
Child Development 39	3
Child Development 42	3
Child Development 44	3
Child Development 45	3
Child Development 48	3
Child Development 84	0.5
Child Development 85	0.5
Family & Consumer Studies 21	3
Family & Consumer Studies 31	3
English 218	3
Total Units	36

PROGRAM NOTES:

- Some courses may be offered every other semester, or less frequently, or alternating day and evening.
- All students must receive a satisfactory grade of a "C" or better. Consult with the department regarding specialization options to satisfy AA degree Plan B and Certificate 3 requirements.

To complete requirements for a Plan B AA Degree in Child Development, the following areas of General Education are required.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog.

CHILD DEVELOPMENT PLAN B

2-YEAR PLAN Career Vocational Program

Associate of Arts (AA) Degree

PROGRAM NOTES:

- To receive a CD certificate, students must have completed English 28 or 31 or equivalent with a satisfactory grade or have appropriate placement on the College Assessment.

Two Year Plan

FIRST YEAR COURSES



Child Development 1
 Note: English 21 is a Co-requisite for CD 1 and 11
 Child Development 2
 Note: English 28 or 31 is a Co-requisite for CD 2

Second Semester

Child Development 3 or 4 or 7
 Child Development 10
 Child Development elective (select from electives listed above in Plan B or from Specialization Options listed in Certificate 3-Master Teacher)
 Child Development 84/85 (optional labs that provides support for CD 2, 3, 7, 22, 23, 30, 31, 35, 42, 44, 45, and other courses)

SECOND YEAR COURSES

Third Semester

Child Development 22
 Take 3 units from electives listed above or in Certificate 3-Master Teacher OR Take CD 38 if working toward Site Supervisor Certificate

Fourth Semester

Child Development 23
 Child Development 65
 Take 3 units from electives listed above or in Certificate 3 - Master Teacher or Take CD 39 if working toward Site Supervisor Certificate

CERTIFICATE PROGRAMS

The Certificate in Child Development will be issued by the Department of Child & Family Studies after completing requirements with at least a "C" grade in courses taken within the last 10 years. Students must also complete English 28 or 31 or higher or may satisfy this requirement through appropriate placement on the College Assessment, in order to qualify for most certificates. The student may obtain the application for a certificate from the Child & Family Studies Department in the CD building, second floor, room 200. Applications must be returned to the department by the 9th week of the Fall and Spring semesters. Students applying for Certificates with course work in progress will receive their official certificate upon verification of a satisfactory grade.

PROGRAM NOTES:

- Students with the objective of completing the Certificate Program in 2 years must be eligible for English 28 or 31, their first semester in order to meet course prerequisites or advisories. Students may also satisfy this English requirement through the appropriate placement on the College Assessment.
- All Child Development "core" courses for Skill Certificate 1 - Associate Teacher must be taken at LACC or another college in the Los Angeles Community College District.

**ASSOCIATE TEACHER Certificate 1
 (Program: 130502 State Code: 08236)**

This skill 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

programs, and with the addition of CD 30, infant programs. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.
 12 Child Development units plus 3 units in English

REQUIRED

Child Development 1	3
Child Development 2	3
English 28/31	3
Child Development 11	3
Child Development 3 OR 4 OR 7	3
Total Units	15

PROGRAM NOTES:

- Co-requisite or advisory requirements for Eng. 21 or 73 & 28 or 31 for above classes. You may also satisfy this requirement through appropriate placement on the College Assessment.
- To qualify for Title 22, Director, take above core units and CD 38 Administration & Supervision of Early Childhood Programs I.

**CHILD DEVELOPMENT- TEACHER Certificate 2
 (Program: 130500 State Code: 08237)**

This certificate, along with 16 general education units and work experience makes the recipient eligible for the California Child Development Permit: Teacher level. Recipients of this certificate may teach in private or public preschool, school-age programs, and with the addition of CD 30, infant programs. 28-29 Child Development units. Completion of 12 Child Development units from Certificate I, plus 3 units English.

Child Development 34 and 42	3
(which ever course not taken in Certificate 1)	
Child Development 10	3
Child Development 22	4
Child Development 23 or any CD elective course	3-4
(see electives listed in the Master Teacher certificates for specialization options)	
Total Units	28-29

Note: To complete requirements for a California Child Development Permit at 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 3**

This certificate enables the recipient to not only teach, but also to supervise other child development teachers and staff. Some responsibilities of the Master Teacher might include: developing and implementing age-appropriate curriculum within a safe, healthy and stimulating environment, supervision of classroom staff, creating positive communication links with parents, school and community. Additionally, the Master Teacher Certificate is designed to meet the requirements for the major and for the Associate in Arts degree in Child Development, Plan B. Students interested in transferring to a four year institution should follow Plan A transfer requirements. With work experience and 16 general



education units, students may also qualify for the California Child Development Permit: Master Teacher level. This level permit is the gateway to the CA Early Childhood Mentor Program.

36-38 Child Development units.

Meets requirements for Plan B Associate in Arts Major in Child Development.

(To complete the General Education requirements for AA degree, consult with a Counselor.)

Note: To meet the requirements for Master Teacher Certificate, students will have completed units from Certificate 2 and need to complete additional specialization elective units to total 37 Child Development units. (See specialization elective units below.) Specialization units are also required if students wish to obtain the California Child Development Permit: Master Teacher level.

Completion of 28-29 units from Certificate 2 (includes English 28), PLUS REQUIRED

Child Development 65	2
6 Specialization units (refer to specialization options below)	6
Total Units	36-37

SPECIALIZATION OPTIONS

(Consult with Child Development faculty for other specialization options.)

Choose 2 courses from the same sequence below:

Child Development 30 and 31	3/3
Child Development 44 and 45	3/3
Child Development 48 and FCS 31	3/3
Child Development 10 and FCS 21	3/3
Note: if you choose CD 10 for this specialization you will need to replace 3 units in certificate 2 by choosing another elective.	
Child Development 42, 44 or 45	3/3

CHILD DEVELOPMENT SITE SUPERVISOR Certificate 4

(Program: 130580 State Code: 08239)

This certificate is the highest certificate offered by the Child Development program. Recipients of this certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the following: 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, hire, inspire and supervise all staff, foster positive communication links between home, school and community, maintain appropriate health, safety and nutrition standards, 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.

29 units from Certificate 2, plus 3 Units of English, PLUS	
Child Development 38	3
Child Development 39	3
Child Development 65	2

Total	37
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**CHILD DEVELOPMENT
SPECIALIZATION SKILL CERTIFICATES**

The following certificates are designed for students interested in specializing in a particular field of study such as: infant/toddlers, or children with special needs. Note: English 21/73 or 28/31 are co-requisites for most courses and may be satisfied through placement on the College Assessment.

INFANT & TODDLER STUDIES Skill Certificate

The Infant & Toddler Studies skill certificate 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 birth through 2 ½ years old. Some responsibilities may 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.

Child Development 30	3
Child Development 31	3
Child Development 1	3
Child Development 10 or 34	3
Note: English 28 is a prerequisite for CD 34	
Child Development 11	3
Total Units	15

**CHILDREN WITH SPECIAL NEEDS Skill
Certificate**

This skill certificate 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.

Child Development 44	3
Child Development 45	3
Child Development 1	3
Child Development 11	3
ADD one elective chosen from the following courses:	
Child Development 10	3 or
Child Development 34	3 or
Child Development 42	3 or
Child Development 48	3 or
Total Units	15

Child Development Training Consortium (CDTC):
If you are currently working in a paid position in a licensed Early Childhood Program serving infants to kindergarten, or before and after school-age programs, and are taking Child Development or General Education units towards a Child Development Permit, you may qualify for partial reimbursement of your fees, books, or other expenses at LACC. For more information contact: Nancy Washburn 323-953-400 Ext. 2296, washbune@lacitycollege.edu or Mary Skousen Radford, 323-953-4000, Ext. 2297, skouseme@lacitycollege.edu..

FAMILY & CONSUMER



STUDIES (DIETETICS)

Chair: Keli Miller

(323) 953-4000 ext. 2290 • CD 201

Vice Chair: Janice Young

(323) 953-4000 ext. 2291 • AD 200

www.lacitycollege.edu/academic/departments/dietetics/index.html

The Dietetics program provides learners with multiple pathways that prepare them for entry into the field of Dietetics. The program offers educational opportunities that ready students for employment, transfer, advance study, and life-long learning to serve the ethnically diverse population of California.

Certificate:

Dietetic Service Supervisor

A certificate in Dietetic Service Supervisor will provide students with the knowledge and skills that meet the standards of training for Dietetic Service Supervisors specified by the California Department of Public Health. Completion of this certificate qualifies students to work as the food service director in a skilled nursing facility.

PROGRAM OFFERED

Associate of Science:

Dietetic Technician (2 & 3 year plans)

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

DEGREE PROGRAMS

DIETETIC TECHNICIAN

Associate of Science Degree

(Program: 130660 State Code: 08243)

Career Program

Students transferring to a Dietetics program at a four year university should meet with a counselor.

The Dietetic Technician Program is an AS degree program accredited by ACEND/Academy of Nutrition and Dietetics which prepares students to sit for the Dietetic Technician Registration Examination. Students develop skills, knowledge, and attitudes that prepare them to work as dietetic technicians, registered in health care facilities, schools, correctional facilities, restaurants, WIC, public health agencies, community health programs, community wellness programs, food companies, contract food management companies, etc.

SPECIAL NOTE:

During the September 21-23, 2011 meeting, the Dietetic Technician Program at Los Angeles City College was accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, (312) 899-0040, extension 5500, www.eatright.org.

Dietetic Technician, Registered (DTR)

Educational and professional requirements

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and food service management teams. DTRs have met the following criteria to earn the DTR credential:

- Completed a dietetic technician program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes a minimum of 450 hours of supervised practice experience in various community programs, health-care and food service facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university.

OR

- Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.

- After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to www.cdrnet.org.

- Completed continuing professional educational requirements to maintain registration.

College course work

- The course work for dietetic technicians includes a variety of classes in food and nutrition sciences, food service systems management and a range of general science courses.

- Courses are planned in sequence. Completion of all courses with at least a "C" grade is required for progress in the program. Refer to graduation requirements Plan "B" for additional information.

- Class scheduling restricts the completion of this program to the day. However, working students who are able to have one to two day(s) off during the week may complete the program. Students must provide their own transportation to assigned supervised practice sites within the greater Los Angeles area. A Mantoux test, MMR, health exam, liability insurance, background check, fingerprinting, drug screening, etc. are required for supervised practice courses.

- A verification statement that allows the candidate to sit for the Dietetic Technician Registration exam is issued upon successful completion of the program, submission of a notebook documenting how the core knowledge and competencies have been met and a score of at least 80% on a preparation for the DTR exam administered by the Child and Family Studies/Dietetics Department. Students must join The Academy of Nutrition and Dietetics. Passing the DTR exam authorizes use of the initials "DTR" after the name. Graduates may also be able to take Dietary Managers Exam. Please see the DMA website at: www.dma.org.

Dietetic technicians, registered work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, food service and research. Many work environments require that an individual be credentialed as a DTR.

DTRs work in:

- Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities by conducting



patients/clients screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy.

- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and maintaining budgets within food service operations.

- Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs, assisting dietitians with the implementation of programs and presentation of classes for the public.

- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.

- Food companies, contract food management companies or food vending and distributing operations developing menus and overseeing food service sanitation and food safety.

If you already have a degree If you already completed college course work or have a degree that is not in dietetics and are interested in becoming a dietetic technician, registered, you should have your college transcript evaluated by the Dietetics Program Director. The program director will evaluate your previous academic preparation and identify the courses you would need to complete at LACC to meet the requirements for taking the registration exam for dietetic technicians.

Salaries and job outlook.

According to the 2011 Compensation and Benefits Survey of the Dietetics Profession, the median annual income of all DTRs in the U.S. who have been working in the field for four years or less was

\$36,400. As with any profession, salaries vary by region of the country, employment setting, scope of responsibility and supply of DTRs.

According to Academy's 2009 Dietetic Compensation and Benefits Survey, half of all DTRs in the US who have been working in the field full-time less than five years earn between \$33,800 and \$37,700 per year. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of DTRs. The job market for dietetic technicians, registered is assumed to be similar to that for dietitians and nutritionists. According to the US Bureau of Labor Statistics, employment of dietetic technicians is expected to grow faster than average for all occupations through the year 2016 because of increasing emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay; however, faster growth is anticipated in nursing homes, residential care facilities and physician clinics.<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144> "Dietetic Technician, Registered (DTR)." Eatright.org. Academy of Nutrition and Dietetics, 2011. Web. 22 Feb. 2012.

**SUGGESTED 2-YEAR COURSE PLAN
(For Full-Time Students)**

First Semester

Family & Consumer Studies 21..... 3

Family & Consumer Studies 50 3
 Family & Consumer Studies 55 3
 Math 115 5
 English 101 3

Second Semester

Family & Consumer Studies 24 3
 Family & Consumer Studies 56 3
 Family & Consumer Studies 156 2
 Speech Communication 1013
 Biology 253
 Physical Education 1

Third Semester

Family & Consumer Studies 27 3
 Family & Consumer Studies 51 3
 Family & Consumer Studies 127 2
 Family & Consumer Studies 151 2
 Health 113
 Humanities Requirement 3

Fourth Semester

Family & Consumer Studies 28 3
 Family & Consumer Studies 29 1
 Family & Consumer Studies 52 3
 Family & Consumer Studies 128 2
 Family & Consumer Studies 129 2
 American Institutions Requirement 3

Total Units **62**

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units.....English Composition
 3 Units.....Communication/Analytical Thinking
 3 Units..... Natural Sciences
 3 Units.....Humanities
 3 Units..... Social/Behavioral Sciences
 (including American History & Governments)
 3-4 UnitsHealth/Physical Education
 3-5 Units Math Competency

**SUGGESTED 3-YEAR COURSE PLAN
(For Part-Time Students)**

First Semester

Family & Consumer Studies 50 3
 Family & Consumer Studies 55 3
 Mathematics 1155
 English 101 3

Second Semester

Family & Consumer Studies 21 3
 Family & Consumer Studies 56 3
 Family & Consumer Studies 156 2
 Biology 25 3

Third Semester

Family & Consumer Studies 27 3



Family & Consumer Studies 127 2
 Speech Communication 1013
 Physical Ed 1

Fourth Semester

Family & Consumer Studies 24..... 3
 Family & Consumer Studies 28..... 3
 Family & Consumer Studies 128 2
 Health 11.....3

Fifth Semester

Family & Consumer Studies 51..... 3
 Family & Consumer Studies 151 2
 Humanities Requirement 3

Sixth Semester

Family & Consumer Studies 29..... 1
 Family & Consumer Studies 52..... 3
 Family & Consumer Studies 129 2
 American Institutions Requirement..... 3

Total Units 62

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college

catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units..... English Composition
 3 Units..... Communication/Analytical Thinking
 3 Units..... Natural Sciences
 3 Units..... Humanities
 3 Units Social/Behavioral Sciences
 (including American History & Governments)
 3-4 Units Health/Physical Education
 3-5 Units Math Competency

CERTIFICATE PROGRAMS

DIETETIC SERVICE SUPERVISOR

Certificate

(Program: 130621 State Code: 08242)

Completion of the Dietetic Service Supervisor Certificate program meets the standards of training for Dietetic Service Supervisors specified by the The California State Department of Public Health (CDPH. Completion of this certificate qualifies students to work as the food service director in a skilled nursing facility. Some responsibilities of the Dietetic Service Supervisor are to supervise employees, assure menu acceptance by clients, and manage food production. Completion of the program along with professional experience may qualify a person to take the Dietary Managers Exam. Please see the DMA website at: www.dma.org

Successful completion of English 28 is strongly advised for the DSS Certificate. Concurrent enrollment, or completion of Math 105, or Learning Skills 10ABC is advised to ensure successful completion of many courses in this certificate. A grade of "C" or better is required in all courses. Students must provide their own transportation to as-

signed field placement sites. A Mantoux test, health exam, fingerprinting, drug screening, background check and liability insurance are required for supervised practice courses.

First Semester

Family & Consumer Studies 21..... 3
 Family & Consumer Studies 50 3
 Family & Consumer Studies 51 3
 Family & Consumer Studies 55 3
 Family & Consumer Studies 151 2
 English 28 3

Second Semester

Family & Consumer Studies 24 3
 Family & Consumer Studies 52 3
 Family & Consumer Studies 56 3
 Family & Consumer Studies 156 2
 Mathematics 105 or Learning Skills 10ABC 3

Total Units 31

CINEMA/ TELEVISION

Chair: Joni Varner

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Email:varnerjk@lacitycollege.edu

PROGRAMS OFFERED

Associate of Arts:

- Cinema Production
- Television Production

Certificates:

- Cinema Production
- Television Production

Skill Certificates:

- Beginning Cinema & Television Production
- Cinematography
- TV Studio Production - Level I

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

For those attracted to telling a story in pictures, defining and refining images and sound, or for those who want to join the world of entertainment - behind the scenes - a career in cinema and television production could be just right. The opportunities and professional areas in which to work are varied. Large and small film studios, television production companies, product and service companies, public and private organizations, and individuals all use cinema/television professionals. Positions include Camera Operator, Audio Technician, Film/TV Floor Positions, Lighting Technician, Photographer, Film/ Video Editor, Cinematographer and Director. Assignments encompass full-length films; shorts; animation; entertainment television or news;



documentaries; commercials; informational, web content, promotional or private videos; portraits and commercial photography; and much more. Salaries also range widely, but average from \$35,000 - \$200,000+ annually.

The LACC Cinema & Television Department provides its students with the history, principles, technical competency and hands on training needed to work successfully in cinema or television production. Many of our students successfully go from LACC into the industry. For others who wish to go after a Bachelors degree, the skills and work product obtained at LACC will help them be more competitive candidates for acceptance into top four-year universities.

DEGREE PROGRAMS

CINEMA PRODUCTION

The Cinema-Television Department offers two Associate of Arts Degrees

“Plan A” is for students planning to transfer to a four-year college or university. “Plan B” is a training program in motion picture production.

CINEMA PRODUCTION – “PLAN A”

**Associate of Arts Degree
Transfer Program**

For most four-year schools, the classes here are for preparatory purposes only and the classes are accepted only as electives. You must complete a total of 18 units in Cinema. See the counseling office for more details.

REQUIRED CORE

Cinema 1	3
Cinema 2	3
Cinema 3	3
Cinema 4	3
Total Core Units	12

Plus two Cinema and Television Electives for a total of 6 units from any of the following courses : **Cinema** 5, 6, 7, 9, 10, 20, 32, 33-1, 33-2, 34, 38-1, 38-2 185 and **Television** 1, 4, 9, 25-1, 25-2. Courses may be substituted under special circumstances and with departmental approval.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
9 Units.....	Social/Behavioral Sciences

(including American History & Governments)

3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CINEMA PRODUCTION - “PLAN B”

**Associate of Arts Degree
Career Program
(Program: 061220 State Code: 02729)**

This curriculum in the Cinema-Television Department is designed for the student who wishes training in motion picture production. The course of study leads to an Associate of Arts degree in Cinema and/or a Cinema Production Certificate. An Associate of Arts degree with an emphasis in Cinema will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 31 units in Cinema. Supplies and books for production classes can vary from \$50-\$500 or more, depending upon the class and the scope of the student project.

All Cinema and Television courses must be completed with a grade of “C” or better.

REQUIRED CORE

Cinema 1	3
Cinema 2	3
Cinema 3.....	3
Cinema 4.....	3
Subtotal - Core Units	12

Electives: Select additional courses from below to complete 24 additional units in the major.

Cinema 5, 6, 7, 9, 10, 20, 32, 33-1, 33-2, 34, 38-1, 38-2, 185, 911 **Law** 33 **Television** 1, 4, 9, 25-1, 25-2 Courses may be substituted under special circumstances and with departmental approval.

Total Units **36**

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences
.....	(including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

TELEVISION PRODUCTION

The Cinema-Television Department offers two Associate of Arts Degrees in Cinema. “Plan A” is for students planning to transfer to a four-year college or university. “Plan B” is a training program in television production.

The Television major in the Cinema-Television Department has been designed to provide the student with a solid background in studio



television production and post-production. Television 1, 4, and 9 must be completed first.

TELEVISION PRODUCTION – “PLAN A”

Associate of Arts Degree

Transfer Program

For most four-year schools, the classes here are for preparatory purposes only and the classes are accepted only as electives. You must complete a total of 18 units in Television or Cinema. See the counseling office for more details.

REQUIRED CORE

Television 1.....	3
Television 4.....	3
Television 9.....	3
Television 46.....	3
Total Core Units.....	12

Plus two Television electives for a total of 9 units from any of the courses listed below:

Television 6, 7, 25-1, 25-2, 48, 49, 55, 185

Cinema 1, 2, 3, 4, 5, 6, 7, 9, 10, 20, 32, 33-1, 33-2, 34, 38-1, 38-2, 185, 911. Courses may be substituted under special circumstances and with departmental approval.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
9 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

TELEVISION PRODUCTION – “PLAN B” Associate of Arts

Degree

Career Program

(Program: 060420 State Code: 08220)

An Associate of Arts degree with an emphasis in Television will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 15 units in Television. All courses in the major must be taken at LACC and completed with a satisfactory grade of “C” or better.

REQUIRED CORE

Television 1.....	3
Television 4.....	3
Television 9.....	3
Television 46.....	3
Subtotal - Core Units.....	12

Electives: Select additional courses from below to complete 24 additional units in the major.

(Prerequisites may apply and must be followed.)

Television 6, 7, 25-1, 25-2, 48, 49, 55, 185 OR

Cinema 1,2, 3, 4, 5, 6, 7, 9, 10, 20, 32, 33-1, 33-2, 34, 38-1, 38-2, 185, 911

Courses may be substituted under special circumstances and approval.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

Total Units **36**

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAMS

CINEMA PRODUCTION

Certificate

(Program: 061220 State Code: 21620)

A certificate in Cinema Production will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair after successful completion of the courses listed below. All courses must be taken at LACC and completed with a grade of “C” or better.

Cinema 1	3
Cinema 2	3
Cinema 3	3
Cinema 4	3
Cinema 5	3
Cinema 6	3
Cinema 9	3
Cinema 10	3
Cinema 20	3
Cinema 32	3
Law 33 or Cinema 33	3
Total Units	33

CINEMA/VIDEO PRODUCTION

Certificate

(Program: 061221 State Code: 10773)

A certificate in Cinema Production will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair and successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

Cinema 1	3
Cinema 2	3



Cinema 3.....	3
Cinema 4.....	3
Cinema 6.....	3
Cinema 9.....	3
Cinema 32.....	3
Television 4 or 9.....	3
Television 6 or 48.....	3
Television 46.....	3
Television 55.....	3
Total Units.....	33

TELEVISION PRODUCTION

Certificate

(Program: 060420 State Code: 21619)

A certificate in Television Production will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair and successful completion the courses listed below and application to the Chairman. All courses must be taken at LACC and completed with a satisfactory grade.

Cinema 1.....	3
Cinema 2.....	3
Television 1.....	3
Television 4.....	3
Television 6 or 7 or other 3-unit Cinema/Television course.....	3
Television 9.....	3
Television 46.....	3
Television 48 or 49.....	3
Television 55.....	3
Additional Cinema/TV class or Co-Op Education classes.....	6
Total Units.....	33

BEGINNING FILM & TELEVISION PRODUCTION

Skill Certificate

A skills certificate in Beginning Film and Television Production will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair and successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

Cinema 1.....	3
Cinema 2.....	3
Television 4.....	3
Television 9.....	3
Total Units.....	12

CINEMATOGRAPHY

Skills Certificate

A skill certificate in Cinematography will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair and successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

Cinema 6.....	3
Cinema 7.....	3
Photography 7.....	3
Photography 10.....	3
Total Units.....	12



TELEVISION STUDIO PRODUCTION

Skills Certificate (Level I)

A skills certificate in Television Studio Production (Level I) will be issued by the Cinema-Television Department upon submittal of an application by the student to the Department Chair and successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

Television 1.....	3
Television 4.....	3
Television 9.....	3
Television 46.....	3
Total Units.....	12

Communication Studies

Chair: Professor Kathleen Beaufait

(323) 953-4000 ext. 2964 • CC187

PROGRAMS OFFERED

Associate of Arts for Transfer (AA-T) in Communication Studies

Program learning outcomes for this degree are listed at: http://sharepoint.lacitycollege.edu/effectiveness/outcomes/for_students/SLOs/Speech/Speech%20PSLOs.pdf

“Communication” as defined by the National Communication Association is “the discipline... [that] focuses on how people use messages to generate meanings within and across various contexts, cultures, channels, and media. The discipline promotes the effective and ethical practice of human communication. Communication is a diverse discipline which includes inquiry by social scientists, humanists, and critical and cultural studies scholars. A body of scholarship and theory, about all forms of human communication, is presented and explained in textbooks, electronic publications, and academic journals. In the journals, researchers report the results of studies that are the basis for an ever-expanding understanding of how we all communicate.” (NCA, 2013) Communication Studies encompasses more than twenty-two areas of interrelated study. These are discourses in the humanities thought to be anthropology, sociology, psychology, literature, languages, religion, philosophy, global



studies, visual and performing arts, culture studies, law, linguistics, etc.

The Communication Studies Department at Los Angeles City College currently teaches such fundamental communication courses as public speaking, argumentation, forensics, voice and articulation, interpersonal and intercultural communication, oral interpretation of literature, English speech as a second language, listening-speaking laboratory and communication disorders. Further collaborations integrate with at least nine other departments on campus, namely, psychology, sociology, political science, law, cinema and tv, journalism and media arts/ photography, nursing and allied health fields, business, and theatre.

This collaboration is emphasized in the Department’s program level mission statement which seeks to integrate research, theory and practice. Students are encouraged to learn effective methodological approaches to ethical small group problem-solving that aspires toward the development of sound decision-making skills, participating in inclusive interactions with individuals from other cultures, informal conversations and effective interpersonal relationships.

The Department offers credit stand-alone electives and non-degree credit courses that assist students in their preparation to expand vocabulary, listening, communication study and research skills designed to assure their success within their educational plan. The Communication Studies curriculum offers an Associate of Arts Degree for Transfer in Communication Studies to a CSU, fulfills IGETC requirements of lower division courses for transfer to a UC or other select private four-year institutions, CSU certification and AA degree graduation.

The following AA-T degree program and related courses demonstrate the basic focus and direction the Department is currently taking to teach the discipline of communication studies.

COMMUNICATION STUDIES AA-T Requirements

Required Core:

Communication Studies 101 - Oral Communication I 3 units

List A

SELECT 2 courses (6 units) from the following:

Communication Studies 104 - Argumentation 3 units
 Communication Studies 121 -The Process of Interpersonal Communication..... 3 units

Total List A Units 6

List B

SELECT 2 courses (6 units) from the following (do not select course that was taken from List A)

Communication Studies 106 Forensics (limited to 3 units) 2 units
 Communication Studies 122 Communicating Across Cultures 3 units
 Communication Studies 130 Introduction to Oral Interpretation of Literature 3 units

Total List B Units 6

List C

SELECT 1 course (3 units) from the following (do not select course that was taken from List A or List B)

Anthropology 102 Cultural Anthropology 3 units
 Psychology 1 Introduction to Psychology 3 units
 Sociology 1 Introduction to Sociology 3 units

English 102 College Reading Composition II 3 units
 English 103 Composition and Critical Thinking 3 units
 Journalism 101 or Journalism 105..... 3 units
Total Minimum Units 18

Stand alone courses that are AA degree electives:

Communication Studies 111 - Voice and Articulation..... 3 units
 Communication Studies 091 - Speech Laboratory I 1 unit
 Communication Studies 092 - Speech Laboratory II 1 unit
 Communication Studies 093 - Speech Laboratory III 1 unit
 Communication Studies 094 - Speech Laboratory IV 1 unit
 Communication Studies 076 - English Speech as a Second Language..... 3 units
 Communication Studies 073 - Speaking English as a Second Language III..... 3 units

As mentioned above, students can select the following courses to fulfill general education certification, transfer and graduation requirements in areas of English language communication and critical thinking, social sciences, humanities and the arts.

Plan A – Transfer Plan Area B2 – Social and Behavioral:

Communication Studies 122 - Intercultural Communication..... 3 units

Area C – Humanities:

Communication Studies 130 - Oral Interpretation of Literature 3 units

Area D2 – Communication and Analytical Thinking

Communication Studies 101 - Oral Communication I 3 units
 Communication Studies 102 - Oral Communication II..... 3 units
 Communication Studies 104 - Argumentation 3 units
 Communication Studies 121 - Interpersonal Communication 3 unit

Area D10. Sociology & Criminology:

Communication Studies 121 - Interpersonal Communication 3 units
 Communication Studies 122 - Intercultural Communication 3 units

Plan B – Occupational Plan

Area B2 – Social and Behavioral:

Communication Studies 122 - Intercultural Communication 3 units

Area C – Humanities:

Communication Studies 130 - Oral Interpretation of Literature 3 units

Area D2 – Communication and Analytical Thinking

Communication Studies 101 - Oral Communication I 3 units
 Communication Studies 102 - Oral Communication II..... 3 units
 Communication Studies 104 - Argumentation 3 units
 Communication Studies 121 - Interpersonal Communication 3 units

Intersegmental General Education Transfer Curriculum (IGETC):

Area 1: English Communication CSU:

Group C: Oral Communication 3 semester units (CSU ONLY):
 Communication Studies 101 - Oral Communication I 3 units
 Communication Studies 102 - Oral Communication II..... 3 units



Communication Studies 121 - Interpersonal Communication 3 units
 (Students transferring to the UC do not have to meet this requirement.)

Area 4: Social and Behavioral Sciences Communication Studies
 121 - Interpersonal Communication 3 units
 Communication Studies 122 - Intercultural
 Communication..... 3 units

A sequence of courses for speakers of English as a second language prepare students in the acquisition of skills needed for success in the Communication Studies curriculum in order to fulfill general education, certification, transfer and graduation requirements.

Communication Studies 076 - English Speech as a Second Language...IV..... 3 units
 Co-requisite Communication Studies 60A – Listening and Speaking Laboratory 0.75 hour 0.25 unit

Communication Studies 073 - Speaking English as a Second Language...III..... 3 units
 Co-requisite Communication Studies 60C – Listening and Speaking Laboratory 0.75 hour 0.25 unit

Communication Studies 072 - Speaking English as a Second Language...II..... 3 units
 Co-requisite Communication Studies 60B – Listening and Speaking Laboratory 0.75 hour 0.25 unit

Communication Studies 071 - Speaking English as a Second Language...I..... 3 units
 Co-requisite Communication Studies 60A – Listening and Speaking Laboratory 0.75 hour 0.25 unit

A state of the art Speech Laboratory/Clinic provides students with opportunities to enhance listening and speaking proficiency in the following elective courses:

Communication Studies 091 - Speech
 Laboratory I 1 unit
 Communication Studies 092 - Speech
 Laboratory II 1 unit
 Communication Studies 093 - Speech
 Laboratory III 1 unit
 Communication Studies 094 - Speech
 Laboratory IV 1 unit
Total Units 60

**CSIT
 (Computer Science/
 Information Technology)**

Chair: Roger Wolf
 (323) 953-4000 ext. 2680
 AD 321

www.lacitycollege.edu/academic/departments/math/csitdept/

PROGRAMS OFFERED

Associate of Science:

Computer Science/Information Technology
 Computer Information Systems

Certificates:

Applications Software
 Programming Languages

Skill Certificates:

Database Administration
 Database Developer
 Web Client Technologies

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

NOTE: The official abbreviation for Computer Science/Information Technology (CSIT) is “CO SCI”. If you have a talent for math and science our programs will prepare you to enter more advanced university programs or directly enter careers related to Computer and Information Systems, System Analysis, Computer Science, Database Administration, Computer Operations, Information Processing Services, Computer Software Engineering, Telecommunications, and Web Development and Technologies. According to the Department of Labor median hourly earnings for high demand occupations in technology and other computer fields at the entry levels range from nearly \$12/hour to \$26/hour. With advance training and or a Bachelors degree, salaries can exceed \$42/ hour. The Computer Science Information Technology discipline program at Los Angeles City College offers two Associate degrees that students can choose from depending on their career and educational goals. The first, Associate of Science in Computer Science, is designed for students with transfer goals to the Computer Science program at four-year universities. The second, an associate of science in Computer Information Systems, is designed to prepare students for careers in exciting Information Technology fields such as programming, software engineering, database administration, computer networking, multimedia, and web technologies. Students with interest in transferring to the Information Systems program at four-year universities should consult with the Computer Science department for needed course work. The following tables list the requirements for each degree. For information on general education courses, students are encouraged to see a counselor for advisement.

COMPUTER SCIENCE

Associate of Science Degree

Transfer Program

First Semester

CO SCI 1043
 CO SCI 1073

(CO SCI 103 is a prerequisite to required CO SCI courses and can be used to fulfill a general education requirement)

Second Semester

CO SCI 134 3
 CO SCI 139 3

Suggested Major Preparation:

Physics 1 4
 Math 2615

Third Semester

CO SCI 140 or 141 3
 CO SCI 186 3



Suggested Major Preparation:

Philosophy 7, 8, or 9 3

Fourth Semester

CO SCI 136 3

CO SCI 158 3

Total Major Units **24**

Note: On approval by the Computer Science/Information Technology discipline, students may use Math 262, 263 and Physics 2, 3 as substitute to any of the CO SCI requirements except CO SCI 139, CO SCI 140 (or 141), and CO SCI 136 as long as a minimum of 18 CO SCI units is met.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution.

Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition

6-9 Units Communication/Analytical Thinking

3 Units Natural Sciences

3 Units Humanities

9 Units Social/Behavioral Sciences
(including American History & Governments)

3-4 Units Health/Physical Education

3-5 Units Math Competency

COMPUTER INFORMATION SYSTEMS

Associate of Arts Degree

Career Program

(Program: 070200 State Code: 02730)

First Semester

CO SCI 104 3

CO SCI 107 3

(CO SCI 103 is a prerequisite to required CO SCI courses and can be used to fulfill a general education requirement)

Second Semester

CO SCI 134 3

CO SCI 139 or 141 3

CO SCI 158 3

Third Semester

CO SCI 136 3

CO SCI 186 3

Fourth Semester

CO SCI 138, 140, or 142 3

CO SCI 187 3

Total Major Units **27**

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog

"Graduation Requirements" section. Plan B is not designed for

transfer to a four-year college.

3 Units English Composition

3 Units Communication/Analytical Thinking

3 Units Natural Sciences

3 Units Humanities

3 Units Social/Behavioral Sciences

.....(including American History & Governments)

3-4 Units Health/Physical Education

3-5 Units Math Competency

CERTIFICATE PROGRAMS

Certificates in Computer Science-Information technology will be issued by the Computer Science/Information Technology discipline

upon submittal of an application to the department by the student and successful completion of one or more of the following sequences.

APPLICATIONS SOFTWARE

Certificate

(Program: 070210 State Code: 08224)

This sequence of courses prepares students for careers in applications software development and usage in fields related to databases, networking, web technologies, business analysis, and/or programming. Students successfully completing this program will find opportunities for employment in various industries depending on the track chosen for the electives.

CO SCI 103 or 101 and 108 4-7

CO SCI 104 3

CO SCI 107 3

CO SCI 134 3

CO SCI 138 3

CO SCI 148 3

CO SCI 186 3

Electives 6

Total Units **28-31**

Acceptable Electives:

Database **Track:** 2 courses from CO SCI 187, 188, 189, 198, and 199

Networking Track: 2 courses from CO SCI 181, 182, and 183

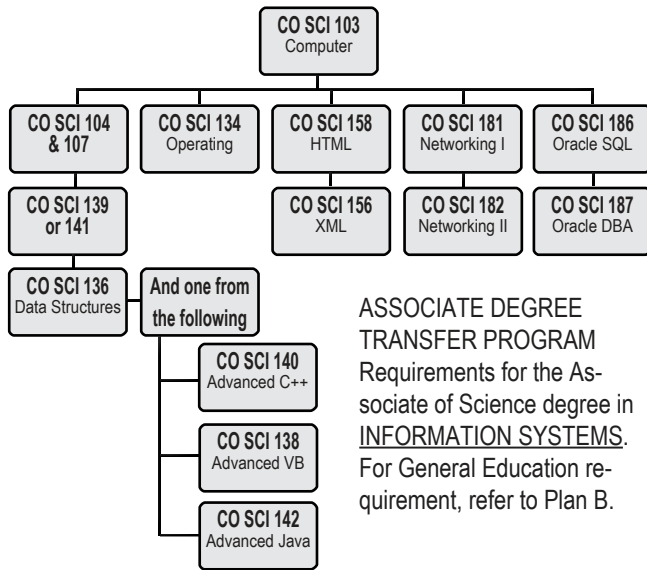
Operating Systems Track: 2 courses from CO SCI 167, 168, and 169

Programming Track: 2 courses from CO SCI 136, 139, 140, 141, and 142

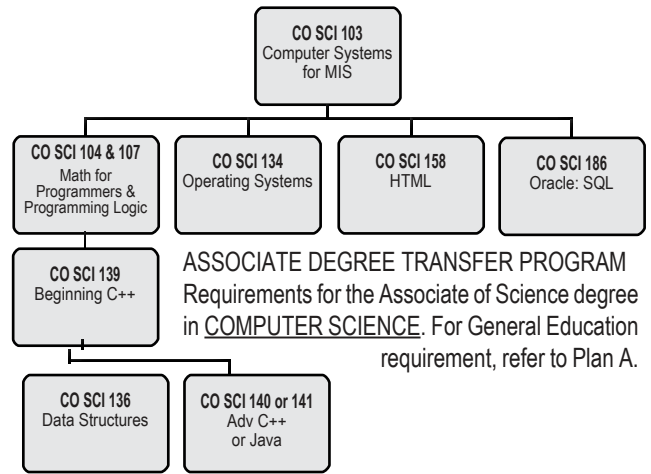
Web Technologies Track: 2 courses from CO SCI 144, 155, 156, 158, and 159.



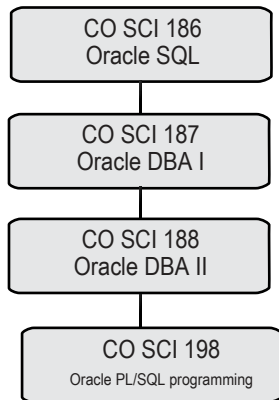
ASSOCIATE DEGREE (Career Program)



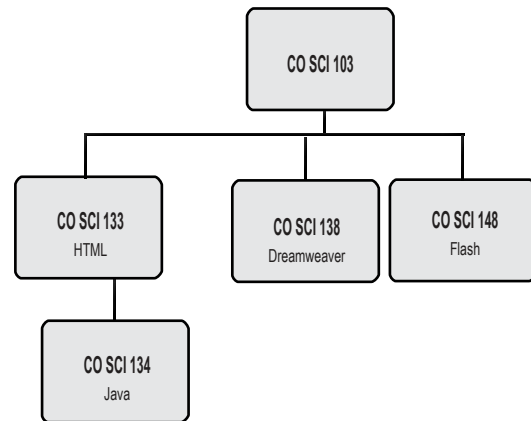
ASSOCIATE DEGREE (Transfer Program)



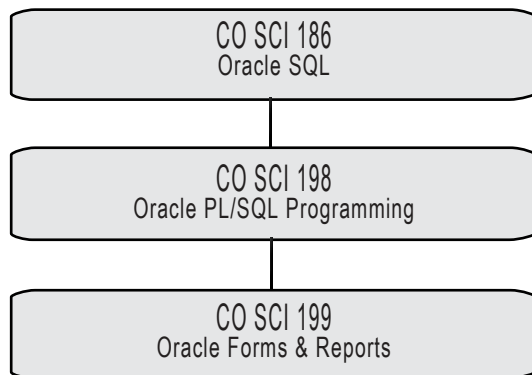
DATABASE ADMINISTRATION SKILL CERTIFICATE



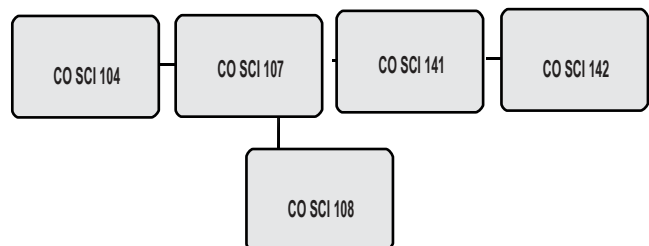
VBA APPLICATION SKILL CERTIFICATE



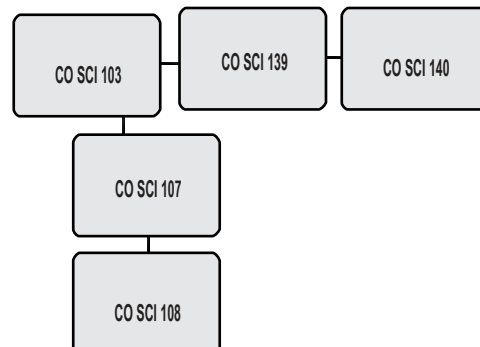
DATABASE DEVELOPER SKILL CERTIFICATE



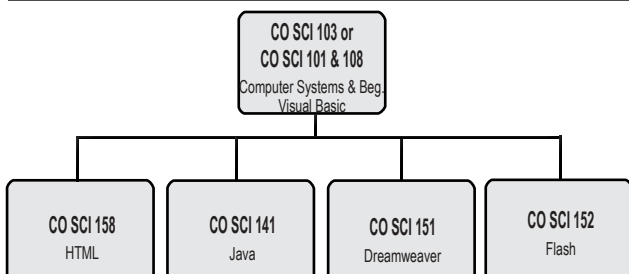
JAVA PROGRAMMING SKILL CERTIFICATE



C++ PROGRAMMING LANGUAGE SKILL CERTIFICATE



WEB CLIENT TECHNOLOGIES SKILL CERTIFICATE



PROGRAMMING LANGUAGES

Certificate

(Program: 070710 State Code: 08225)

This course sequence provides students with comprehensive training in high- demand programming languages and tools such as Visual Basic, C++, Java, Perl, XML, ASP, and others. Students can choose electives from three exciting tracks: Databases, Web Development, and Operating Systems. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

CO SCI 103 or 101 and 108	4-7
CO SCI 104	3
CO SCI 107	3
CO SCI 134	3
CO SCI 136	3
CO SCI 138	3
CO SCI 139 or 141	3
CO SCI 140 or 142	3
CO SCI 186	3
Electives	9
Total	37-40

Acceptable Electives: Databases Track: 3 courses – CO SCI 187, 188, 189, 198, and 199 Web Development Track: 3 courses from CO SCI 144, 155, 156, 158, and 159 Operating Systems Track: 3 courses – CO SCI 167, 168, and 169

DATABASE ADMINISTRATION

Skill Certificate

This course sequence offers state of the art hands-on training in setting up and administering Oracle relational databases and prepares students for the Oracle professional certification in database administration.

CO SCI 186	3
CO SCI 187	3
CO SCI 188	3
CO SCI 189	3
CO SCI 198	3
Total Units	15

DATABASE DEVELOPER

Skill Certificate

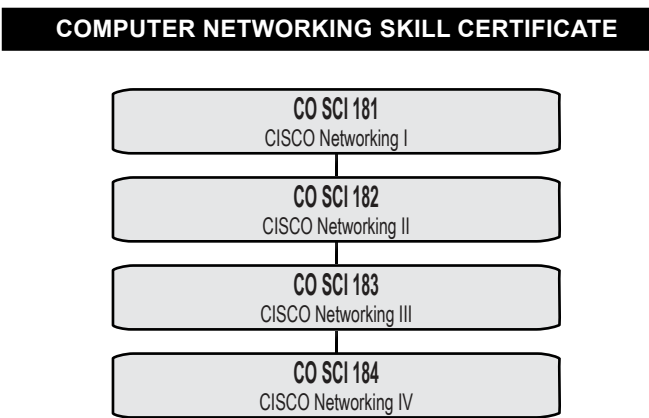
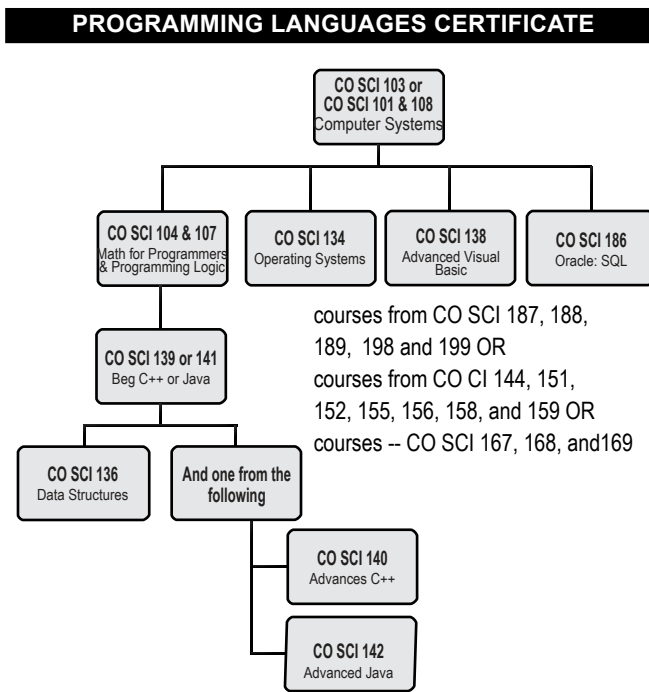
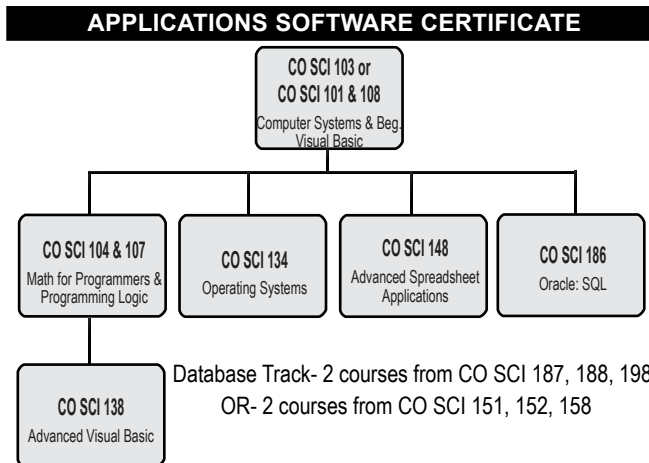
Use Oracle Developer Suite 10g and deploy applications on the Web with Oracle Application Server 10g. The students learn how to build forms and reports and use the web to access them. Students also learn the procedural language PL/SQL for Oracle.

CO SCI 186	3
CO SCI 198	3
CO SCI 199	3
Total Units	9

WEB CLIENT TECHNOLOGIES

Skill Certificate

Program provides training in the use of client-side web technologies for design and



development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, Java Script, Dreamweaver and Flash in web site development.

CO SCI 141	3
CO SCI 151	3
CO SCI 152	3
CO SCI 103	4
CO SCI 158	3
Total Units	16

VBA Application Skill Certificate

This certificate program provides the students with an advanced level of instruction and techniques in Microsoft Visual Basic Applications and Visual Basic programming. Students will learn developing and implementing Macros in Microsoft Excel and Microsoft Access. Students will be able complete this certificate program Online.

CO SCI 103	4
CO SCI 133	3
CO SCI 134	3
CO SCI 138	3
CO SCI 148	3
Total Units	16

COMPUTER TECHNOLOGY

Chair: Roger Wolf

(323) 953-4000 ext. 2810 • JH312

www.lacitycollege.edu/academic/departments/ctel/index.html

PROGRAMS OFFERED

Associate of Science:

Computer Technology

Certificates:

Computer Technology

Program in A+ Certification

Macromedia Software

Operating Systems

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The computer technology curriculum has been developed to provide training in the principles underlying the design of modern computer systems. The program presents theory of computer architecture and design, operation of equipment, and diagnostic programming. Emphasis is placed on essential electronics, design of digital systems used in robotics, automation and industrial control, data processing, and networking. Practical aspects of maintenance, troubleshooting, and integration of digital and analog systems are included.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements"

section. Plan B is not designed for transfer to a four-year college.

3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

DEGREE PROGRAM

COMPUTER TECHNOLOGY

Associate of Science Degree

Career Program

(Program: 093403 State Code: 08229)

First Semester

Computer Technology 1	4
Electronics 2	3
Electronics 4	4
Electronics 10	3

Second Semester

Computer Technology 20	4
Electronics 6	4
Electronics 8	4
Electronics 12	3

Third Semester

Computer Technology 30	4
Computer Technology 36	4

Fourth Semester

Electronics 156	4
Total Units	41

CERTIFICATE PROGRAMS

COMPUTER TECHNOLOGY

Certificate

(Program: 093410 State Code: 21624)

A Computer Technology certificate will be issued by the Mathematics Department upon submittal of an application by the student to the department with the successful completion of the following courses. All students must receive a satisfactory grade or better to meet certificate requirements.

Computer Technology 1	4
Computer Technology 20	4
Computer Technology 30	4
Computer Technology 36	4
Computer Technology 156	4
Electronics 2	3
Electronics 4	4
Electronics 6	4
Electronics 8	4
Electronics 10	3
Electronics 12	3
Total Units	41



PROGRAM IN A+ CERTIFICATION

Skills Certificate

Los Angeles City College offers a program for preparation for the CompTIA

A+ Computer Systems certificate, and industry standard certification for those who work with computer hardware and systems software. Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination. The CompTIA A+ Examination itself is administered outside of Los Angeles City College. The Mathematics Department will issue a completion certificate upon application by the student with the successful completion of the following courses. Students must receive a satisfactory grade or better to meet certificate requirements.

Computer Technology 1	4
Computer Technology 12.....	4
Computer Technology 14.....	4
Electronics 2 or 4 or 6.....	3- 4
Total Units	15-16

Macromedia Software

Skills Certificate 15 units

Operating Systems

Skills Certificate 13 units

COOPERTIVE EDUCATION

Director Juliana Medina

(323) 953-4000 ext. 1522 • AD 205 D

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

See Below

Through Cooperative Education or "CO-OP ED," students may earn college credit for their on-the-job work experience.

CO-OP ED is designed to enhance the student's academic and personal development. Educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment relationships.

To be eligible, students are expected to:

- Attend two (2) 2.5 hour seminars;
- Be enrolled in seven (7) or more units (which may include CO-OP ED units) at LACC during regular Spring and Fall semesters;
- Be currently employed and/or have arranged an internship through an employer; and
- Complete a CO-OP ED application and submit the CO-OP ED agreement, signed by the employer.

For students working in their major or a related field, a maximum of four (4) units may be earned per semester for a total of sixteen (16) units maximum in CO-OP ED. The same CO-OP ED course may be repeated for a maximum of four (4) semesters.

Students may enroll in one (1) section number and a maximum

of four (4) CO-OP ED units per semester.

LACC COOPERATIVE EDUCATION (CO-OP ED) COURSES
Vocational Disciplines Offering Co-op Ed Experience

Note: Students in the following declared majors may enroll under the

following disciplines: Business, Cinema, CAOT, Music, Television

Non-Vocational Disciplines Listed for Cooperative Education

Note: In accordance with the State Chancellors' guidelines, students may enroll in general Co-op Ed courses under the state approved top code.

DENTAL TECHNOLOGY

Chair: Dana Cohen

(323) 953-4000 ext. 2502 • SCI 325

<http://dental.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Science:

Dental Technology

Certificate:

Dental Technology

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

Dental Technology (often referred to as Dental Laboratory Technology) is a career in the design and manufacturing of dental prosthetic devices (dentures, partial dentures, crowns and bridges) and orthodontic devices (both passive and active retainers). Dental Technicians and technologists usually work in a commercial dental laboratory which is separate from the dental practice. Salary is based upon knowledge level, experience and speed of manufacture among other aspects. Dental technicians receive dental impressions and prescriptions (work authorizations) from the dentist, apply their expertise and return the prescribed appliance to the dentist for placement in the patient's mouth. Entrance into the Dental Technology Program

All candidates for the Dental Technology Program must have a high school diploma or G.E.D. Getting selected into the LACC Dental Technology Program is a two part process. First the candidate must enroll in DT 100 "Introduction to Dental laboratory", DT 101 "Elements of Dental Technology" and DT 102 "Dental Anatomy and Terminology". Candidates for the Dental Technology Program must complete these (3) three courses with a grade of "C" or better.

Students that receive a D, F, W, or Incomplete grade will not be considered for entrance into the Dental Technology Program. The second part of the process is to take the Dental Technology Dexterity Exam that will be given on the 10th class meeting of the DT 100 course. This exam is not a pass/fail exam and there is no way to study for it. The Dexterity Exam gives the selection committee an accurate indication of hand/eye coordination and three-dimensional ability of each candidate. These qualities are necessary for a dental



technologist to have. The candidates are ranked according to their individual results with all of the other dental technology candidates. The top 18 candidates out of the testing cohort are invited to enter the Dental Technology Program.

If a candidate is not selected into the Dental Technology Program, the candidate may request to take the Dental Technology Dexterity Exam when it is given in the next testing cohort.

The Associate of Science Degree Program and the Certificate Program are identical from a course sequence standpoint. The only difference is the general education requirements taken outside of the Dental Technology Department.

DEGREE PROGRAM

DENTAL TECHNOLOGY

Associate of Science Degree

Career Program

(Program: 124030 State Code: 02748)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technician in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. Students selected for each new group are admitted into the program based upon their successful completion of DT 100, 101 and 102. A dexterity exam score administered during the DT 100 course; evaluation of the student's level of commitment and determination and the ability to follow directions. All candidates for the Dental Technology program must have a high school diploma or G.E.D.

Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technician Exam given by the National Board for Certification of Dental Technicians.

Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.

PREREQUISITE

Dental Technology 100.....	2
Dental Technology 101.....	2
Dental Technology 102.....	3

First Semester

Dental Technology 103.....	5
Dental Technology 109.....	4
Intercession	
Dental Technology 106.....	3.5

Second Semester

Dental Technology 105.....	2
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Dental Technology 111	5
Dental Technology 112	3
Intercession	
Dental Technology 204.....	3

Third Semester

Dental Technology 203.....	2
Dental Technology 205 or 206	10

Intercession

Dental Technology 108.....	3
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Fourth Semester

Dental Technology 207 or 208	10
Dental Technology 202.....	2

Total Units	59.5
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To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences
	(including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAM

DENTAL TECHNOLOGY

Certificate

(Program: 124030 State Code: 21626)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technician in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. Students selected for each new group are admitted into the program based upon their successful completion of DT 100 course; their dexterity exam score administered during the DT 100, 101 and 102; evaluation of the student's level of commitment and determination and the ability to follow directions. All candidates for the Dental Technology Program must have a high school diploma or G.E.D.

Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate



Certified Dental Technician Exam given by the National Board for Certification of Dental Technicians.

A certificate in Dental Technology will be issued by the Dental Technology Department upon successful completion of all Dental Technology courses. Courses in the Dental Technology Certificate program are the following: Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.

PREREQUISITE

Dental Technology 100.....	2
Dental Technology 101.....	2
Dental Technology 102.....	3

First Semester

Dental Technology 103.....	5
Dental Technology 109.....	4

Intercession

Dental Technology 106.....	3.5
----------------------------	-----

Second Semester

Dental Technology 105.....	2
Dental Technology 111.....	5
Dental Technology 112.....	3

Intercession

Dental Technology 204.....	3
Third Semester	
Dental Technology 203.....	2
Dental Technology 205 OR 206.....	10

Intercession

Dental Technology 108.....	3
----------------------------	---

Fourth Semester

Dental Technology 207 or 208.....	10
Dental Technology 202.....	2

Total Units..... 59.5.

Earth Sciences

Chair: Michael Farrell
(323) 953-4000 EXT. 2600 • SCI 324B

Department of Chemistry and Earth Sciences
www.lacitycollege.edu/academic/department/chemistry/chemweb

PROGRAMS OFFERED

Courses Only - No Degree/Certificate
Earth Science Geography
Geology Oceanography

ELECTRONICS

Chair: Roger Wolf
(323) 953-4000 ext. 2810 • JH 312

www.lacitycollege.edu/academic/departments/ctel/index.html

PROGRAMS OFFERED

Associate of Science:
Electronic Systems Technology

Certificate:
Basic Electronics
Electronic Systems Technology

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

If you are interested in how things work, our Electronics programs will prepare you for entry-level positions related to computer hardware and electronics. Opportunities include: computer repair, manufacture, installation and design; manufacturing and/or repairing electronic equipment including transmission devices used by electronic utilities; machinery controls; telecommunications; wiring in buildings, automobiles, aircraft, robotics, printed circuit development; and more. Students completing one of the certificate programs can expect to enter high paying positions in the computer/electronics industries. With more experience and/ or a Bachelor's degree or advance trade certification (e.g. Electricians), entry-level technicians can advance in position and salary.

Our strength is our instructors and hands-on training. With years of realworld experience, our instructors bring quality instruction into the classroom that cannot be found in textbooks. Our smaller class size allows our instructors to give extra attention to the individual needs of each student. And, hands-on experience gives students the skills and confidence to be successful in the workforce.

DEGREE PROGRAM

ELECTRONIC SYSTEMS TECHNOLOGY

Associate in Science Degree
Career Program
(Program: 093401 State Code: 02733)

This curriculum provides for the study of the technical aspects of applied electronics and is designed for persons seeking employment as an electronic technician, electronic service technician, communications technician, customer engineer, radiologic electronics specialist, electronic test technician, electronic research and development technician, or electronics equipment representative.

Successful completion of this curriculum will equip the graduate with sufficient mathematics and theory to enter employment and achieve advancement in a variety of job titles. Laboratory and practical courses



develop skills that are immediately useful to prospective employers and, as well, provide a foundation for more advanced skills which can be developed with a minimum of on-the-job training.

First Semester

Computer Technology 1	4
Electronics 2	3
Electronics 4*	4
Electronics 10*	3

Second Semester

Electronics 6*	4
Electronics 8	4
Electronics 12*	3
Computer Technology 20	4

Third Semester

Electronics 20	4
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Fourth Semester

Electronics 155	4
Total Units	37

* All majors are expected to take Electronics 4 and 10 during one semester. Students are urged to obtain assistance from department faculty in planning their programs.

Suggested Electives: Computer Technology 36, Physics 11

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units	English Composition
3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAMS

BASIC ELECTRONICS

Certificate

(Program:093400 State Code: 08228)

A certificate in Basic Electronics will be issued by the Mathematics Department upon submittal of an application by the student to the department and the successful completion of the following courses.

All students must receive a satisfactory grade or better to meet certificate requirements.

Computer Technology 1	4
Computer Technology 12	4
Computer Technology 20	4
Electronics 4	4
Electronics 6	4
Electronics 8	4
Electronics 10	3
Electronics 12	3
Total Units	30

Recommended Electives: Electronics 81, 83, and 87

ELECTRONIC SYSTEMS

TECHNOLOGY Certificate

(Program: 093401 State Code: 21622)

A certificate in Electronic System Technology will be issued by the Mathematics Department upon submittal of an application by the student to the department and the successful completion of the following courses.

All students must receive a satisfactory grade or better to meet certificate requirements.

Computer Technology 1	4
Computer Technology 20	4
Electronics 2	3
Electronics 4	4
Electronics 6	4
Electronics 8	4
Electronics 10	3
Electronics 12	3
Electronics 20	4
Electronics 155	4
Total Units	37

ENGINEERING

Chair: Dr. Jayesh Bhakta

(323) 953-4000 ext. 2923 • SCI 222D

www.lacitycollege.edu/academic/departments/physics/

PROGRAMS OFFERED

Associate of Science:

Engineering

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The art and science of engineering bridges the gap between ideas and their realization. Meeting an engineering challenge requires technical expertise, skill in organizing and leading people, sound financial management, ability to handle legal issues, and the character to maintain high ethical standards. Hence an education in engineering provides one with a powerful mixture of technical expertise, creativity, people skills, and knowledge of real-world business issues. Such a set of skills is in high demand in the



modern economy and are transferable. LACC offers a full range of math, physics, and engineering courses for you to gain an associate degree or to allow you to meet your lower division requirements for transfer. In addition to courses, we offer an advisor program where you can be assigned a faculty member who will assist you with matters that relate to your academic progress. We also have an engineering club that allows students to gain experience in working on a team on an engineering project.

DEGREE PROGRAM

ENGINEERING

Associate of Science Degree

Transfer Program

The following classes are required to earn an Associate of Science degree in Engineering from Los Angeles City College. In addition to earning an A.S. degree, taking these courses will prepare the student for transfer to a four year college or university to pursue further studies in the engineering field.

For Electrical Engineering Majors or Computer Engineering Majors:

General Engineering 101.....	2
Math 261 (First semester Calculus).....	5
Physics 101	5
Chemistry 101	5
General Engineering 131.....	3
Math 262.....	5
Physics 102	5
Math 263.....	5
Physics 103	5
Electrical Engineering 220.....	4
Math 275.....	3
Total Units	47

For Mechanical Engineering Majors or Civil Engineering Majors:

General Engineering 101.....	2
Math 261.....	5
Physics 101	5
Chemistry 101	5
General Engineering 131.....	3
Math 262.....	5
Physics 102	5
CO SCI 139 or 140	3
General Engineering 151.....	3
Math 263.....	5
Physics 103	5
General Engineering 241.....	3
Math 275.....	3
Electrical Engineering 220.....	4
Total Units	56

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific

requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
9 Units.....	Social/Behavioral Sciences
.....	(including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

ENGLISH & ESL

Chair : Dr. Bernadette Tchen

(323) 953-4000 ext. 2700 • JH300A

<http://www.lacitycollege.edu/academic/departments/eng/esl/index.html>

PROGRAMS OFFERED

Associate of Arts:

English

Other Courses:

Linguistics

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The department offers extensive English and ESL courses. The courses are offered from basic skills English courses, ESL courses, and they extend to our transfer level. 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. Our ESL programs offer courses to assist students to improve their ability to write, read, and listen/speak English.

DEGREE PROGRAM

ENGLISH

Associate of Arts Degree

Transfer Program

(Program: 150100 State Code: 02751)

An Associate of Arts Degree in English requires a minimum of 18 units in the major in addition to the Plan A General Education requirements. 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, 9 to 12 of the required 18 units must be satisfied by taking English 102 (if not used to fulfill general education requirements), 203, 205, and 206.

Students who transfer as English majors must realize that the requirements vary from institution to institution.



The requirements for additional English and foreign language classes vary from school to school. Students should consult with a counselor to make sure they have the most complete and up-to-date information. Please refer to www.assist.org for most recent major preparation requirements of CSU and UC systems

REQUIRED

English 102.....	3
English 203.....	3
English 205.....	3
English 206.....	3
Total Required Units	9-12

In addition to the courses listed above, students will fulfill the balance (6-9 units) of their required 18 units for their Associate of Arts Degree in English from the following courses:

ADDITIONAL

English 127	3
English 204	3
English 208	3
English 211.....	3
English 212	3
English 214	3
English 215	3
English 216	3
English 218	3
English 239	3
English 240	3
English 252	3
English 253	3
English 255	3
English 270	3
Total Additional Units	6-9

Total Units Required for the Associate of Arts Degree in English.....	18
(if Foreign Language Level III is chosen.....)	20)

Note: English majors are also advised to take English 103 to fulfill a general education requirement, but this course would not apply toward major requirements.

Students who transfer as English majors must realize that requirements for additional English and foreign language classes vary from school to school. Students should consult with a counselor to make sure they have the most complete and up-to-date information. To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution.

lease consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking

3 Units.....	Natural Sciences
3 Units.....	Humanities
9 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

FOREIGN LANGUAGES

Chair: Eiko Kitajima Chatel

(323) 953-4000 ext. 2737 JH 111G

www.lacitycollege.edu/academic/departments/forlang/index.html

PROGRAMS OFFERED

Associate of Arts:

- Chinese
- French
- Japanese
- Korean
- Spanish

Skill Certificates:

- Korean Language & Civilization: Intermediate Level
- Korean Language & Civilization: Advanced Level
- Spanish Language & Civilization: Elementary Level

Other Courses:

- American Sign Language
- Arabic Armenian Russian

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

LACC is literally where worlds come together, situated between Little Armenia, Korea Town, Hollywood and Central and South American neighborhoods. This makes the college a particularly wonderful setting for learning a new language or mastering the language of your parents or grandparents. Understanding a foreign language can: Increase your understanding of other cultures and/or your own; enrich your travel experiences abroad; and open career opportunities. Language skills are prized by employers, especially in teaching, translating, social work, foreign service, international relations, trade and any other occupations catering to multi-cultural and international audiences.

DEGREE PROGRAMS

FOREIGN LANGUAGES

Associate of Arts Degree

Transfer Program

CHINESE

(Program: 110700 State Code: 02745)

Eighteen or more units of classes chosen from below.

Must include Chinese 4 with a satisfactory grade or better.



Chinese 1	5
Chinese 2	5
Chinese 3	5
Chinese 4	5
Chinese 10 (same as Humanities 41)	3
Total Required Units	23

FRENCH

(Program: 110200 State Code: 02741)

Eighteen or more units of classes chosen from below. Must include French 4 with a satisfactory grade or better.

French 1	5
French 2	5
French 3	5
French 4	5
French 8	2
French 10 (same as Humanities 42)	3
Total Required Units	25

JAPANESE

(Program: 110800 State Code: 02746)

Eighteen or more units of classes chosen from below. Must include Japanese 4 with a satisfactory grade or better.

Japanese 1	5
Japanese 2	5
Japanese 3	5
Japanese 4	5
Japanese 8	2
Humanities 20 (same as Japanese 9)	3
Total Required Units	25

KOREAN

(Program: 111731 State Code: 18809)

Eighteen or more units of classes chosen from below. Must include Korean 4 and Korean 8 with a satisfactory grade or better.

Korean 1	5
Korean 2	5
Korean 3	5
Korean 4	5
Korean 8	2
Humanities 45 (same as Korean 10)	3
Total Required Units	25

SPANISH

(Program: 110500 State Code: 02744)

Eighteen or more units of classes chosen from below. Must include Spanish 4, Spanish 9 and 10 with a satisfactory grade or better.

Core:

Spanish 1	5
Spanish 2	5

Spanish 3	5
Spanish 4	5
Spanish 8	2
Spanish 9 (same as Humanities 47)	3
Spanish 10 (same as Humanities 48)	3
Spanish 11	3
Total Required Units	31

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units	Natural Sciences

3 Units	Humanities
9 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

Spanish Language & Civilization: Elementary Level Skills Certificate

In Elementary Spanish, students learn pronunciation, study basic grammar, gain practical vocabulary and practice with useful phrases in Spanish. As students progress into Spanish 2, they read elementary texts and expand their ability to speak Spanish. In addition, students acquire basic facts about the geography, customs and cultures of the Spanish-speaking world.

A skills certificate will be issued by the Foreign Languages and Humanities department upon successful completion of the courses listed below and by submitting an application to the Department. All course work must be completed at LACC with a satisfactory grade of "C" or better. The certificate provides students with a benchmark of accomplishment in their study of Spanish. It also serves as a marker for acquired knowledge in the histories and civilizations of Spain or Spanish America. Graduates of the program could become mentors for the elementary levels of study of Spanish depending on their level of success.

Required:

Spanish 1	5
Spanish 2	5
Spanish 8	2
Spanish 9/Humanities 47 OR	
Spanish 10/Humanities 48	3
Total Units	15

Spanish Language & Civilization: Intermediate Level Skills Certificate



In Intermediate Spanish, students learn new verb tenses and vocabulary, and acquire the skills to communicate with sophisticated sentence structure. Students read and discuss texts by Spanish and Latin American authors, and write essays summarizing content to reflect comprehension.

A skills certificate will be issued by the Foreign Languages and Humanities department upon successful completion of the courses listed below and by submitting an application to the Department. All course work must be completed at LACC with a satisfactory grade of "C" or better. The certificate provides students with a benchmark of accomplishment in their study of Spanish. It also serves as a marker for acquired knowledge in the histories and civilizations of Spain or Spanish America. Graduates of the program could become mentors for the elementary levels of study of Spanish depending on their level of success.

Required:

Spanish 3	5
Spanish 4	5
Spanish 8.....	2
Spanish 9/Humanities 47 OR	
Spanish 10/Humanities 48.....	3
Total Units	15

Korean Language & Civilization Skill Certificate:

Intermediate Level

A certificate will be issued by the Foreign Language & Humanities Department upon successful completion of the following courses and submitting an application to the department. All course work must be completed at LACC with a satisfactory grade of C or better.

Korean 1	5
Korean 2.....	5
Korean 8.....	2
Or Humanities 45 (same as Korean 10)	3
Total Units	15

Korean Language & Civilization Skill Certificate:

Advanced Level

A certificate will be issued by the Foreign Language & Humanities Department upon successful completion of the following courses and submitting an application to the department. All course work must be completed at LACC with a satisfactory grade of C or better.

Korean 3	5
Korean 4	5
Korean 8.....	2
Or Humanities 45 (same as Korean 10)	3
Total Units	15

HEALTH

Chair: Daniel Cowgill

(323) 953-4000 ext. 2660 • MG104

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

HUMANITIES

Chair: Eiko Kitajima Chatel

(323) 953-4000 ext. 2737 • JH 111G

www.lacitycollege.edu/academic/departments/forlang/index.html

PROGRAMS OFFERED

Associate of Arts:

Humanities

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

DEGREE PROGRAM

HUMANITIES

Associate of Arts Degree

Transfer Program

(Program: 490300 State Code: 02767)

The following curriculum is an interdisciplinary studies sequence that brings together art, music, history, literature, and cultural studies. It provides a strong foundation for a wide range of undergraduate majors, including the arts, literature, history, world cultures as well as ethnic and gender studies.

A minimum of 18 units of Arts and Humanities is required for the Humanities major Associate Degree. Requirements for the major are to be chosen from the Plan A Graduation requirements under the Humanities section.

HUMANITIES - ARTS: 3 units from any of the following:

African American Studies, Architecture, Art, Asian American Studies,

Chicano Studies, Cinema, Music, Photography, Theater

HUMANITIES - LITERATURE: 3 units from any of the following

African American Studies, English

HUMANITIES - 3-5 units from any of the following

FOREIGN LANGUAGE:

All courses in Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish and American Sign Language

HUMANITIES - HUMANITIES: 6 units from any of the following

Humanities 6, 8, 20, 30, 31, 45, 47, 61, 63,

Elective Units: Choose from any course listed under any section to bring total to a minimum of 18 units

Total Units **18-20**

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements"



section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
9 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

JOURNALISM

Chair: Daniel Marlos
 (323) 953-4000 ext. 2835
 Chemistry Basement

PROGRAMS OFFERED

Associate of Arts:
 Journalism

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The journalism curriculum is an open-ended program that is arranged so the graduate is prepared to work in either the field or, with additional course work, to transfer to a four-year college or university. Journalism majors are offered courses designed to train them in desktop publishing skills and for editorial, and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs. The employment records of hundreds of graduates show the California Publishers Association approval of courses offered here.

DEGREE PROGRAMS

JOURNALISM

Associate of Arts Degree
Transfer/Career Program

The curriculum is outlined below. Although the order and semester in which courses are taken may have to be modified to meet individual needs, all first semester journalism majors should enroll for every course listed below under First Semester. Courses listed are needed for the Associate of Arts Degree with a major in journalism. The candidate for graduation in this curriculum must have at least a "C" grade point average in the journalism courses taken.

JOURNALISM

Associate of Arts Degree
Transfer Program

First Semester

Journalism 101**	3
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Journalism 105	3
Photography 10	3

Second Semester

Journalism 217	2
Journalism 218	3
Journalism 219	1
Photography 7	3
Photography 20	4

Total Units **22**

** Required of first semester majors unless waived by Department Chair. Suggested Electives to meet additional 6 units in general education requirements: English 102; Journalism 217; Journalism 218 (repeated); Photography 15, 34 or 46, Art 101, Political Science 2, Political Science 7, Law 3, History 12 or History 13. Additional Electives: Cinema 3 or Cinema 4, Journalism 185, Journalism 285 Photography 107 and 207.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog

"Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units	English Composition
6-9 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
9 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

JOURNALISM

Associate of Arts Degree
Career Program

(Program: 060200 State Code: 02728)

Journalism majors also are required to work three semesters on the campus newspaper, the Collegian. Scholarships, from the Greater Los Angeles Press Club, are available for journalism majors.

First Semester

Journalism 101*	3
Journalism 105	3
Photography 10	3

Second Semester

Journalism 217	2
Journalism 218	3
Journalism 219	1
Photography 7	3
Photography 20	4
Library Science 101	1
Photo 46	3

Third Semester

Journalism 217	2
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Journalism 218	3
Journalism 219	1
Please choose 9 units from the following electives:	9
Journalism 185 (1)	
Journalism 285 (2)	
Photography 001 (6)	
Photography 17 (3)	
Administration of Justice 1 (3)	
Fourth Semester	
Journalism 217	2
Journalism 218	3
Journalism 219	1
Please choose 9 units from the following electives:	9
Photography 50	(3)
Photo 46	(3)
Photo 34	(3)
Photo 28	(1)
Administration of Justice 2 (3)	
Total Units	60

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.
 PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.
 3 Units.....English Composition
 3 Units.....Communication/Analytical Thinking
 3 Units.....Natural Sciences
 3 Units.....Humanities
 3 Units.....Social/Behavioral Sciences
 (including American History & Governments)
 3-4 UnitsHealth/Physical Education
 3-5 Units Math Competency

LAW

Chair and Paralegal Program Director:

Wilhelm I. Vargas, Attorney at Law
 (323) 953-4000 ext. 2754• HH200 F

www.lacitycollege.edu/academic/departments/law/introparalegalstudies

PROGRAMS OFFERED

Associate in Arts:
 Paralegal Studies

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The Paralegal Studies Program is approved by the American Bar Association. It is offered by the Law Department to students who are interested in working in the legal field. Paralegals assist attorneys in providing legal services in civil and criminal matters. Paralegal training is also valuable to persons seeking employment in fields

such as real estate, insurance, banking, or brokerage. According to the latest statistics from the Bureau of Labor Statistics, the job outlook for paralegals is projected to grow faster than the average for all occupations through 2012. Despite projections of fast employment growth, competition for these jobs is rigorous and only the highly-skilled, formally-trained paralegals have excellent employment potential. The paralegal program is designed to provide students with high quality paralegal training, and on-the-job experience through internships. The paralegal program is flexible and accommodates day, evening, and weekend students.

DEGREE PROGRAMS

PARALEGAL STUDIES

Associate in Arts Degree

Career Program

(Program: 140200 State Code: 02750)

According to California Business and Professions Code section 6450, "Paralegal" means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Paralegals may not provide legal services directly to the public, except as permitted by law.

Employment growth for paralegals stems from law firms increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. In the future, the majority of job openings for paralegals will be new jobs created by employment growth. While the program cannot guarantee employment, every effort will be made to assist students in finding law-related positions.

All paralegal students are welcome to join the on-campus student club, the Legal Association. All paralegal students are also encouraged to be active in the Los Angeles Paralegal Association. Los Angeles City College is a member of the American Association for Paralegal Education (AAFPE).

In order to graduate from the Paralegal Program, a student must meet the requirements

to receive an Associate in Arts Degree in Paralegal Studies. The Associates in Arts Degree in Paralegal Studies consists of classes totaling 60 semester units:

1. A minimum of 42 semester Units of required classes, 18 of which are designated as "Legal Specialty - Required" courses. A Legal Specialty course is a course that (1) covers substantive law or legal procedures or process, (2) has been developed for paralegals, and (3) emphasizes practical paralegal skills. The student must complete all Legal Specialty courses (6 courses) at Los Angeles City College. Students considering transferring law/paralegal credits from another college should consult with the Paralegal Program Director.

2. A minimum of 18 semester units of General Education (Plan B).
 Competency Requirements:



The following courses are approved to meet the competency for the Associate Degree for all students entering beginning Fall 2009.

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 in another college.

B. Mathematics

1. Competence in Mathematics shall be demonstrated by achieving a grade of "C" or better in Math 125 or Math 124A and Math 124B or higher or its equivalent at another college.

A student who has earned an A.A. degree or higher from an accredited post-secondary institution, must have their transcripts evaluated to determine if some or all of their general education course work meets the requirements for an A.A. Degree in Paralegal Studies at Los Angeles City College.

The following is a list of the 42 semester units of required classes. The courses are arranged in a suggested, not mandatory, course sequence.

First Semester

CAOT 84 - Keyboarding Operations	3
Speech 101 - Oral Communication I	3
Law 10 - Introduction to Legal Assistant I	3
Library Science 101 - Library Research Methods	1

Second Semester

Law 1 - Business Law I	3
Law 11 - Introduction to Legal Assistant II	3
Law 12 - Tort Law and Claims Investigation	3
Law 51 - Legal Research for Paralegals	3

Third Semester

Law 2 - Business Law II	3
Law 17 - Legal Writing	3
CAOT 93 - Legal Document Production	2
Paralegal Electives (see list below)	3

Fourth Semester

Law 4 - Directed Field Work in Legal Assisting	3
Law 19 - Real Property	3
Paralegal Electives (see list below)	3
Total Units	42

Paralegal General Electives:

- Law 3, Civil Rights and the Law
- Law 13, Wills Trusts, and Probate Administration
- Law 18, Marriage and Family Law
- Law 33, Law and the Media
- Law 35, Immigration Law
- Law 37, Bankruptcy
- Law 38, Criminal Law

In fulfilling their General Education requirements, the student must satisfy all the requirements of Plan B for completion of an Associate of Arts Degree. Plan B is not a program designed for transfer to a four-year college. For assistance in understanding the Plan B requirements, please consult with a Counselor in the Counseling Department. For Plan B, the paralegal student must select and successfully complete a minimum of eighteen (18) semester units in General Education in each of the following areas:

- A. Natural Sciences - Minimum three (3) semester units
- B. Social and Behavioral Sciences - Minimum three (3) semester units

- C. Humanities - Minimum three (3) semester units
 - D. Language and Rationality - Minimum six (6) semester units
 - E. Health and Physical Education - Minimum three (3) semester units.
- All course work must be completed with a grade of "C" or higher. The Paralegal Program at Los Angeles City College may accept general education classes and non-paralegal specific classes as transferable credits. The transferred credits must have been earned at a regionally-accredited post-secondary institution. All acceptable transferred credits will count toward the student's grade point average for graduation. The student must meet all applicable graduation requirements existing at the time of enrollment into the Paralegal Program.

LEARNING SKILLS

Chair: Maryanne Des Vignes

(323) 953-4000 ext. 2770 • Life Sciences Building Second Floor

www.lacitycollege.edu/resource/learningskills/index.html

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

LIBERAL ARTS

See a Counselor for Info.

Interdisciplinary Program

PROGRAMS OFFERED

Associate of Arts:

Liberal Arts AA Degree

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

DEGREE PROGRAM

LIBERAL ARTS

Associate in Arts Degree & Transfer Major

Transfer Program

The Liberal Arts degree is 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. This degree provides a well- rounded academic education in the liberal arts and sciences.

The Liberal Arts degree consists of the following: 1) general education re- quirements, 2) 18 units in an area of emphasis, and 3) electives, for a total of 60 units.

- Select one of the three options to meet general education requirements:

- Option 1. Los Angeles City College Plan A General Education (30 units min.).
- Option 2. CSU GE Breadth Certification (39 units min.). Option 2 must include a health course (CSU GE - Area E). Option 2 must also include



Option 3. one physical education/dance activity course. IGETC Certification (37 units min.). Option 3 must include American Institutions/Government requirement. Option 3 must also include a health and physical education/dance activity course.

- Choose an Area of Emphasis (18 units min.)
- Complete electives for the required 60 total units for the AA degree

Areas of Emphasis

Social and Behavioral Sciences

(Program: 490100 State Code: 19845)

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.

African American Studies 4, 5, 7; **Anthropology** 102, 103 **Business** 1; **Chicano Studies** 7, 8; **Child Development** 1; **Economics** 1, 2; **Geography** 2; **History** 1, 2, 3, 4, 11, 12, 13, 59, 81, 82, 86, 87; **Journalism** 105; **Law** 3; **Linguistics** 2; **Political Science** 1, 2, 7; **Psychology** 1, 13; **Sociology** 1, 2, 11; **Speech** 122

Total Units 18

Natural Sciences and Mathematics

(Program: 490200 State Code: 19844)

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.

Anatomy 1
 Anthropology 101, 111
 Astronomy 1, 5, 11
 Biology 3, 6, 7, 25
 Chemistry 60 or 68, 101, 101, 102, 211, 212, 221
 Earth Science 1
 Geography 1, 15
 Geology 1, 6
 Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275
 Microbiology 1, 20
 Oceanography 1
 Physical Science 1, 14
 Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
 Physiology 1
 Psychology 2

Total Units 18

Arts and Humanities

(Program: 490310 State Code: 19843)

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.

African American Studies 20, 21, 60 (Music 135)
 American Sign Language 40
 Art 101, 102, 103, 105, 107, (Chicano Studies 52), 109, 111, 201, 209, 501
 Chicano Studies 44, 52 (Art 107)
 Cinema 3, 4
 Dance 805
 English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 221, 239, 240, 252, 253, 255, 270
 Foreign Language courses including American Sign Language
 Humanities 6, 8, 19, 20, 30, 31, 41 (Chinese 10), 42 (French 10), 44 (Italian 10), 45 (Korean 10), 47 (Spanish 9), 48, (Spanish 10), 61, 63
 Music 101, 111, 121, 122, 133, 135 (African American Studies 60)
 Philosophy 1, 2, 12, 14, 19, 20, 30, 32, 35, 40, 41
 Photography 10, 17, 34
 Speech 130
 Theater 100, 110, 140

Total Units 18

Performing and Visual Arts

(Program: 490105 State Code: 30211)

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.

A minimum of 18 units from the following 4 of the 6 disciplines below:

Choose a total of 12 units from 2 of the disciplines and the remaining 6 units from 2 of the other disciplines: Art, Cinema/TV, Dance, Music, Photography, and Theater.

Art 201, 501
 Cinema 2
 Dance Studies 185, 301 or 302 or 303 or 304
 Dance Techniques 241 or 242 or 243 or 244, 141 or 141 or 143 or 144, 111 or 112 or 113 or 114, 121 or 122 or 123 or 124
 Dance Specialties 311, 321, 331
 Music 185, or 311 or 400 or 601 or or 621, and 501
 Photography 1, 7, 10, 46, 107
 Theater 200, 271, 225, 240, 300, 311, 313, 314, 315, 325, 336, 338, 416, 417



Choose one of the following courses for the Arts and Humanities General Education Area: Art 101, 102, 103, 105, 107, 109; Cinema 3, 4; Dance Studies 805; Music 111, 121, 122, 133, 135; Photography 34; Theater 110, 400

Total Units 18

LIBRARY SCIENCE

Chair: Barbara Vasquez

(323) 953-4000 ext. 2407 • LIB114

<http://library.lacitycollege.edu>

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

The Library department is designed to help students succeed in their college classes. The course gives students confidence in doing research using standard library resources as well as the Internet.

MATHEMATICS

Chair: Roger Wolf

(323) 953-4000 ext. 2810 • JH 312

www.lacitycollege.edu/academic/departments/math/mathdept/index.html

PROGRAMS OFFERED

Associate of Science:

Mathematics

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

Mathematicians and their models put people and machines in space, make millionaires out of investors, and even propel video gaming technology to new levels of excitement. Mathematicians are active in just about every professional area you can think of and are typically in-demand and high earners. Here are just a few of the places you'll find them: Computer Animation; Virtual Environments; Digital Special Effects in Movies; Space Research; Mathematical Evolution and Modeling; Engineering; Software Development & Computer Technology; Electronics; Business (Financial Models, Trend Analysis, etc); Military & Security Occupations; Oil Exploration; and Teaching. The LACC Mathematics Department offers classes from Pre-Algebra to Advanced Calculus and Differential Equations. Our students successfully transfer to prestigious university programs including Cal State Universities, UCLA, UC Berkley and other UCs, USC and CalTech to name a few. And, LACC's math team has consistently placed in the top 5 out of nearly 200 colleges in the National American Mathematics Association of Two Year Colleges Competition in recent years.

Placement Information

High school courses are not accepted as equivalent to college courses. Every new incoming student will be required to take the math assessment unless he/she has satisfied the prerequisite by a college level course or a comparable assessment process from another college. (This

placement must not be based on high school transcripts.) The result of the assesment is valid for one year.

Students placing above Math 125, please note: If the placement information given to you does not fit your circumstances, see Math Department for more detailed evaluation.

DEGREE PROGRAM

MATHEMATICS

Associate of Science Degree

Transfer Program

(Program: 170100 State Code: 02754)

The curriculum shown below is designed to guide students in the Mathematics major and to encourage students to start courses in this major early in their college career. By completing this curriculum, students will be ready to compete in this major with other students at a four-year college or university. Whether or not students elect to receive the Associate of Science degree, the courses listed below are those that will prepare them to enter their transfer institutions fully prepared to pursue the Mathematics major.

First Semester

Mathematics 2615

Second Semester

Mathematics 2625

Mathematics 2703

Third Semester

Mathematics 2635

Fourth Semester

Mathematics 2753

Total Units21

Depending on your preparation, you may need additional prerequisite courses before entering this program.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog

"Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition

6-9 Units Communication/Analytical Thinking

3 Units Natural Sciences

3 Units Humanities

9 Units Social/Behavioral Sciences

(including American History & Governments)

3-4 Units Health/Physical Education

3-5 Units Math Competency

MUSIC



Chair: Christine Park
(323) 953-4000 ext. 2880 • CH110

<http://music.lacitycollege.edu>

PROGRAMS OFFERED

Music

Associate of Arts:

Associate of Arts Transfer

Certificates/Skill Certificates:

Instrumental Performer:

Brass	(Level 1 - 4)
Guitar	(Level 1 - 4)
Percussion	(Level 1 - 4)
Strings	(Level 1 - 4)
Woodwinds	(Level 1 - 4)
Music Copyist	(Level 1 - 4)
Music Technology	(Level 1 - 4)
Orchestrator/Arranger	(Level 1 - 4)
Vocal Performer	(Level 1 - 4)

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The LACC Music Department offers the highest quality music courses, designed for students seeking a variety of educational goals, including General Education; Certificate Programs that provide the knowledge, expertise and skills needed to obtain a job in the music industry; and the Associate of Arts (AA) Degree program, designed for students planning to transfer to four-year universities.

Our faculty members are dedicated teachers who are active in the music industry as arrangers, copyists, composers, theorists, sound engineers and performers who play and sing regularly as soloists and with professional ensembles.

Students have a variety of performance opportunities, giving public concerts in Commercial and Classical Voice, Piano and Chamber Ensemble, Choir, Orchestra, Percussion Ensemble, Guitar Ensemble and our famous Studio Jazz Band. In addition to being performers, music majors enter such fields as Recording Industry (Producing, Engineering, Arranging); Television and Radio (Program Director, Music Licensing); Music Technology (Sound Editor); Composing (Commercial Jingles, TV/Film); Conducting; Music Business (Music Distributor, Marketing); Music Education; Music Librarian; Music Publishing (Music Editor, Copyrights); Music Therapy; Music Communications (Publisher, Reporter); Instrument Making and Repair and more.

DEGREE PROGRAM

MUSIC

Associate of Arts Degree

Transfer/Career Program

(Program: 100400 State Code: 02736)

Changes to the Music Theory Sequence

The Music Theory sequence now consists of the following courses:

- Semester 1: MUS 200 (Introduction to Music Theory)
- Semester 2: MUS 201 (Harmony I) and MUS 217-2 (Musicianship 2)
- Semester 3: MUS 202 (Harmony II) and MUS 218-2 (Musicianship 3)
- Semester 4: MUS 203 (Harmony III) and MUS 219-2 Musicianship 4)

Note that the Musicianship classes (MUS 211, 212 and 213) have been renamed:

- MUS 211 (2 units) is now MUS 217-2 (1 unit)
- MUS 212 (2 units) is now MUS 218-2 (1 unit)
- MUS 213 (2 units) is now MUS 219-2 (1 unit)

Also note that Keyboard Harmony (Music 300, 301, 302 and 303) is no longer part of the music theory sequence as a standalone class. Keyboard harmony skills are now included in the Musicianship class. The curriculum outlined below is designed to guide a student to a Music Major Associate in Arts Degree. These courses also prepare a student to enter transfer institutions as a Music major or minor. In addition to the courses listed here, the student must meet the provisions of the General Education requirements as stated in the college catalog.

All courses listed are to be completed under Graduation Requirements Plan "B" (60 units with 36 units in Music). Below are a total of 31 units in Music; the remaining 5 required units will be taken as music electives.

Starred courses (*) are those that are to be included in the minimum requirements under Graduation Requirements Plan "A" (60 units, with at least 18 units in Music). These 18 units will be fulfilled with the 14 units that are required for the first two semesters, in addition to 2 additional units of Performance Ensembles and 2 units of music electives.

Students will select additional Music courses needed for proficiency in particular performance areas, composition, and orchestration and arranging. It is strongly recommended that a student also consider taking Applied Music in his/her primary performance area.

All students should see a music counselor in the Music Department for assistance in arranging their program.

First Semester

Music 152-1*	1
Music 200*	4
Music 311* (or more advanced level)	1
Performance Ensemble (See Below)*	1

Second Semester

Music 152-2*	1
Music 201*	3
Music 217-2*	1
Music 312* (or more advanced level)	1
Performance Ensemble (See Below)*	1

Third Semester

Music 111 or 121/122/135	3
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Music 152-3*1
 Music 2023
 Music 218-21
 Music 313 (or more advanced level)1
 Performance Ensemble (See Below)*1

Fourth Semester

Music 152-4*1
 Music 2033
 Music 219-21
 Music 314 (or more advanced level)1
 Performance Ensemble (See Below)*1
 Electives.....5
Total Units36

The Performance Ensemble requirement may be satisfied by enrollment in and satisfactory completion of any of the following courses: Music 351, 501, 531, 561, 705, 711, 725, 751, 765, 771, 781. *These starred (*) courses must be included in the minimum requirements under Graduation Requirements "Plan A." All courses in the core curriculum must be completed under Graduation Requirements "Plan B." It is also strongly recommended that students consider auditioning for Applied Music in their primary performance area while at LACC. Students may select "PLAN A" or "Plan B" general education requirements to graduate.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
 6-9 Units Communication/Analytical Thinking
 3 Units Natural Sciences
 3 Units Humanities
 9 Units Social/Behavioral Sciences
 (including American History & Governments)
 3-4 Units Health/Physical Education
 3-5 Units Math Competency

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
 3 Units Communication/Analytical Thinking
 3 Units Natural Sciences
 3 Units Humanities
 3 Units Social/Behavioral Sciences
 (including American History & Governments)
 3-4 Units Health/Physical Education
 3-5 Units Math Competency

CERTIFICATE PROGRAMS

The Commercial Music Certificate curriculum has been designed to provide the student with means to acquire valuable knowledge,

expertise, and marketable skills with which to obtain employment in the following areas:

- Instrumental Performer: Brass, Guitar, Percussion, Piano, Strings, Woodwinds
- Music Copyist
- Music Technology
- Orchestrator/Arranger
- Vocal Performer

Each Certificate is made up of four skill levels. A Skill Certificate will be awarded by the Music Department upon application by the student to the Department showing satisfactory completion of the requirements for each level. A Commercial Music Certificate will be awarded by the Music Department to a student who has successfully completed the four levels required for a given specialty.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / BRASS

Certificate

(Program: 100500 State Code: 10777)

LEVEL I:

Music 152-1 1
 Music 200 4
 Music 241 1
 Music 311* 1
 Music 601** 2
 Performance Ensemble 1
 (Select from Music 501, 531, 711, 725, 751, 781)
 Music Electives 2

LEVEL II:

Music 152-2 1
 Music 161 3
 Music 201 3
 Music 217-2 1
 Music 312* 1
 Music 602** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 781)

LEVEL III:

Music 152-3 1
 Music 202 3
 Music 218-2 1
 Music 313* 1
 Music 603** 2
 Performance Ensemble 1
 (Select from Music 725, 751, 781)
 Music Electives 2

LEVEL IV:

Music 152-4 1
 Music 251-1 1
 Music 361-1 2
 English 28*** 3
 Music 604 2



Performance Ensemble 1
 (Select from Music 725, 751, 781)
 Music 137 or Law 33 3
Total Units **48**

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.
 ** Or more advanced Brass level determined by fulfillment of prerequisite or by departmental audition.
 *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / GUITAR

Certificate

LEVEL I:
 Music 152-1 1
 Music 200 4
 Music 241 1
 Music 311* 1
 Music 650** 2
 Performance Ensemble 1
 (Select from Music 501, 531, 711, 725, 771, 781)
 Music Electives 2

LEVEL II:
 Music 152-2 1
 Music 161 3
 Music 201 3
 Music 217-2 1
 Music 312* 1
 Music 651** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 771, 781)

LEVEL III:
 Music 152-3 1
 Music 202 3
 Music 218-2 1
 Music 313* 1
 Music 652** 2
 Music 670 2
 Performance Ensemble 1
 (Select from Music 711, 725, 771, 781)

LEVEL IV:
 Music 152-4 1
 Music 251-1 1
 Music 361-1 2
 Music 653** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 771, 781)
 English 28*** 3
 Music 137 or Law 33 3
Total Units **48**

* Or more advanced piano level determined by fulfillment of

prerequisite or by departmental audition.
 ** Or more advanced Guitar level determined by fulfillment of prerequisite or by departmental audition.
 *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / PERCUSSION

Certificate

LEVEL I:
 Music 152-1 1
 Music 200 4
 Music 241 1
 Music 311* 1
 Music 631** 2
 Performance Ensemble 1
 (Select from Music 501, 531, 711, 725, 751, 765, 781)
 Music Electives 2

LEVEL II:
 Music 152-2 1
 Music 161 3
 Music 201 3
 Music 217-2 1
 Music 312* 1
 Music 632** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 765, 781)

LEVEL III:
 Music 152-3 1
 Music 202 3
 Music 218-2 1
 Music 313* 1
 Music 633** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 765, 781)
 Music Electives 2

LEVEL IV:
 Music 152-4 1
 Music 251-1 1
 Music 361-1 2
 English 28*** 3
 Music 634 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 765, 781)
 Music 137 or Law 33 3

Total Units **48**

*Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.
 **Or more advanced percussion level determined by fulfillment of



prerequisite or by departmental audition.

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / PIANO

Certificate

LEVEL I:

Music 152-11

Music 2004

Music 2411

Music 311*1

Performance Ensemble**1

Music Electives4

LEVEL II:

Music 152-21

Music 1613

Music 2013

Music 217-21

Music 312*1

Performance Ensemble**1

Music Elective1

LEVEL III:

Music 152-31

Music 2023

Music 218-21

Music 313*1

Music 361-12

Performance Ensemble**1

Music Electives2

LEVEL IV:

Music 152-41

Music 251-11

Music 361-22

English 28***3

Music Electives1

Performance Ensemble**1

Music 137 or Law 333

Total Units46

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

** Select from any of the following: 351, 501, 531, 561, 705, 711, 725, 751, 765, 771, 781.

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / STRINGS

Certificate

LEVEL I:

Music 152-11

Music 2004

Music 2411

Music 311*1

Music 611**2

Performance Ensemble1

(Select from Music 501, 531, 705, 711, 725, 781)

Music Electives2

LEVEL II:

Music 152-21

Music 1613

Music 2013

Music 217-21

Music 312*1

Music 612**2

Performance Ensemble1

(Select from Music 705, 711, 725, 781)

LEVEL III:

Music 152-31

Music 2023

Music 218-21

Music 313*1

Music 613**2

Performance Ensemble1

(Select from Music 705, 711, 725, 781)

Music Electives2

LEVEL IV:

Music 152-41

Music 251-11

Music 261-12

English 28***3

Music 6142

Performance Ensemble1

(Select from Music 705, 711, 725, 781)

Music 137 or Law 333

Total Units48

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

** Or more advanced string level determined by fulfillment of prerequisite or by departmental audition.

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

INSTRUMENTAL PERFORMER / WOODWINDS

Certificate



LEVEL I:
 Music 152-1 1
 Music 200 4
 Music 241 1
 Music 311* 1
 Music 621** 2
 Performance Ensemble 1
 (Select from Music 501, 531, 711, 725, 751, 781)
 Music Electives 2

LEVEL II:
 Music 152-2 1
 Music 161 3
 Music 201 3
 Music 217-2 1
 Music 312* 1
 Music 622** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 781)

LEVEL III:
 Music 152-3 1
 Music 202 3
 Music 218-2 1
 Music 313* 1
 Music 623** 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 781)
 Music Electives 2

LEVEL IV:
 Music 152-4 1
 Music 251-1 1
 2 English 28*** 3
 Music 624 2
 Performance Ensemble 1
 (Select from Music 711, 725, 751, 781)
 Music 137 or Law 33 3

Total Units 48

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.
 ** Or more advanced woodwind level determined by fulfillment of prerequisite or by departmental audition.
 *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

MUSIC COPYIST

Certificate

LEVEL I:
 Music 152-1 1
 Music 161 3

Music 200 4
 Music 241 1
 Music 311* 1
 Performance Ensemble** 1
 Music Elective 1
 LEVEL II:
 Music 152-2 1
 Music 201 3
 Music 217-2 1
 Music 242 1
 Music 261 3
 Music 312* 1
 Performance Ensemble 1
 LEVEL III:
 Music 152-3 1
 Music 202 3
 Music 218-2 1
 Music 243 1
 Music 313* 1
 Performance Ensemble** 1
 Music 137 or Law 33 3

LEVEL IV:
 Music 152-4 1
 Music 251-1 1
 English 28*** 3
 Music 231* 3
 Music 244 1
 Music 361-1 2
 Music Elective 1

Total Units 46

* Or more advanced level determined by fulfillment of prerequisite or departmental audition.
 ** Select from 351, 501, 561, 705, 711, 725, 751, 765, 771, 765, 771, 781.
 *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

MUSIC TECHNOLOGY

Certificate

LEVEL I:
 Music 152-1 1
 Music 161 3
 Music 200 4
 Music 241 1
 Music 311* 1
 Performance Ensemble** 1
 Music Elective 1
 LEVEL II:
 Music 152-2 1
 Music 201 3
 Music 217-2 1



Music 261	3
Music 312*	1
Performance Ensemble**	1
Music Elective	1
LEVEL III:	
Music 152-3	1
Music 202	3
Music 218-2	1
Music 291	2
English 28***	3
Performance Ensemble**	1
LEVEL IV:	
Music 152-4	3
Music 251-1	1
Music 361-1	2
Music 281	3
Music 292	2
Music 137 or Law 33	3
Performance Ensemble**	1
Music Elective	1
Total Units	47

* Or more advanced piano level determined by fulfillment of prerequisite or departmental audition.
 ** Select from 351, 501, 531, 561, 705, 711, 725, 751, 765, 771, 765, 771, 781.
 *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

ORCHESTRATOR/ARRANGER

Certificate

(Program: 100502 State Code: 02737)

LEVEL I:	
Music 152-1	1
Music 200	4
Music 241	1
Music 311*	1
Performance Ensemble**	1
Instrumental Instruction	2
(Select from Music 601, 611, 621, 631)	
Music Electives	2
LEVEL II:	
Music 152 -2	1
Music 161	3
Music 201	3
Music 217-2	1
Music 312	1
Instrumental Instruction	2
(Select from Music 601, 611, 621, 631)	

Performance Ensemble**	1
LEVEL III:	
Music 152-3	1
Music 202	3
Music 218-2	1
Music 313*	1
Instrumental Instruction	2
(Select from Music 601, 611, 621, 631)	
Performance Ensemble**	1
Music 137 or Law 33	3
LEVEL IV:	
Music 152-4	1
Music 251-1	1
Music 3641-1	2
Music 231	3
English 28***	3
Instrumental Instruction	2
(Select from Music 601, 611, 621, 631)	
Performance Ensemble**	1
Total Units	49

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

** Select from 501, 711, 725, 751, 765, 771, 781.

*** If English 28/31 requirement is met by a higher placement

determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

COMMERCIAL MUSIC

VOCAL PERFORMER

Certificate

(Program: 100501 State Code: 10778)

LEVEL I:	
Music 152-1	1
Music 200	4
Music 241	1
Music 311*	1
Music 400**	1
Performance Ensemble	1
(Select from Music 501, 531, 561)	
Music Electives	3
LEVEL II:	
Music 152-2	1
Music 161	3
Music 201	3
Music 217-2	1
Music 312*	1
Music 431**	1
Performance Ensemble	1
(Select from Music 501, 531, 561)	
LEVEL III:	
Music 152-3	1
Music 202	3



Music 218-2 1
 Music 313* 1
 Music 432** 1
 Performance Ensemble 1
 (Select from Music 501, 531,561)
 Music 137 or Law 33 3
 LEVEL IV:
 Music 152-4 1
 Music 251-1 1
 Music 361-1 2
 English 28*** 3
 Music 433 1
 Performance Ensemble 1
 (Select from Music 501, 561)
 Music Electives 3
Total Units **46**

- * Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.
- ** Or more advanced voice level determined by fulfillment of prerequisite or by departmental audition.
- *** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

MUSIC
Associate in Art for Transfer option

Senate Bill (SB) 1440 and the California Education Code (CEC) section 66746 require students seeking an Associate in Arts in Music for Transfer to complete 60 semester units or 90 quarter California State University transferrable units, using either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth pattern. Requirements include a minimum of 18 semester or 27 quarter units in a major or area of emphasis, as determined by the community college district. The student must maintain a minimum grade point average of 2.0. (It should be noted that title 5 section 55063(a) also requires that students must earn a C or better in all courses required for the major or area of emphasis.)

In addition, CEC section 66746 sub-division (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the Associate in Arts in Music for Transfer (AA-T or AS-T). Title 5 section 55002(b) describes such courses as non-degree-applicable credit courses.

The California Community College Chancellor’s Office states that the benefit for students completing the associate degree for transfer is that the California State University (CSU) system is required by CEC section 66747 to “guarantee admission with junior status to any community college student who meets all of the requirements for the associate degree for transfer.” CSU is required to grant priority

admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, 66747 states that “A student admitted under this article shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012-13 academic years.”

When an associate degree for transfer is approved by the CCC Chancellor’s Office, the CSU Chancellor’s Office will be notified so that the approved associate degree and its similar CSU baccalaureate degrees may be identified. These data will be used to identify eligible students who apply to the CSU for admission as described in CEC section 66747.

The ultimate advantage for students completing these associate degrees is that the associate degree may not require more than 60 semester (or 90 quarter) units; and after transferring into the appropriate program at the CSU, the baccalaureate degree may not require more than 60 additional semester units, for a total of 120 semester (or 180 quarter) units required for the baccalaureate degree (pursuant to CEC section 66748). Section 66748(b) allows an exception for the maximum units required at the CSU when the Chancellors of the CSU and the CCC systems, and their respective Academic Senates, specify high-unit majors that require more than 120 semester (or 180 quarter) units for the baccalaureate degree. The CSU is prohibited by CEC section 66748(c) from requiring a transferring student with this associate degree to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer.

The Associate in Arts in Music for Transfer provides a foundation for careers in music, including (source: The State of California Employment Development Department):

- Art, Drama, and Music Teachers, Postsecondary
- Artists and Related Workers
- Artists, Performers, and Agents/Managers
- Education Administrators, Postsecondary
- Elementary School Teachers
- Etchers and Engravers
- Historians
- Instructional Coordinators
- Kindergarten Teachers
- Librarians
- Library Assistants, Clerical
- Managers, All Other
- Middle School Teachers
- Musical Instrument Repairers and Tuners
- Musicians and Singers
- Precision Instrument Repairers
- Public Relations Specialists
- Recreation Workers
- Recreational Therapists
- Reporters and Correspondents
- Sales Representatives, Except Technical
- Secondary School Teachers
- Self-Enrichment Education Teachers



- Music Therapists
- Audio and Video Equipment Technicians
- Multi-Media Artists and Animators
- Retail Sales Supervisors
- Retail Salespersons
- Sound Engineering Technicians
- Multi-Media Artists and Animators
- Music Directors and Composers

Requirements:

CORE

MUSIC 200*	4
MUSIC 201	3
MUSIC 202	3
MUSIC 200	0
MUSIC 217-2	1
MUSIC 218-2	
MUSIC 219-2	1
MUSIC 181, 182, 183 and 184	2
Choose from the following (1 unit each semester):	4
Music 351, 501, 531, 561, 705, 711, 725, 751, 765, 771, 781	
TOTAL MAJOR UNITS	22

General Education	37
Elective (CSU Transferable)	1
Total Degree Units (maximum)	60

NURSING

Acting Director: Joycelyn Simpson Turk
(323) 953-4000 ext. 2065 SCI TECH

<http://www.lacitycollege.edu/academic/departments/nursing/index.html>

PROGRAMS OFFERED

Associate of Science: Nursing, Registered

Other:

Certified Nursing Assistant :
 Home Health Aide:

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

**RN Residency
 DEGREE PROGRAM**

(Program: 12010 State Code: 14274)

Los Angeles City College reopened the Associate Degree Registered Nursing Program in Fall 2002. The college accepts 20-40 students for enrollment every Fall and Spring. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.

The Associate Degree program is a 2-year full-time program that includes theory and clinical courses over 4 days a week. Clinical

experiences will include the opportunity for students to participate in nursing care and treatments of clients in hospitals and other health care facilities. Once admitted, this program is designed to be completed in four semesters for non-licensed candidates.

NCLEX-RN Exam

Students will be eligible to apply for and take the NCLEX-RN examination upon graduation. The Board of Registered Nursing may deny licensure on such grounds as: being convicted of crime, acts of dishonesty, fraud or deceit, etc. Persons impaired by alcohol, drug abuse and emotional illness are expected to voluntarily seek diagnosis and treatment for any suspected illness.

Prerequisites

As of Spring 2009, the Registered Nursing Program Prerequisites include completion of the following prerequisites with a minimum overall grade point average of 2.5. and no grade less than "C"

- 1..... Human Anatomy (with lab)
- 2..... Human Physiology (with lab)
- 3..... Microbiology 1 or 20.
- 4 English 101 (College Reading and Comprehension) or equivalent with a minimum of a "C."
- 5..... General Psychology (Psychology 1)
- 6..... LifeSpan Psychology (Psychology 41)

Additional Requirements

- Completion of or proof of Math Assessment comparable to Math 115 (Math 125 or higher is required for graduation).
- Completion of 1 year of High School Chemistry with a lab or equivalent (Chemistry 60 or 68)
- Overall college grade point average of 2.5
- Satisfactory score on the admission assessment test (contact Nursing Department for details)
- Satisfactory "cut score" of 80 or higher based on the Chancellor's validation study
- Completion of all of the admission requirements of Los Angeles City College
- Graduation from an accredited U.S. High School or equivalent or graduation from an accredited U.S. College or university or equivalent.

If students received their high school diploma from a foreign country and/or are requested equivalency of foreign college credits to fulfill prerequisites, the transcripts must be evaluated for equivalency by an LACC approved agency.

- Students must also meet health and other requirements mandated by the program and affiliating hospitals and/or clinical prior to entry. For additional requirements, please attend one of the Information Sessions where details are discussed.

It is highly recommended that the following co-requisites/ graduation requirements be completed prior to entry into the Registered Nursing Program. Those courses that have not been satisfactorily completed will need to be completed during the 4 semesters of the Registered Nursing program. It is the student's responsibility that the following courses be completed prior to graduation and taking the NCLEX-RN examination.



1. Sociology 1 or Anthropology 101- Must be completed prior to 4th semester.
2. Speech 101- Must be completed prior to 3rd semester
3. 3 units of American Institutions- Must be completed prior to 4th semester
4. 3 units of Humanities - Must be completed prior to 4th semester
5. 1 unit of P.E.- Must be completed prior to 4th semester
Please refer to Plan B or consult with the nursing counselor f or further guidance.

Also note: The information presented may be updated or modified subject to district, state and/or BRN requests. The LACC Registered Nursing Curriculum is in the process of being modified to align with the other LACCD nursing programs in the district. These modifications may be in place by Fall 2009 if district and BRN approved.

First Semester

NRSGREG 103	1
NRSGREG 104	4
NRSGREG 105	5
Electives (Highly Recommended):	
NRSGREG 115	1

Second Semester

NRSGREG 106	4
NRSGREG 107	4
NRSGREG 116	1

Third Semester

NRSGREG 108	4
NRSGREG 109	5
NRSGREG 117	1

Fourth Semester

NRSGREG 110	5
NRSGREG 111	4
Total Required Units	38
(Total Units Including Electives	39)

Note to Current LVN's:

Current practicing LVN's are invited to complete the Associate Degree Registered Nursing Program by applying and being accepted into the second year of the program based on space availability. LVNs must have taken a 2 unit Transition/Bridge course. LVN candidates must complete the above prerequisites. This will enable licensed vocational nurses with 6 months clinical experience to complete requirements for the Registered Nursing Associate Degree in 1 year. LACC also offers a 30-unit option for LVN's. Candidates who choose this option will not be graduates of the LACC Nursing Program. Several states in the USA will not recognize nurses who pursue this option. The CA Board of Registered Nursing will issue a restricted license upon successful completion of the NCLEX-RN licensing exam for applicants who complete the 30 unit option.

To complete general education requirements in this area of study,

Plan B for the AA/AS Degree is required.

NOTE: The Plan B requirements for this program include 16 units in Natural Sciences

NOT 12 units as listed in Plan B under other programs in this catalog.

PLAN B: Please consult with a counselor about specific courses

needed or see the college catalog

"Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

RN RESIDENCY IN PEDIATRICS PROGRAM

Los Angeles City College's Nursing Program in partnership with Versant Holdings, LLC offers a Registered Nurse Residency in Pediatrics Program. For information contact Versant Holdings, LLC at <http://versant.org>.

A clinical placement is required for this course. Students will be responsible for securing and maintaining their clinical placement within the Children's Hospital Los Angeles ("CHLA") system.

CERTIFIED NURSING ASSISTANT PROGRAM

LACC also offers a Certified Nursing Program, Nursing 100 as funding permits. This is a 5 unit course that prepares students for the certified nursing assistant examination given by the Red Cross. Upon completion of the certification exam, students may enroll in the Home Health Aid course.

PERSONAL DEVELOPMENT

Chair: Reri Pumphrey
(323) 953-4000 ext. 2250 • AD108

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

The Counseling Department offers life-skills courses providing students with opportunities to increase their potential for academic success, and in their future careers. Personal Development courses introduce students to Los Angeles City College programs and services, develop students' learning strategies, assist students with planning educational goals, and provide career/major exploration for undecided students. The Counseling Department believes that students should take time early in their college life to develop a comprehensive plan to meet their interests, values, abilities, and goals, improve their time-management skills and adopt other behaviors key to their success in college and beyond.

PHILOSOPHY

Chair: Julio Torres
(323) 953-4000 ext. 2763 • HH200

PROGRAMS OFFERED

Courses Only - No Degree/Certificate



Too often when we hear “philosophy,” the thought of old statues and ancient writings comes to mind. In fact, philosophy is alive and well and critical to our every day decision making and the decisions made by business, religious institutions and governments around the world. Additionally, examining the principles of philosophy helps in becoming a more ethical and organized thinker. These skills are critical for future managers. The logic skills gained can benefit anyone and especially aspiring lawyers who will need to present well structured arguments.

PHOTOGRAPHY
Chair: Daniel Marlos
(323) 953-4000 ext. 2835
Chemistry Basement
www.lacitycollege.edu/academic/departments/medarts/photo/index.html

PROGRAMS OFFERED
Associate of Arts:
 Applied Photography

Certificates:
 Photography - Commercial
 Photography - Digital
 Photojournalism Photography

Skills Certificate:
 Photography Darkroom
 Digital Photography

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

The LACC program is nationally recognized as one of the most outstanding of its kind. Many LACC Photography majors become employed in the industry either during or after completion of the degree program. Students interested in photography as a hobby or because it relates to their career goals (e.g. journalism, public relations, art, real estate, business, cinema, etc.) will also benefit greatly from our class offerings.

DEGREE PROGRAM

PHOTOGRAPHY

Associate of Arts Degree
Career Program

(Program: 101200 State Code: 08235)

This curriculum will prepare you for a career in professional photography, as a photographer and/or photographic laboratory technician. Training includes lighting, design and professional techniques of color and black and white photography for various publication media, advertising, portraiture and display, using a wide variety of materials and techniques and state of the art equipment including digital cameras, inkjet printers and scanners. Students will be introduced to computer digital imaging technology, including instruction in Adobe Photoshop techniques, and Internet website design classes.

To enroll in Photography 1, you must complete Photography 10 or approval of 10 or more samples of your black and white work, by the instructor. You will need a manual (or automatic with fully manual capability) 35mm single lens reflex camera with a full range of adjustable apertures, shutter speeds and focusing. If you are in Photo 1 or above, you will have access to the department 4 x 5 view cameras and 120 size roll film cameras. Estimated semester expenses for film, paper and other personal supplies are about \$200 to \$300, depending on the class.

REQUIRED PHOTOGRAPHY

Students may complete course work toward an Associate of Arts degree and/or Certificates of Completion in photography.

PHOTOGRAPHY

Associate of Arts Degree
Career Program

CORE

Photo 10	3
Photo 1	6
Photo 28	1

Recommended courses including General Education for photography majors are **Art 201, Art 204, Cinema 1, Cinema 2, CAOT 31, Journalism 101, Law 1, Photography 3, 6, 7, 15, 17, 20, 22, 33, 34, 46, 49, 50, 107 and 207.**

PLUS 18 units of general education requirements (consult with a counselor for specific courses); PLUS additional elective units to total 60 units for the Associate of Arts degree.

Total Units36

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAMS

A certificate in Commercial, or Freelance, Photography will be issued by the Media Arts Department upon application of the student with the department upon successful completion of the courses listed above with a satisfactory grade.

OPTION A: PHOTOGRAPHY

Commercial Certificate of Achievement
(Program: 101200 State Code: 02740)

Photography 1	6
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Photography 3	6
Photography 6	3
Photography 7	3
Photography 10	3
Photography 15	3
Photography 46	3
Photography 49	6
Photography 107	3
Total Units	36

OPTION B: PHOTOGRAPHY

Digital Skill of Achievement

(Program: 101201 State Code: 10780)

Photography 7	3
Photography 15	3
Photography 46	3
Photography 49	6
Photography 107	3
Total Units	18

OPTION C: PHOTOGRAPHY

Photojournalism Skill of Achievement

(Program: 101202 State Code: 10781)

Photography 7	3
Journalism 217	4
Photography 46	3
Photography 107	3
Photography 20	4
Journalism 185	1
Total Units	18

SKILLS CERTIFICATE PROGRAMS

Photography Darkroom

Upon earning a Photography Darkroom Skills Certificate, the student will acquire a basic understanding of film development and printing as well as to acquire the necessary skills to take more advanced photography classes that can lead to a Commercial Photography Certificate of Achievement or an AA in Applied Photography.

Photography 10	3
Photography 1	6
Total Units	9

Digital Photography

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, a Freelance Photography Certificate of Achievement, a Commercial Photography Certificate of Achievement, or an AA in Applied Photography.

Photography 7	3
Photography 46	3
Photography 107	3
Total Units	9

HEALTH ADVISORY FOR PHOTOGRAPHY

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 28 level (Intermediate Reading and Composition) or higher.

KINESIOLOGY

Chair: Daniel Cowgill

(323) 953-4000 ext. 2660 • MG104

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

Skills Certificates

- Ballet
- Jazz Dance
- Modern Dance

Ballet

Skills Certificate

Dance students demonstrate basic skills in ballet that lead to creating a ballet dance in choreography class. The Music and Theater courses provide needed background for the choreographic process.

DanceTq 111	1
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DanceTq 112.....	1
DanceTq 231.....	1
DanceSt 301.....	1
DanceSt 805.....	3
Music 111.....	3
Theater 100.....	3
TOTAL.....	13

Jazz Dance

Skills Certificate

Dance students demonstrate basic skills in jazz dance that lead to creating a jazz dance in choreography class. The Music and Theater courses provide needed background for the choreographic process.

DanceTq 121.....	1
DanceTq 122.....	1
DanceTq 231.....	1
DanceSt 301.....	1
DanceSt 805.....	3
Music 111.....	3
Theater 100.....	3
TOTAL.....	13

Modern Dance

Skills Certificate

Dance students demonstrate basic skills in modern dance that lead to creating a modern dance in choreography class. The Music and Theater courses provide needed background for the choreographic process.

DanceTq 141.....	1
DanceTq 467.....	1
DanceTq 213.....	1
DanceSt 301.....	1
DanceSt 805.....	3
Music 111.....	3
Theater 100.....	3
TOTAL.....	13

PHYSICS/ASTRONOMY

Chair: Jayesh Bhakta

(323) 953-4000 ext. 2923 • SCI 222D

www.lacitycollege.edu/academic/departments/physics/

PROGRAMS OFFERED

Associate of Science Physics – General

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

Other Courses

Astronomy

From falling apples to interplanetary spacecraft, high speed computer to the, all natural phenomena and man made technologies have the laws of physics at their core. 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. 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.

DEGREE PROGRAM

PHYSICS

Associate of Science Degree

Transfer Program

(Program: 190200 State Code: 02755)

This four semester sequence of courses serves two functions:

- 1) it provides a student with a two year Associate in Science degree as a physics major; and
- 2) it provides the student with preparatory course work to transfer to a four-year university as a junior in physics or other related physical sciences.

All of the physics and mathematics courses listed here are prerequisites for upper division physics and mathematics courses for physics majors. Courses not completed at LACC must be taken at the university before entry into the upper division major program.

First Semester

Mathematics 261.....	5
English 101.....	3
General Education (American History).....	3

Second Semester

Physics 101.....	5
Mathematics 262.....	5
Chemistry 101.....	5
General Education (Speech Communication 101 or English 102.....)	3

** Students transferring to the UC should take English 102.

Third Semester

Physics 102.....	5
Mathematics 263.....	5
Mathematics 275.....	3
General Education (Humanities).....	3

Fourth Semester

Physics 103.....	5
Chemistry 102.....	5
General Education (Health Ed and PE) (Select one course from either Behavioral Science or Life Science).....	43

Total Units

(includes general education requirements)..... 63
Physics 101 and Mathematics 261 may be used to fulfill the General Education requirements (double count).

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college



or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 UnitsEnglish Composition
- 6-9 UnitsCommunication/Analytical Thinking
- 3 Units..... Natural Sciences
- 3 Units.....Humanities
- 9 Units.....Social/Behavioral Sciences
(including American History & Governments)
- 3-4 UnitsHealth/Physical Education
- 3-5 Units Math Competency

PSYCHOLOGY

Chair: Rochelle Sechooler
(323) 953-4000 ext. 2930 • HH100G

www.lacitycollege.edu/academic/departments/psych/index.html

PROGRAMS OFFERED

Associate of Arts:

- Human Services - Generalist
- Human Services - Drug/Alcohol

Certificates:

- Human Services - Generalist
- Human Services - Drug/Alcohol

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>.

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. They assist the mentally ill, victims of abuse, children, addicts and others in need.

Human Services workers, on average, earn between \$20,000 - \$40,000 annually. Those who continue their education to become social workers can earn between \$25,000 - \$65,000 annually. 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, Alcohol/Drug Abuse Counselor.

DEGREE PROGRAMS

HUMAN SERVICES

Associate of Arts Degree

Career Program

(Program: 210400 State Code: 02760)

The Human Services curriculum, offered by the Department of Psychology, is a lower division two year course of study designed to train a student in one of two Options: Human Services Generalist or

Drug/Alcohol Studies. The curriculum also serves as an introduction to

the helping professions for students planning four year college degrees in Psychology, Human Services, Behavioral Science, Rehabilitation Counseling, Social Work, Health Science and Alcohol and Substance Abuse, and other majors. The Human Services Curriculum specifically trains paraprofessionals who are able to function in a wide variety of areas under professional supervision.

Students in the Human Services Generalist Option and the Drug/Alcohol Studies Option complete the same core courses. Academic preparation is offered 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 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. By completing the courses listed below, students will be eligible for the Associate of Arts degree with a major in Human Services. Satisfactory completion of all courses with at least a "C" grade is required. Students should note that, while this curriculum culminates in an Associate of Arts degree and Human Services Certificate, additional courses are required for transfer to a four-year college.

First Semester

- Psychology 1 3
- Psychology 43 3
- *Physical Education

Second Semester

- Psychology 14 3
- Psychology 41 3
- Psychology 44 3
- Psychology 81 3
- *Humanities Requirement

Third Semester

- Psychology 3 3
- Psychology 13 3
- Psychology 82 3
- *Science Requirement

Fourth Semester

- Psychology 2 3
- Psychology 45 3
- Psychology 83 3

Total Units 36

* American Institutions Requirement Elective

Students must meet the mathematics competency requirements for the Associate of Arts degree.

Recommended electives: Psychology 64, Psychology 52, Psychology 60 or Psychology 66.



To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units.....	English Composition
3 Units.....	Communication/Analytical Thinking
3 Units.....	Natural Sciences
3 Units.....	Humanities
3 Units.....	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

HUMAN SERVICES - DRUG/ALCOHOL STUDIES

Associate of Arts Degree

Career Program

(Program: 210440 State Code: 08246)

First Semester

Psychology 1	3
Psychology 43	3
Psychology 64	3
Second Semester	
Psychology 14	3
Psychology 68	3
Psychology 65	3
Psychology 84	3
*Humanities Requirement	

Third Semester

Psychology 3	3
Psychology 67	3
Psychology 85	3
*American Institutions Requirement	

Fourth Semester

Psychology 2	3
Psychology 45	3
Psychology 63	3
Psychology 86	3
*Physical Education	

Total Units 42

* American Institutions Requirement Elective

Students must meet the mathematics competency requirements for the Associate of Arts degree.

Recommended electives: Psychology 64, Psychology 52, Psychology 18 or Psychology 66.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units	English Composition
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3 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
3 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAMS

HUMAN SERVICES

A certificate in Human Services will be issued by the Psychology Department upon successful completion of the following courses.

A satisfactory grade of or better is required in all course work.

Please consult Associate of Arts Curriculum for sequencing of courses.

OPTION 1:

HUMAN SERVICES GENERALISTS

Certificate

(Program: 210400 State Code: 21628)

Psychology 1	3
Psychology 3	3
Psychology 13	3
Psychology 14	3
Psychology 27	1
Psychology 43	3
Psychology 44	3
Psychology 45	3
Psychology 81	3
Psychology 82	3
Psychology 83	3
English 28 or 101.....	3
Speech Communication 101, or Psychology 60, or Psychology 64	3
Total Units	37

OPTION 2:

HUMAN SERVICES - DRUG/ALCOHOL STUDIES

Certificate

(Program: 210400 State Code: 21629)

Psychology 1	3
Psychology 3	3
Psychology 14	3
Psychology 27	1
Psychology 43	3
Psychology 45	3
Psychology 63	3
Psychology 64	3
Psychology 65	3
Psychology 67	3
Psychology 68	3
Psychology 84	3
Psychology 85	3
Psychology 86	3
English 28 or 101.....	3



Total Units 43

PSYCHOLOGY

Associate in Art for Transfer option

The Associate in Arts in Psychology for Transfer degree (AA-T in Psychology) is designed to assist students in the seamless transfer to a California State University system for attainment of a Bachelor of Arts degree in Psychology. The proposed Associate in Arts in Psychology (AA-T in Psychology) is consistent with and supports the colleges' mission of life-long learning opportunities and provides programs, coursework, support, and guidance to develop and sustain a community of learners--both near and far--with the knowledge, skills, and attitudes necessary for optimal growth and achievement in their personal and professional lives. The AA-T in Psychology degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Psychology or 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 also 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.

Requirements:

CORE

MATH 227	4
PSY 1	3
PSY 74	3

List A

Select one course (3 units)	
PSY 2	3

List B

Select on course (3 units)	
PSY 41	3
SOC.....	3

List C

Select one course (3 units)	
PSY 43	3
PSY 13	3
TOTAL MAJOR UNITS	19

Total units that may be double-counted	12-15
General Education.....	37-39
Elective (CSU Transferable).....	14-19

Total Degree Units (maximum).....60

RADIOLOGIC TECHNOLOGY

Chair: Israel Fonseca
(323) 953-4000 ext. 2942 • RT

www.lacitycollege.edu/academic/departments/radtech/index.html

PROGRAMS OFFERED

Associate of Science:
 Radiological Technology

Skills Certificate

Clinical Education
 Fluoroscopy

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

DEGREE PROGRAM

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

Career Program

(Program: 122500 State Code:02749)

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. The Radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment, and in the care and management of the patient. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. A career in Radiologic Technology offers vast opportunities for advancement.

The Radiologic Technology curriculum is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California, Department of Public Health (CDPH). 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.

Admission to the Program

Admission to the Radiologic Technology program is based upon completion of the following:

- The completion of the seven prerequisites courses with a grade of C or better.
- An application form, to be submitted online through the LACC



Radiologic Technology website. The selection of students will be based on the following criteria;

- The radiology program accepts a limited number of students into the program, which is based on the number of positions available at the clinical sites. Should the number of qualified applicants exceed the number of available opening, a simple lottery will be implemented.
- Official transcripts of the seven prerequisite college courses completed must be submitted directly to the Radiologic Technology Department.
- Effective fall 2013, all new LACCD students must complete the General Education Requirements (Plan B) prior to applying for entry into the Radiologic Technology program. (This applies to all students whose first semester in the Los Angeles Community College District is fall 2013).
- All pre-requisite courses must be completed by the current spring semester for which the application is in process. Applicants must meet certain physical & health requirements. A physical examination must be performed by a licensed physician to determine physical and mental fitness of the student. The program director is authorized to require records of such examinations be released to the college. Such records may be used only to determine fitness for the program, and except for such use, the confidentiality of such records shall be maintained. Students must be free from communicable diseases, infection, psychological disorders, and other conditions that prevent the successful performance of the responsibilities and tasks required in the program. Any health condition described above which is developed by the student after admission to the program may be considered sufficient cause for suspension from the program.

General Education Prerequisite Requirement

All new LACCD students (effective fall 2013 semester) must complete the general education requirements (Plan B) 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>

Five Year Recency Requirement for Science Courses

All completed prerequisites science courses must be completed within a five (5) year timeframe. This means the Anatomy (4 units) and Physiology (4 units) must be completed at the end of 2009. Students that have taken Anatomy or Physiology in a LACCD campus may audit the courses and provide documentation that they have successfully re-taken the courses.

Desirable Abilities & Skills

The Joint Review Committee on Education in Radiologic Technology (JRCERT) our accrediting body requires student proficiency in the application of technical knowledge, operation of specialized equipment in a competent and safe manner, and the ability to provide physical care and emotional support to patients during radiographic procedures. Therefore, in order to be admitted to the program, or to be retained in the program after admission, all applicants

should possess:

- Visual acuity, such as needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment, care and management.
- Auditory perception to receive verbal communication from patients needing assistance and from members of the health care team.
- Communication skills (speech, reading, writing) to interact effectively and sensitively with patients in order to elicit information; describe changes in patient condition; assess non verbal communications; and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team.
- Gross and fine motor coordination to carry out diagnostic procedures including reaching, lifting, and moving radiographic equipment. Applicants should be able to execute motor movements reasonably required to provide general and emergency care to patients.
- Intellectual ability to be able to measure, calculate, reason, analyze and evaluate as required for direct patient care. The applicant must be able to comprehend three dimensional and spatial relationships.
- Emotional stability to enable use of intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to care of the patients.
- Social attributes to allow the development of mature, sensitive and effective relationships with patients, faculty, co-workers, and administrators.

The "Technical Standards for Admission" have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the Program and ultimately in the profession. The assessment of applicant compliance to these Standards will be accomplished in the following manner:

1. Faculty counseling to determine applicant goals and expectations.
2. A physical examination performed by a licensed physician.

Applicants who may be deficient in one or more of the areas mentioned above should contact the Program Director. Serious consideration will be given to applicants who are deficient in any of these categories, providing the deficiency can be remedied with reasonable accommodation.

Clinical Work Schedule

The LACC Radiology Technology program has students scheduled at various hours weekly from 5:00am to 7:00pm depending on the student's rotation. Each student is required to be at the hospital for 36 hours for their clinical training and then spend 4 hours at the LACC campus for additional training and testing. Students are scheduled to work Monday through Sunday with no more than ten (10) clinical hours per day or forty (40) hours per week. Hours exceeding these limitations are strictly voluntary from the student.

Required Courses

The total number of students accepted into the program is determined by the number of available clinical education positions. Courses outlined below are necessary for completion of the



program, and are applied toward requirements for the Associate in Science degree with a major in Radiologic Technology. Students are advised by department faculty to determine the specific sequence in which the following courses must be taken.

Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 1 (4 units), Physiology 1 (4 units), English 101 (3 units), Mathematics 125 or higher, and, Radiologic Technology 200, 201, and 202.

Effective fall 2013, all students must complete RT 200 & 202 at Los Angeles City College.

Clinical Grading Requirements and Grading System
 For detailed information, please refer to the LACC Clinical Obligations & Grading System located at:
<http://www.lacitycollege.edu/academic/departments/radtech/index.html>

Note: Class scheduling restricts the completion of this program to day, evening, and weekend courses.

Radiologic Technology 103	4
Radiologic Technology 104	4
Radiologic Technology 200	3
Radiologic Technology 201	3
Radiologic Technology 205	4
Radiologic Technology 206	4
Radiologic Technology 207	4
Radiologic Technology 208	3
Radiologic Technology 209	3
Radiologic Technology 210	3
Radiologic Technology 211	4
Radiologic Technology 240	4
Radiologic Technology 243	4
Radiologic Technology 260	4
Radiologic Technology 280	4
Radiologic Technology 281	12
Radiologic Technology 282	4
Radiologic Technology 283	12
Total Program Units	83

Plan B requirements are required:
 To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.
 Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

RADIOLOGIC TECHNOLOGY

Radiologic Technology – Clinical Education Skills

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.

Required:

RT 283	12
Total Units	12

Radiologic Technology – Fluoroscopy Skills Certificate

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.

Required:

RT 243	3
Total Units	3

SCIENCE

Sean Phommasaysy, Life Science

(323) 953-4000 ext. 2795 • SCI 222I
www.lacitycollege.edu/academic/departments/lifesci/index.html

Jayesh Bhakta, Physics/Astronomy

(323) 953-4000 ext. 2924 • SCI 222D
www.lacitycollege.edu/academic/departments/physics/

Mike Farrell, Chemistry & Earth Sciences

(323) 953-4000 ext. 2605 • SCI 324G
www.lacitycollege.edu/academic/departments/chemistry/chem.html

PROGRAMS OFFERED

Associate of Science:

- Chemistry
- Physics

Other Courses:

- Anatomy (Biology)
- Astronomy (Physics/Astronomy) Biology (Biology)
- Chemistry (Chemistry)
- Earth Science (Earth Sciences) Environmental Science (Earth Sciences)
- Geography (Earth Sciences)
- Geology (Earth Sciences)
- Meteorology (Earth Sciences)
- Microbiology (Biology)
- Oceanography (Earth Sciences)
- Physical Science (Physics/Astronomy)
- Physiology (Biology)

COURSES REFER TO THE FOLLOWING SECTION



Anatomy	BIOLOGY/ ANATOMY
Astronomy	PHYSICS / ASTRONOMY
Biology	BIOLOGY
Chemistry	CHEMISTRY
Earth Science	EARTH SCIENCES
Environmental Science	EARTH SCIENCES
Geography	EARTH SCIENCES
Geology	EARTH SCIENCES
Meteorology	EARTH SCIENCES
Microbiology	BIOLOGY
Oceanography	EARTH SCIENCES
Physics	PHYSICS / ASTRONOMY
Physical Science	PHYSICAL SCIENCE
Physiology	BIOLOGY

Political Science 2	3
Economics 1 or 2	3
Political Science 7	3
Total Units	18

Students are advised to choose additional courses from those listed above in order to fulfill the Social and Behavioral Sciences section, (Area D) of the

Plan A General Education described below.

Students may select "PLAN A" general education requirements to graduate. PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

SOCIAL SCIENCE

Chair: Wendel Eckford

(323) 953-4000 ext. 2561 • JH 200 D

www.lacitycollege.edu/academic/departments/socsci/index.html

PROGRAMS OFFERED

POLITICAL SCIENCE

Associate of Arts:

- Modern Political Studies
- Asian-American Studies
- Anthropology
- Economics
- History
- Political Science
- Sociology

Certificate:

African-American Studies

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

MODERN POLITICAL STUDIES

Associate in Arts Degree

Transfer/Career Program

(Program: 220700 State Code: 02765)

The following curriculum designed by the Social Science Department may be used as undergraduate preparation for a major or minor in Modern Political Studies.

History 11	3
Political Science 1	3
Sociology 1 or 11	3

3-6 Units	English Composition
6-9 Units	Communication/ Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
9 Units	Social/Behavioral Sciences (including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

Certificates:

AFRICAN AMERICAN STUDIES

Certificate:

Required	
AFRO AM 4 or 5	3
AFRO AM 7	3
AFRO AM 20	3
AFRO AM 60	3
ANTHRO 102	3
Total	15



THEATER

Chair: Kevin Morrissey

(323) 953-4000 ext. 2992 • TA 208

<http://theatreacademy.lacitycollege.edu/>

PROGRAMS OFFERED

Associate of Arts:

Theater, General (plan A)

Theater: Acting (plan B)

Theatre Academy Certificates:

Costume Design Level 1

Certificate

Technical Theater Entertainment Technology **Certificate**

Design and Digital Media for the Entertainment Industry Skill

Certificate

Student learning outcomes for each degree and certificate program are available on the SLO Guide for Students website at <http://tinyurl.com/laccsloforstudents>

There are two types of programs offered for students interested in majoring in Theater:

•Associate of Arts Degree Program. This program is designed for students who wish to pursue an Associate of Arts degree in Theater and then transfer to an undergraduate university or college.

•Theatre Academy Professional Theatre Training Program.

This nationally recognized conservatory is a vocational skill certificated, professional theater training program for students specializing in acting, technical theater, and costuming who wish to move directly into the profession upon completion of their training.

Note that some courses offered may be offered every other semester, or less frequently. Students must receive a satisfactory grade in all Theater courses taken and have completed those courses within eight years to meet requirements.

DEGREE PROGRAM

GENERAL THEATER (FOR NON-ACADEMY APPLICANTS)

Students studying in the Theater Department who are not part of the Theatre Academy fall into four categories:

1. Those who are satisfying their elective and/or humanities requirements for the Associate of Arts degree;
2. Those who are currently in the entertainment industry and are interested in focusing on a specific course that will further strengthen their understanding of the craft and how it may apply to their profession;
3. Those who are interested in receiving an Associate of Arts Degree and then transferring to an undergraduate university or college (PLAN A – See below);

THEATER

Associate of Arts Degree (Plan A)

Transfer Program

(Program: 100700 State Code: 08233)

A student must satisfy an 18-unit minimum requirement in the Theater major plus general education units equaling an additional 60-64 units, minimum, in order to receive a transferable Associate of Arts degree in Theater. No specific combination of classes in Theater is required.

The following Theater program is strongly recommended for students interested in a transferable Associate of Arts Degree (“PLAN A”).

Theater 100	3
Theater 105	1
Theater 110	3
Theater 200 or 270	3
Theater 300	3
Any two (2) of the following:	
Theater 240	3
Theater 242	3
Theater 271	2
Theater 272	3

OR

Any two (2) of the following:

Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3

OR

Any two (2) of the following:

Theater 400	3
Theater 414	3
Theater 415	3
Theater 416	3
Theater 417	3

Total Units 18-19

Entrance requirements to the transferring university or college will vary depending upon the individual institution. Students need to consult with a counselor for the specific requirements of the university being considered.

To complete general education requirements in this area of study, Plan A for the AA/AS

Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog

“Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition



6-9 Units	Communication/Analytical Thinking
3 Units	Natural Sciences
3 Units	Humanities
9 Units	Social/Behavioral Sciences
.....	(including American History & Governments)
3-4 Units	Health/Physical Education
3-5 Units	Math Competency

CERTIFICATE PROGRAM

THEATRE ACADEMY

PROFESSIONAL THEATRE TRAINING PROGRAMS FOR ACTORS, SCENIC TECHNICIANS, AND COSTUMERS

Vocational Certificate

Career Programs

Professional theater training is offered in four areas, or options, of concentration: Acting, Advanced Acting, Costuming, and Technical Theatre.

The Theatre Academy at Los Angeles City College has firmly established itself as one of the most highly respected professional theater training institutions in the United States. Since its founding in 1929, the professional theatre training program of the Academy has been dedicated to developing the skills, crafts, and attitudes of students to prepare them for careers in the professional theater.

The Theatre Academy is dedicated to the training of talented, serious students who wish to pursue a career in the professional theatre. All prospective Academy students are required to apply for admission to the Theatre Academy (Theatre Production Office, Theatre Building 208. All candidates are required to audition and/or interview before being invited to train at the Academy. Those interested in training at the Academy should call the Theatre Production Office (323) 953-4000 ext. 2990 to set up an audition/interview.

The training that Theater Academy students receive is stimulating, broadening, exacting, and intense. A limited number of openings are available both Fall and Spring semester to those students who are highly motivated, aggressive, exceptionally talented, and responsible.

Information concerning audition/interview requirements is available in the Theatre Production Office of the Theatre Department. Any actor interested in pursuing training at the Theatre Academy must exhibit competence in spoken English, relatively free of dialects and regional accents, so that faulty understanding or articulation does not become a hindrance in the training.

All prospective Acting majors must consult with a member of the faculty before auditioning. Prospective Technical Theatre and Costume majors must consult with a faculty member in the appropriate area of interest within the Academy.

BLOCK SCHEDULING:

The Theatre Academy is a full-time professional theatre conservatory that schedules classes in a "block" configuration; that is, students are given a specific and required full-time load of courses that are to be

taken each semester. Students are not to vary the courses in each semester's block schedule without approval of the department. When time permits, students are welcome to take other coursework outside the Academy class structure.

PROFESSIONAL ACTOR TRAINING – LEVEL 1

Skill Certificate

The training introduces the student to acting fundamentals through specific movement and vocal techniques, character analysis, observation exercises, and scene study. The ultimate 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.

Theater 100	3
Theater 105-1	1 or
Theater 105-2	1 or
Theater 105-3	1 or
Theater 105-4	1
Theater 242	3
Theater 270	3
Theater 300	3
Theater 345	4
Total Units	17

THEATRE ACADEMY: ACTING (Plan B)

Career Program

(Program: 100701 State Code: 08234)

This two-year program is a full-time exploration of the skills necessary to compete in theatre, television, film, and other aspects of the entertainment industry. Guided by a critically acclaimed faculty with a vast range of experience in the industry, the students are provided fundamental skill understanding in acting, movement, voice, speech, character analysis, dialects, and production. Upon satisfactory completion of the program, the students will have developed a respect and appreciation for all aspects of theatre, along with the ability to create a character on stage and to sustain a performance in front of an audience.

First Semester

Theater 100	3
Theater 105-1	1
Theater 242-1	3
Theater 270	3
Theater 300	3
Theater 345	4

Second Semester

Theater 105-2	1
Theater 110	3
Theater 242-2	3
Theater 272	3
Theater 345	4
Theater 450	2

Third Semester

Theater 105-3	1
Theater 242-3	2
Theater 246-1	3



Theater 274-1	3
Theater 277 (or 4th semester)	3
Theater 294	4
 Fourth Semester	
Theater 105-4	1
Theater 242-4	2
Theater 246-2	3
Theater 274-2	3
Theater 277 (or 4th semester)	3
Theater 294	4
Total Units	65

Some students may be advised to take additional prerequisites or co-requisite courses beyond those required to ensure success in the program. Others may be excused from specific courses above based on previous training and/or experience. Any other changes than those stated above are made with the advice and consent of the Theatre Academy faculty.

THEATRE ACADEMY Level III – ADVANCED ACTING Vocational Certificate

Career Program

After successfully completing two years of professional actor training at the Theatre Academy, a select number of students are invited to a third year of specialized training where they receive advanced coursework in theatre orientation, directing, acting for the camera, rehearsal and performance, scene study, and work in classical acting. Students who complete this special third year of training are fully prepared to enter the acting field a step above many professional actors in the industry today. Audition and cold reading techniques, resume preparation and career marketing are only a few of the skills provided that will better equip the Academy graduate to work in the highly competitive fields of theatre, film, and television.

FIFTH SEMESTER

Theater 185	1
Theater 205	2
Theater 225	3
Theater 232	2
Theater 275	2
Theater 276	3
Theater 295	4

Sixth Semester

Theater 185	1
Theater 205	2
Theater 225 (taken in Fall semester)	2
Theater 232	2
Theater 262	2
Theater 275	2
Theater 276	3
Theater 295	4
Total Units	37

THEATRE ACADEMY

COSTUME DESIGN

Skill Certificate and Vocational Certificate

Career Program

The Theatre Academy's program in Theatrical Costuming 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 two semesters of study focus on the student's individual interests and talents, including the development of a portfolio, the design of an Academy production, or internship at one of the Los Angeles theatres.

Students must demonstrate computer proficiency to the satisfaction of the Costuming faculty.

Suggested Electives: Students qualified to take more than the prescribed units should take CAOT 1, 2; Art 202.

COSTUME DESIGN – LEVEL 1

Skill Certificate

Theater 105-1	1 or
Theater 105-2	1 or
Theater 105-3	1 or
Theater 105-4	1
Theater 104-4	1
Theater 400	3
Theater 425	4
Two of the following	
Theater 411	3
Theater 413	3
Theater 414	3
Theater 415	3
Theater 416	3
Theater 417	3
Theater 419	3
Theater 420	3
Total Units	14

COSTUME DESIGN – LEVEL 2

Certificate of Achievement

(Program: 100602 State Code: 31738)

First Semester

Theater 100	3
Theater 105-1	1
Theater 425	4

And one of the following restricted electives

Theater 400	3
Theater 411	3
Theater 413	3
Theater 415	3
Theater 416	3

Second Semester

Theater 105	1
Theater 425	4

And one of the following restricted electives



Theater 400	3
Theater 411	3
Theater 413	3
Theater 415	3
Theater 416	3
Third Semester	
Theater 105-3	1
Theater 200	3
Theater 425	4
And one of the following restricted electives	
Theater 400	3
Theater 411	3
Theater 413	3
Theater 415	3
Theater 416	3
Fourth Semester	
Theater 105-4	1
Theater 110	3
Theater 300	3
Theater 425	4
And one of the following restricted electives	
Theater 400	3
Theater 411	3
Theater 413	3
Theater 415	3
Theater 416	3
Total Units	57

THEATRE ACADEMY

TECHNICAL THEATRE ENTERTAINMENT TECHNOLOGY

Skill Certificate and Vocational Certificate

Career Program

The Technical Theatre Training 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 Theatre Training program at LACC 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 the theater training industry. The curriculum combines classroom study with the intense hands-on experience associated with the Academy's rigorous play production schedule.

Students are required to take Theater 200 and to demonstrate computer proficiency to the satisfaction of the Theatre Technology faculty.

Suggested Electives: Students qualified to take more than the prescribed units should take Theater 105; Art 101, 102, 209, 501.

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY – LEVEL 1

Skill Certificate

Theater 105-1	1 or
Theater 105-2	1 or

Theater 105-3	1 or
Theater 105-4	1
Theater 100	3
Theater 300	3
Theater 335	4
One of the following four	
Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3
Total Units	14

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY – LEVEL 2

Certificate of Achievement

(Program: 100600 State Code: 31547)

First Semester

Theater 100	3
Theater 105-1	1
Theater 300	3
Theater 335	4

One of the following four

Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3

Second Semester

Theater 105-2	1
Theater 302	3
Theater 325	3
Theater 335	4

One of the following four

Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3

Third Semester

Theater 105-3	1
Theater 320	3
Theater 200	3
Theater 335	4

One of the following four

Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3

Fourth Semester

Theater 105-4	1
Theater 110	3
Theater 335	4
Theater 338	3

One of the following four

Theater 311	3
Theater 313	3
Theater 314	3
Theater 315	3

Total Units	44
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THEATRE ACADEMY SKILL CERTIFICATE

Los Angeles City College has provided quality hands-on professional theatre training, technology, and production experience unrivaled by larger universities and performing arts academies. The Theatre Academy provides each student with the principles and techniques, discipline, organization, and dedication to training required for success in the entertainment industry.

All areas of the Academy – acting, technical theatre, and costuming – are showcased each year in six to eight professional level productions. Intensive production experience is complemented by our location just minutes from Hollywood, “the entertainment capital of the world.”

DESIGN AND DIGITAL MEDIA FOR THE ENTERTAINMENT INDUSTRY

Skill Certificate

Theater 300 OR 315.....	3
Theater 338 OR Cinema 3	3
Architecture 162	3
Photo 46	3
One of the following:	
Art 101	3
Art 102	3
T V 1	3
Theater 313	3
Total Units	15

WORKFORCE DEVELOPMENT READINESS ACADEMY

Dean: Dr. Alex Davis

(323) 953-4000 ext. 2596 •AD208A

<http://workforce.lacitycollege.edu/>

PROGRAMS OFFERED

The Los Angeles City College (LACC) Workforce Readiness Academy prepares English language learners proficient, economically disadvantaged, and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, and to effectively explore, plan and establish career ladder pathways leading growth opportunities in high demand occupations.

The focus of the Academy is to designate participation in workforce education programs as the first step in the career ladder of success towards attaining economic self-sufficiency, with subsequent career ladder progression to credit, vocational education skills certificates, certificates, and associate degree programs

Academy education and training programs encompass 12 non-credit Skills Certificates of Competency and Completion, and over 30 courses in Basic Education and Computing skills, English as a Second Language (ESL), Vocational ESL, Workforce Literacy and Job Readiness skills, and associated Short-Term Vocational Training for high demand jobs in high growth industries such as the healthcare, child development, and retail sectors. Other high demand Academy programs include Citizenship Preparation and Entrepreneurship skills training.

All non-credit courses and Certificate programs are available FREE to all program participants! Take advantage of these opportunities to advance in your career now, and Welcome to Los Angeles City College... From the Staff of the Workforce Readiness Academy Also see the Citizenship/English Literacy section earlier in this catalog.

SKILLS CERTIFICATE PROGRAMS

CERTIFICATES OF COMPLETION/COMPETENCY :

WORKFORCE LITERACY SKILLS

Certificate of Completion

Blueprint for Workplace Success.....	36
Blueprint for Customer Service.....	18
30 Ways to Shine as a New Employee	6
Review of Basic Math.....	36
Review of Basic English	36
Workplace Computing for Limited English Populations	54
Vocational English as a Second Language A.....	54
TOTAL LECTURE HOURS	240

JOB READINESS SKILLS

Certificate of Completion

Blueprint for Workplace Success.....	36
30 Ways to Shine as a New Employee	6
Job Club	6
Blueprint for Customer Service.....	18
TOTAL LECTURE HOURS	66



CAREER DISCOVERY SKILLS**Certificate of Completion**

Blueprint for Workplace Success.....	36
Job Club	6
TOTAL LECTURE HOURS.....	42

IN-HOME SUPPORTIVE SERVICES SKILLS**Certificate of Completion**

VESL for Home Health Aide	18
In-Home Supportive Services (IHSS) Provider	90
TOTAL LECTURE HOURS.....	108

RETAIL SALES AND CUSTOMER SERVICE SKILLS**Certificate of Completion**

Customer Service Smarts: Going the Extra Mile	6
Strategies in Meeting Your Customer Needs	8
Strategies in Building a Continuous Relationship.....	6
Get to Know Your Customer.....	6
TOTAL LECTURE HOURS	26

ENTREPRENEURSHIP SKILLS**Certificate of Completion**

Young Entrepreneur Training Program	36
Blueprint for Customer Service.....	18
TOTAL LECTURE HOURS.....	54

ENGLISH AS A SECOND LANGUAGE-CIVICS I SKILLS**Certificate of Completion**

COURSES	Lecture Hours
English Literacy and Civics 0	108
English Literacy and Civics 1	108
English Literacy and Civics 2	108
TOTAL LECTURE HOURS:	324

ENGLISH AS A SECOND LANGUAGE-CIVICS II SKILLS**Certificate of Completion**

COURSES.....	Lecture Hours
ESL and Civics 4	54
ESL and Civics 5	54
ESL and Civics 6	54
TOTAL LECTURE HOURS	162

VOCATIONAL ENGLISH AS A SECOND LANGUAGE**Skills Certificate of Completion**

COURSES.....	Lecture Hours
Vocational English as a Second Language A	54
Vocational English as a Second Language B	54
Vocational English as a Second Language C	54

TOTAL LECTURE HOURS**162****CUSTOMER SERVICE****Skills Certificate of Completion**

Courses.....	Lecture Hours
30 Ways to Shine as a New Employee	6
Blueprint for Workplace Success	36
Blueprint for Customer Service	18
TOTAL LECTURE HOURS	60

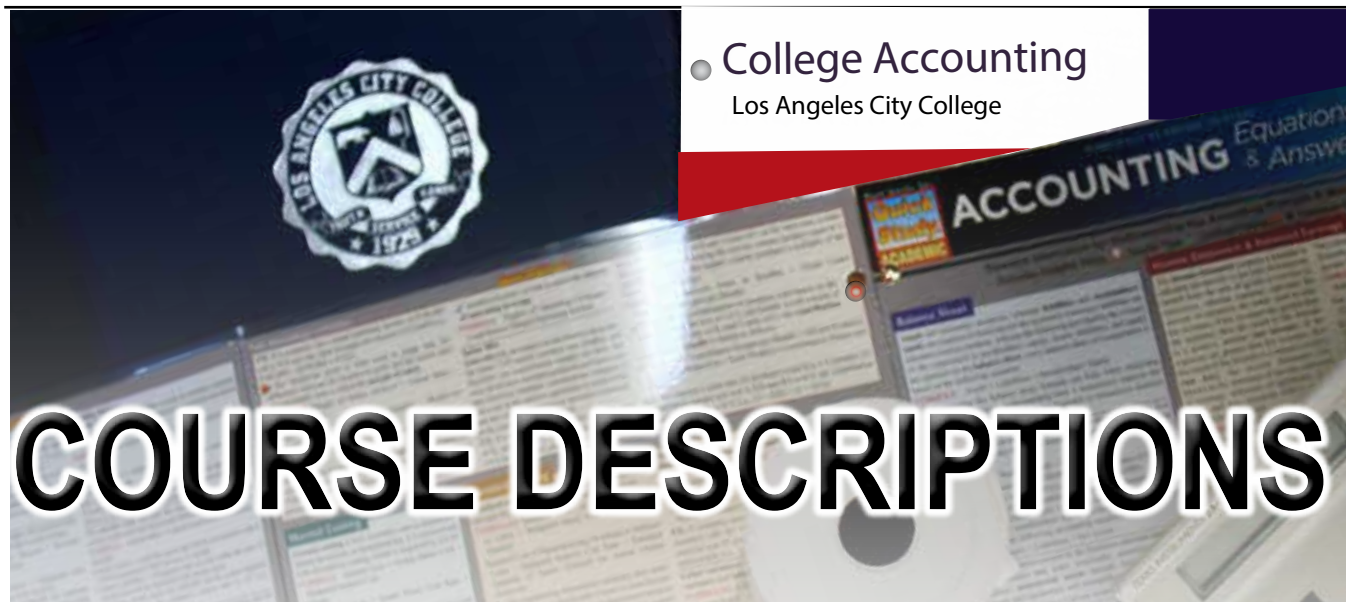
WORKFORCE READINESS ACADEMY**ALL COURSES ARE ALSO OFFERED
ON A "STAND-ALONE" BASIS**

Angelica Ramirez
Dean of Non-Credit Programs
(323) 953-4000 ext. 2588

The LACC Workforce Readiness Academy was voted "Best Workforce Development Program" at the LA Community College District's Excellence in Workforce Development Awards, held in May 2008. The District's eighth annual event also honored the program with a first place trophy in the category "Successful Encouragement of Special Populations." The program is focused on non-credit workforce education and enables students to enter various career ladder pathways. Courses are taught at Van de Kamp Innovation Center - 2930 Fletcher Drive.







ACCOUNTING

ACCOUNTING 1

Introductory Accounting I

5 UNITS - (UC:CSU)

Lecture 5 hours

Accounting 1 is intended for transfer students. All other students should consider taking Accounting 21 with Accounting 41 and Accounting 22 with Accounting 42.

Students receive an introduction to fundamental accounting principles and concepts. Includes analysis and recording of various business transactions in the journals and ledgers; preparation of basic financial statements of service and merchandising firms; detailed study of accounting for cash, receivables, inventory, plant assets including depreciation; intangible assets and amortization; payables payroll and related payroll taxes.

ACCOUNTING 2

Introductory Accounting II

5 UNITS - (UC:CSU)

Lecture 5 hours

Prerequisite: Accounting 1 with a satisfactory grade or better

Students continue learning fundamental accounting principles and concepts including the recording of transactions unique to partnerships and corporate forms of business. Students prepare cash flow statements, financial analysis and interpretation and introduction to basic cost accounting concepts and procedures. Basic fundamental understanding of issuing and investing in stocks and bonds.

ACCOUNTING 15

Tax Accounting I

3 UNITS - (CSU)

Lecture 3 hours

Prerequisite: Accounting 1 OR 6 OR 21 with a satisfactory grade or better.

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 tax preparer and the continuing education requirement of the California Tax Preparer Act.

College Accounting

Los Angeles City College

ACCOUNTING 17

Payroll Accounting

2 UNITS

Lecture 2 hours.

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.

ACCOUNTING 51- (Formally ACCT. 21/41)

Bookkeeping and Accounting I

3 UNITS- (UC:CSU)

Lecture 5 hours.

Co-requisite: Accounting 41.

{Note: Accounting 21 students must also enroll in Accounting 41 at the same hour and with the same instructor as Accounting 21. Credit allowed for only Accounting 1 or the combination of Accounting 21 with 41 and 22 with 42.} UC Limit: Accounting 21 and 22 equal five units allowable.

Students learn fundamentals of double-entry accounting; the accounting cycle; preparation of the trial balance; financial statements, accounting for merchandise businesses, cash transactions; special journals etc.

ACCOUNTING 52- (Formally ACCT 21/41)

Bookkeeping and Accounting II

3 UNITS- (UC:CSU)

Lecture 5 hours

Prerequisite: Accounting 51 OR 21/42 with satisfactory grades or better

Co-requisite: Accounting 42

(Note: Accounting 22 students must enroll in Accounting 42 at the same hour and with the same instructor as Accounting 22.)

Students learn accounting for receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, Cash Flow statement, and comparative financial statement analysis etc.



ACCOUNTING 23**Recordkeeping for Small Business****3 UNITS***Lecture 3 hours.**Prerequisite: Accounting 1 or Accounting 21 or Accounting 6 with satisfactory grades or better*

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.

ACCOUNTING 27**Accounting: Automated Accounting Methods and Procedures II****3 UNITS***Lecture 2 hours; Laboratory 2 hours.**Prerequisite: Accounting 1 or Accounting 21 with a satisfactory grade or better*

Computer applications in the preparation of special journals, payroll register, bank reconciliation, aging accounts receivable, inventory costing and depreciation. Analysis of financial statements and preparation of a computerized practice set.

ACCOUNTING 31**Mathematics of Accounting****3 UNITS- (CSU)***Lecture 3 hours.*

Students learn the mathematical fundamentals, bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts and other accounting-related math subjects.

ACCOUNTING 55**Accounting Computer Laboratory****1 UNIT***Laboratory 2 hours.**Prerequisite: Accounting 21 with a satisfactory grade or better*

Students learn to use the spreadsheet software "Microsoft Excel" for solving accounting problems and concepts being studied in other accounting classes.

**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE 1*****Introduction to Administration of Justice****3 UNITS- (UC:CSU)***Lecture 3 hours*

The student 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 is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

ADMINISTRATION OF JUSTICE 2 ***Concepts of Criminal Law****3 UNITS- (UC:CSU)***Lecture 3 hours.*

The student will 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.

ADMINISTRATION OF JUSTICE 3 ***Legal Aspects of Evidence****3 UNITS- (CSU)***Lecture 3 hours*

The student learns the categories of evidence and legal rules governing its admission and exclusion in the criminal process.

ADMINISTRATION OF JUSTICE 4 ***Principles and Procedures of the Justice System****3 UNITS- (CSU)***Lecture 3 hours.*

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.

ADMINISTRATION OF JUSTICE 5 ***Criminal Investigation****3 UNITS- (CSU)***Lecture 3 hours.*

The students cover the history and development of patrol philosophy; planning for field activities include functions of patrol, traffic and other preliminary investigative duties of the field officers.



ADMINISTRATION OF JUSTICE 6**Patrol Procedures****3 UNITS- (CSU)***Lecture 3 hours.*

The students cover the history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer.

ADMINISTRATION OF JUSTICE 8***Juvenile Procedures****3 UNITS-***Lecture 3 hours.*

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 focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

ADMINISTRATION OF JUSTICE 14**Report Writing for Peace Officers****3 UNITS- (CSU)***Lecture 3 hours.*

Students learn to complete written reports as used by Law enforcement agencies and present factual material with clarity, definiteness, and conciseness emphasized.

ADMINISTRATION OF JUSTICE 16***Recruitment Selection Process****3 UNITS- (CSU)***Lecture 3 hours.*

Students receive an in depth coverage of the selection process for employment in a law enforcement agency. The written exam, oral interview, agility exam, background investigation of law enforcement agency are reviewed

ADMINISTRATION OF JUSTICE 53**Forensic Fingerprint Evidence****3 UNITS***Lecture 3 hours.*

Students locate, develop and Lift fingerprints from crime scenes. These skills are a must for students interested in law enforcement as a police officer or evidence specialist or for private investigations.

ADMINISTRATION OF JUSTICE 60**Arrest, Search and Seizure****3 UNITS- (CSU)***Lecture 3 hours.*

Students concentrate on their individual rights as it pertains to an officer searching and/or seizing property. Fourth Amendment rights regarding unreasonable search and seizure are discussed.

ADMINISTRATION OF JUSTICE 62**Fingerprint Classification****3 UNITS- (CSU)***Lecture 3 hours.***ADMINISTRATION OF JUSTICE 67*****Community Relations I****3 UNITS-***Lecture 3 hours.*

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 Cultural, Religion, and Law.

ADMINISTRATION OF JUSTICE 160**Police Organization and Administration****3 UNITS- (CSU)***Lecture 3 hours.*

Students learn to analyze the concept of police organizations and management styles; addressing the roles and responsibilities of law enforcement agencies.

ADMINISTRATION OF JUSTICE 180***Introduction to Forensics****3 UNITS- (CSU)***Lecture 3 hours.*

Students will learn the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

ADMINISTRATION OF JUSTICE 379**Advanced Criminalistics -Forensics I****3 UNITS***Lecture 3 hours.**Advisory: Administration of Justice 180.*

Students concentrate on three areas of forensics: Serology (blood/DNA), blood spatter analysis and trace evidence. Students use a "hands-on" approach to identify and collect this type of evidence and learn the techniques, used by crime-lab criminalists, to analyze evidence.

ADMINISTRATION OF JUSTICE 381**Law Enforcement Internship****3 UNITS***Lecture 1 hour; laboratory 8 hours.*

The students provide voluntary service to a law enforcement agency of their choice to determine whether police work will be a career goal.

ADMINISTRATION OF JUSTICE 382**Introduction to the Firearms Training System****3 UNITS***Lecture 3 hours.*

Students learn the legal ramifications in the use of deadly force by law enforcement personnel. Additionally, with the use of a computer simulation, students are placed in "real life" type situations and must determine to "shoot or don't shoot".



ADMINISTRATION OF JUSTICE 391***Firearms Evidence Analysis****3 UNITS****Lecture 3 hours.**

Firearm analysis is a forensic course that examines all aspects of firearms - guns/rifles/shotguns, bullets, cartridges, and bullet comparisons. The student approaches firearm analysis from a criminalist point of view and uses a "hands-on" approach through practical exercises and microscope comparisons.

ADMINISTRATION OF JUSTICE 396**Traffic Collision Investigation****3 UNITS***Lecture 3 hours.**Advisories: English 28 and 67.*

Students concentrate on investigating traffic collisions by identifying and interpreting forensic evidence as well as diagramming and measuring scenes. Students also learn how to understand vehicle and pedestrian dynamics (behaviors) normally associated after a collision.

ADMINISTRATION OF JUSTICE 413**Financial Crimes Investigations****3 UNITS***Lecture 3 hours.**Advisories: English 28 and 67.*

Students concentrate on the criminal and civil investigation techniques in dealing with the highly technical field of financial crimes. Students analyze the following crimes: forgery, credit card fraud, financial scams, fake identification fraud, computer fraud, internet crimes and identification fraud (Social Security Number).

AFRICAN-AMERICAN STUDIES**AFRICAN-AMERICAN STUDIES 4****The African-American in the History of the United States I****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67.*

Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. 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.

AFRICAN-AMERICAN STUDIES 5**The African-American in the History of the United States II****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67.*

Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. Transfer Limit UC. Maximum credit one course from African Am Studies 5, Chicano Studies 8, and History 12 or 13.

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.

AFRICAN-AMERICAN STUDIES 60**African-American Music****3 UNITS- (UC:CSU)***Lecture 3 hours.*

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed Credit allowed for only one of African America 60 and Music 135.

AFRICAN-AMERICAN STUDIES 7**African-Americans and the Political System****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67.*

Students analyze the relationship of minority groups to American Politics with emphasis on African Americans in the political system. This course gives an in-depth study of the distribution of political power at the Federal and State levels, African American political thought, ranging from early 18th and 19th emigrationist sentiments to the nationalist exhortations of contemporary African American culture, including African American feminist and socialist thought.

AFRICAN-AMERICAN STUDIES 20**African-American Literature I****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67.*

Students survey African American writers, covering all types of literatures (slave narrative, poetry, novels, etc.) to develop a positive attitude towards reading and understanding the progression of American culture as interpreted by African American writers.



AFRICAN-AMERICAN STUDIES 60**African-American Music****3 UNITS - (UC:CSU)***Lecture 3 hours.*

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists.

Credit allowed Credit allowed for only one of African America 60 and Music 135.

AMERICAN SIGN LANGUAGE**AMERICAN SIGN LANGUAGE 1****American Sign Language I****4UNITS-(UC:CSU)***Lecture 4 hours .Laboratory 1 hour.*

This is an introductory course designed to develop basic conversational skills using the manual alphabet and American Sign Language. It is planned to assist in communicating with deaf individuals and have a better understanding of deaf culture. This course develops basic vocabulary and grammar of American Sign Language. Its emphasis is placed on comprehension skills and vital aspects of the deaf culture and community.

AMERICAN SIGN LANGUAGE 2**American Sign Language II****4 UNITS-(UC:CSU)***Lecture 4 hours .Laboratory 1 hour.*

Prerequisite: American Sign Language I with a satisfactory grade or better.

This course completes the study of elementary vocabulary and grammar. Increased development of inflectional and non- manual behavior patterns. Incorporation of selected aspects of Deaf culture and community in receptive and expressive conversation.

AMERICAN SIGN LANGUAGE 3**American Sign Language III****4UNITS- (UC: CSU)***Lecture 4 hours. Laboratory 1hour.*

Prerequisite: American Sign Language with a satisfactory grade.

Students continue to develop American Sign Language grammar, with special emphasis on idiomatic constructions. Conversational techniques are emphasized focusing on expressive skills, and expanded study of Deaf cultural issues.

AMERICAN SIGN LANGUAGE 30**Finger Spelling I****1UNIT-(CSU)****ANATOMY****ANATOMY1 *****Introduction to Human Anatomy****4UNITS-(UC:CSU)**

Structural organization of the human body: 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.

ANTHROPOLOGY**ANTHROPOLOGY101*****Human Biological Evolution****3 UNITS-(UC: CSU)***Lecture 3 hours.*

Advisory: English 28 and 67 or equivalent.

This course examines evolutionary theory, human genetics, classification, and introduction to primates, the hominid fossil record, classification, 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.

ANTHROPOLOGY102**Human Ways of life: Cultural****3 UNITS-(UC:CSU)***Lecture 3hours.*

Advisory: English 28 and 67 or equivalent

This course establishes the four-field approach to anthropology while covering both anthropological theory and method. Conversations will adopt a holistic perspective to human culture and establish cultural relativism. 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. The student examines communication, learning, subsistence, economics, religion, kinship, gender, ethnicity, politics, stratification, globalization, expressive art, and cultural changes as these all affect our lives. through assigned readings from the text, lectures, discussions and ethnographic investigations, this course will equip you the student with a better understanding of cultural life ways, both past and present, in this time of globalization.

ANTHROPOLOGY 103***Archaeology: Reconstructing the Human Past****3units (UC: CSU)**

This course is an exploration of the theories and methods of contemporary archaeology and offers a narrative on prehistory. Students will interpret the peopling of the planet, culture change, and the rise of civilization using the archaeological record. Students will construct a theory-rich research design that reflects current trends in contemporary archaeology



ANTHROPOLOGY 111**Laboratory in Human Biological Evolution****2 UNITS- (UC:CSU)***Lecture 1 hour Laboratory 2 hours. Co-requisite: Anthropology 101.*

This course introduces laboratory methods used to examine evolutionary theory, human genetics, classification, an introduction to primates, the hominid fossil record, and modern human variation. Students will use practical research modules to identify biological characteristics of primate using principles of classification, discuss features of primate locomotion, diagram the origin of mankind by employing the comparative morphology of skulls from the hominid fossil record, and use forensic techniques to interpret modern human variation. Students must complete Anthropology 101 or be currently enrolled.

ANTHROPOLOGY 121**ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent.*

Students learn about the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, traditional healing, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

ANTHROPOLOGY 151**VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM MIXED MEDIA****3 UNITS- (UC:CSU)**

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 video and audio production in the creation of a final visual product.

ANTHROPOLOGY 385**DIRECTED STUDY- ANTHROPOLOGY****3 UNITS- (CSU)***Lecture 3 hours.*

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

ARABIC**ARABIC 1****Elementary Arabic I****5 UNITS- (UC:SU)***Lecture 5 hours. Laboratory 1 hour**Advisory: English 28 and 67*

Introduces the fundamentals of the Arabic pronunciation and grammar structure. The student receives practical material for simple conversation based on everyday experiences and basic facts on the geography, customs and culture of the Arabic speaking world.

ARABIC 2**Elementary Arabic II****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Prerequisite: Arabic 1 with a satisfactory grade or equivalent.*

Students complete learning elementary Arabic grammar and begin reading and writing relatively more advanced elementary texts. They continue with the study of the cultures of countries that speak Arabic.

ARCHITECTURE**ARCHITECTURE 162****Computer Aided Design and Drafting****3 UNITS- (CSU)***Lecture 2 hour; Laboratory 4 hours.*

This is a computer-aided drawing course which covers beginning to intermediate skill sets. Students utilize the latest AutoCad computer program to complete a series of 2-D and 3-D drawing assignments.

ARCHITECTURE 172**Architectural Drawing I****3 UNITS- (CSU)***Lecture 1 hour; laboratory 5 hours.*

First level architectural design and technical drawing methodology. Students design a simple one-story residence and prepare a complete set of design and technical drawings of the residence. Creative, conceptual and analytical skills are developed. Fundamental architectural drawing techniques as well as 3-D computer modeling methods are introduced. Some basic architectural principles, theories, order and methodologies are explored and incorporated into student projects. The profession of architecture and the practice of architects are clarified. Critical for students applying for work in the architectural or interior design fields as well as students interested in pursuing a higher degree in architecture school or related design field. Great also as a general education course to develop the creative mind and learn to draw architectural plans. Students will also create a portfolio of their work.

ARCHITECTURE 173**Architectural Drawing II****3 UNITS- (CSU)***Lecture 1 hour; laboratory 5 hours.**Prerequisite: Architecture 172 with a satisfactory grade.*

Second level architectural design and technical drawing methodology. Students design a two-story residence addressing a range of complex contextual and environmental issues, including passive energy design principles. A complete set of design and technical drawings of the residence will be produced. Creative, conceptual and analytical skills are developed. Fundamental architectural drawing techniques as well as 3-D computer modeling methods are refined. Critical for students applying for work in the architectural or interior design fields as well as students interested in pursuing a higher degree in architecture school or related design field. Students will also create a portfolio of their work.



ARCHITECTURE 201**Architectural Design I****3 UNITS- (UC:CSU)***Lecture 1 hour; laboratory 5 hours**Prerequisite: Environmental Design 102 with a satisfactory grade.*

This is level 3 architectural design studio in which students will design and develop complex projects exploring contextualism, building typology, space planning and materiality. Students will further refine and develop their creative, analytical, and critical thinking abilities as well as drawing, rendering, computer and model making skill sets.

ARCHITECTURE 202**Architectural Design II****3 UNITS- (UC:CSU)***Lecture 1 hour; laboratory 5 hours.**Prerequisite: Architecture 201 with a satisfactory grade.*

Level 4 architectural design studio. Students will develop and create a series of design projects exploring and examining complex programming, contextualism, and urban fabric issues. Students will develop more advance creative, analytical, and critical thinking abilities as well as more advance drawing, rendering, computer and model making skills.

ARCHITECTURE 222**Architectural Graphics****3 UNITS- (UC:CSU)***Lecture 1.5 hour; laboratory 4.5 hours.*

Students learn architectural drafting and drawing conventions. Students practice standard techniques to draw plans, elevations, sections, axonometrics, and perspectives as well as non-traditional methods. A variety of media are explored and utilized to create a range of graphic outcome. The course also covers some basic conceptual training and development of creative skills. Students will create a portfolio of their work from this and other design courses.

ARCHITECTURE 271**Architectural Drawing III****3 UNITS- (CSU)***Prerequisite: Architecture 173 a satisfactory grade. Lecture 1 hours; Laboratory 5 hours.*

Third level architectural design and technical drawing methodology. Students design a multiple story residence on a down slope site addressing a range of complex contextual and environmental issues, including passive energy design principles. Different building materials such as concrete and metal will be studied and incorporated into the building. A complete set of design and technical drawings of the residence will be produced. Creative, conceptual and analytical skills are further developed. Fundamental architectural drawing techniques as well as 3-D computer modeling methods are refined. Students will create a portfolio of their work.

ARCHITECTURE 272**Architectural Drawing IV****3 UNITS- (CSU)***Prerequisite: Architecture 271 with a satisfactory grade. Lecture 1 hour; Laboratory 5 hours.*

Fourth level architectural design and technical drawing methodology. Students design a multi-story mid density residence which will address a range of complex contextual and environmental issues, passive energy design principles and code compliance design. Different building materials such as concrete and metal will be studied

and incorporated into the building. A complete set of design and technical drawings of the residence will be produced. Creative, conceptual and analytical skills are further developed. Fundamental architectural drawing techniques as well as 3-D computer modeling methods are refined. Students will create a portfolio of their work.

ARMENIAN**ARMENIAN 1****Elementary Armenian I****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Advisory: English 28 and 67.*

The student completes the fundamentals of pronunciation and elementary grammar, practical vocabulary and useful phrases to understand, read and write simple Armenian.

ARMENIAN 2**Elementary Armenian II****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Prerequisite: Armenian 1 with a satisfactory grade or equivalent.*

The students learn the elementary grammar, reading and comprehension of simple text, with emphasis on oral expression. It also includes an introductory study of Armenian culture to complement comprehension of language.

ART**ART 107****Mexican Art - Modern****3 UNITS - (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent.**Advisory: English 28 and 67 or equivalent.*

The student learns about the pictorial arts of Mexico prior to and during the 20th Century including the periods from the pre-Historic through the Mexican influence on the arts of the United States.

ART 111**History of Contemporary Art****3 UNITS - (UC:CSU)***Lecture 3 hours.**Advisory: English 67 or equivalent.*

Students pursue on their own an in-depth study of 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 185**Directed Study - Art Honors****1 UNITS***Lecture 1 hour.*

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 - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.*

Students explore various drawing approaches in several black and white media with emphasis upon the development of observational, technical and expressive skills in graphic representation.

ART 202***Drawing II****3 UNITS - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.**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 - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours; Discussion 1 hour.**Prerequisite: Art 201 with a satisfactory grade.**Co-requisite: Art 501.*

Drawing from the live model in various mediums, solving problems related to structure, anatomy, composition and expressive design.

ART 205**Life Drawing II****3 UNITS - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.**Prerequisite: Art 204 with a satisfactory grade.*

Students continue drawing and painting from the live model in various media, solving more complex problems related to structure, anatomy, composition and design.

ART 206***Life Drawing III****3 UNITS - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.**Prerequisite: Art 205 with a satisfactory grade.*

A continuation of drawing and painting from the live model in various media, solving complex problems related to structure, anatomy, composition and expressive design; observing the use of the figure in the history of art, and developing a more personal drawing style.

ART 209**Perspective Drawing I****3 UNITS - (UC:CSU)***Lecture 2 hour; Laboratory 2 hours.*

Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. They explore methods of drawing cast shadows and mirror reflections in perspective.

ART 285**Directed Study- Art Honors****2 UNITS***Lecture 2 hours.*

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- (UC:CSU)***Lecture 2 hour; Laboratory 2 hours. Prerequisite: Art 201 with a satisfactory grade. Co-requisite: Art 501.*

Students learn the technique of watercolor painting applied to still life, landscape and the human figure using transparent watercolors as the medium.

ART 301**Watercolor Painting I****3 UNITS- (UC:CSU)***Lecture 2 hours; Laboratory 2 hours. Prerequisite: Art 300 with a satisfactory grade.*

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 304**Acrylic Painting I****3 UNITS- (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.**Prerequisite: Art 201 and 501 with a satisfactory grade.*

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 304**Acrylic Painting I****3 UNITS - (UC:CSU)***Lecture 2 hours; Laboratory 2 hours.**Prerequisite: Art 201 and 501 with a satisfactory grade.*

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- (UC:CSU)***Lecture 2 hours; Laboratory 2 hours. Prerequisite: Art 304 with a satisfactory grade.*

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- (UC:CSU)***Lecture 2 hours; Laboratory 2 hours. Prerequisite: Art 305 with a*

satisfactory grade.

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- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Art 201 and Art 501 with satisfactory grades or better
Students learn the tools, materials, and techniques of painting with the oil painting medium. Students expand their knowledge of composition and color while developing art concepts, content and imagery from still life, landscape and the human figure.

ART 308

Oil Painting II

3 UNITS- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours. Prerequisite: Art 307 with a satisfactory grade.

Students explore the oil painting medium in a variety of perceptual problems. Students work from the study of still life, landscape, and the live model.

ART 309

Oil Painting III

3 UNITS- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Art 308 with a satisfactory grade. Students explore the oil painting medium in a variety of perceptual problems.
Students work toward individual growth and development of personal concepts.

ART 385

Directed Study- Art Honors

3 UNITS

Lecture 2 hours.

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students will create art works of special interest to them under guidance of the instructor.

ART 400

Introduction to Printmaking

3 UNITS- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 201 and 501 with satisfactory grades or better

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- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours. Prerequisite: Art 400 with a satisfactory grade.

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- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 401 with a satisfactory grade.

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- (UC:CSU)

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 402 with a satisfactory grade.

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- (UC:CSU)

Lecture 2 hours; Laboratory 2 hours.

Students learn visual thinking and expression by working with the basic methods and concepts of composition and the basic elements of line, shape, value and color. Students study the role of graphic communication in society.

ART 502

Beginning Three-Dimensional Design

3 UNITS- (UC:CSU)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 501 with a satisfactory grade. Co-requisite: Art 201.

Students study concepts of three dimensional form with experimental problems in a variety of materials using various spatial constructions.

ART 604

Graphic Design I

3 UNITS- (CSU)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 501 and Art 633 with satisfactory grades

Students learn the fundamentals of graphic design – the field; its terminology, tools, and working methods. Emphasis is placed on computer layout skills and their application to creative visual communication, with strong emphasis on typographical technical and historical elements.

ART 605

Graphic Design II

3 UNITS- (CSU)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 604 and Art 633 with satisfactory grades. Co-requisite: Art 639.

Students apply graphic design principles using computer graphic rendering. Emphasis is placed on comprehensive layouts for advertising design and graphics and include product rendering with the integration of typographical elements.



ART 606**Graphic Design III
3 UNITS- (CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 605, Art 633 and Art 639 with satisfactory grades.

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of illustrations and digital images and their integration into page layout software to produce press-ready graphics.

ART 620***Illustration 1
3 UNITS- (CSU)**

Lecture 2 hours; Laboratory 2 hours. Prerequisite: Art 201 with a satisfactory grade. Co-requisite: Art 501.

Drawing, rendering and composition skills are extended to problems in commercial illustration, pictorial art for publications and advertising. Variety of techniques and media.

ART 633**Introduction to Computer Graphics
3 UNITS- (CSU)**

Lecture 2 hours; Laboratory 2 hours. Prerequisite: Art 501 with a satisfactory grade.

Students learn the fundamentals of computer graphics using Adobe Illustrator. The Macintosh operating system, color modes, file formats, basic scanning and digital printing techniques as well as web research is also surveyed.

ART 634**Computer Graphics I: 3D Computer Graphics
3 UNITS- (CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 633 with a satisfactory grade.

Exploration of three-dimensional digital design techniques, concepts, and applications employed as tools in graphic design. The course focuses on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

ART 639**Digital Imaging
3 UNITS- (CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 633 with a satisfactory grade. Students learn the fundamentals of still-image manipulation using Adobe Photoshop.

ART 700***Introduction to Sculpture
3 UNITS- (UC:CSU)**

Lecture 1 hour; Laboratory 5 hours. Prerequisite: Art 501 with a satisfactory grade. 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- (UC:CSU)**

Lecture 1 hour; Laboratory 5 hours. Prerequisite: Art 700 with a satisfactory grade.

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- (UC:CSU)**

Lecture 1 hour; Laboratory 5 hours. Prerequisite: Art 701 with a satisfactory grade.

Students will be challenged with advanced problems in sculpture. Students will be encouraged to explore individual creativity, materials and processes.

ART HISTORY**ART HISTORY 103 (FORMERLY ART 103) Art Appreciation
3 UNITS- (UC:CSU)**

Lecture 3 hours.

Advisory: English 101.

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.

**ART HISTORY 110 (FORMERLY ART 101)
Survey of Western Art History I
3 UNITS**

Lecture 3 hours.

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.

**ART HISTORY 120 (FORMERLY ART 102)
Survey of Western Art History II
3 UNITS**

Lecture 3 hours.

Advisory: English 101.

Students learn about the development of Art from the time of the Renaissance to the Early 20th Century. Emphasis is placed on the cultural context of the West while major points of artistic contact with the Non-European world is considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary period.

**ART HISTORY 130 (FORMERLY ART 105)
Survey of Asian Art History
3 UNITS**

Lecture 3 hours.

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.

ART HISTORY 139

Introduction to Islamic Art 3 UNITS (CSU)

Lecture 3 hours. 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.

ART HISTORY 140 (FORMERLY ART 109)

Survey of Arts of Africa, Oceania, and Ancient America 3 UNITS (CSU)

Lecture 3 hours. Advisory: English 101.

Students learn about the visual culture within select regions in Africa, Oceania and indigenous North America.

ART HISTORY 151

Introduction to Latin American Art 3 UNITS (CSU)

Lecture 3 hours. Advisory: English 101.

The students examine the art and architecture of Latin America, beginning with Pre-Columbian period, but focus 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.

ART HISTORY 171

Introduction to Global Contemporary Art 3 UNITS (CSU)

Lecture 3 hours.

Advisory: English 101.

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

ASTRONOMY 1

Elementary Astronomy 3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67

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 Astronomy 5.

ASTRONOMY 5*

Fundamentals of Astronomy Laboratory 1 UNIT- (UC:CSU)

Laboratory 3 hours.

Co-requisite: Astronomy 10 or 11

Advisory: Astronomy 1

Astronomy 5 laboratory course 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 Astronomy 1 or Astronomy 10 or Astronomy 11, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in Astronomy 5 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.

ASTRONOMY 11

Stars, Galaxies, and the Universe 3 UNITS- (UC:CSU)

Lecture 3 hours.

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 to extraterrestrial life.

BIOLOGY

BIOLOGY 3

Introduction to Biology 4 UNITS - (UC:CSU)

Lecture 3 hours; Laboratory 3 hours.

Advisory: English 21.

Credit not allowed for Biology 3, 3H to students who have previous credit for Biology 1, 6, 23,25.

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 6

General Biology I 5 UNITS- (UC:CSU)

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 125 and Chemistry 60 or Chemistry 68 with a satisfactory grade or equivalent.

Advisory: English 21 or equivalent.

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.

UC limit: No credit allowed for Biology 1, 3, 23 or 25 if taken after Biology 6.



BIOLOGY 7**General Biology II****5 UNITS- (UC:CSU)***Lecture 3 hours; Laboratory 6 hours.**Prerequisite: Chemistry 60 and Math 125 with a satisfactory grade or equivalent. Advisory: Eligibility for English 21 or equivalent.*

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 25**Human Biology****3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: Eligibility for English 21 or equivalent.**Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, 23.*

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.

BUSINESS**BUSINESS 1****Introduction to Business****3 UNITS- (UC:CSU) Lecture 3 hours.***Advisory: English 28 and 67 or equivalent.*

The student surveys business, including forms of business organization, finance, personnel problems, marketing, managerial aids, business government relations; and business terms and concepts.

BUSINESS 15**Business Statistics****3 UNITS- (UC:CSU)***Lecture 3 hours.**Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

The student learns measures of Central Tendency, Measures of Dispersion, Normal Distribution, Hypothesis Testing, Correlation and Analysis of Variance. UC limit: Maximum one course from Mathematics 225, 227 and Business 15.

BUSINESS 17**Computer Graphics for Business****3 UNITS***Lecture 1 hour; Laboratory 4 hours. Pre-requisite: Business 1.*

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.

BUSINESS 38**Business Computations****3 UNITS- (CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent.**Note: Credit allowed for only one of Business 38 or Accounting 31.*

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.

BUSINESS 911**Cooperative Education- Business****1 UNIT- (CSU)***Lecture 1 hour*

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.

BUSINESS 921**Cooperative Education - Business****2 UNIT - (CSU)***Lecture 2 hour.*

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.

BUSINESS 931**Cooperative Education - Business****3 UNIT - (CSU)***Lecture 3 hours.*

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.

CAOT (COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES)**CAOT 1****Computer Keyboarding and Document Applications I****3 UNITS - (CSU)***Lecture 2 hours; Laboratory 3 hours.**Advisories: Eligibility for ESL Level 6B and 6C.*

Students develop a salable skill-computer keyboarding by touch; minimum speed at end of course, 30wpm accurately; formatting of letters, memos, tables, and simple reports using word processing software.



CAOT 2**Computer Keyboarding and Document Applications II
3 UNITS - (CSU)**

Lecture 2 hours; laboratory 3 hours.

Prerequisite: Computer Keyboarding I or equivalent.

Students master the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 accurately; formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

CAOT 3**Computer Keyboarding III
3 UNITS - (CSU)**

Lecture 2 hours; laboratory 3 hours.

Prerequisites: Completion of CAOT 2 and CAOT 84 or equivalent.

(Students who do not meet these prerequisites should enroll in either CAOT 2 or CAOT 9 and CAOT 84, Microsoft Word.)

Develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm.

CAOT 7**Machine Transcription
3 UNITS**

Lecture 3 hours; laboratory 1 hour

Prerequisite: GAOT 31 with a satisfactory grade or equivalent. Advisory:

GAOT 1 or ability to key 30wpm.

Students develop proficiency in operating transcribing software on the computer to accurately transcribe a variety of business documents from taped dictation using word processing software. Students thoroughly review English fundamentals and strengthen keyboarding and proofreading skills.

CAOT 9**Computer Keyboarding Improvement
1 UNIT- (CSU)**

Laboratory 3 hours. Prerequisite: GAOT 1

The student improves keyboarding procedures through continued emphasis on correct keyboarding techniques and develops speed and accuracy through timed writings and corrective drills.

CAOT 14 ***Microcomputer Office Applications: PowerPoint
2 UNITS**

Lecture 1 hour; laboratory 3 hours. Prerequisite: CAOT 82.

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, 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 20**Medical Office Procedures
5 UNITS- (CSU)**

Lecture 5 hours.

Prerequisites: GAOT 2 or 31 with a satisfactory grade and equivalent.

Advisory: GAOT 44.

Students learn proficiency in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, medical filing and handling of confidential documents, scheduling appointments in a variety of medical facilities and medical insurance.

CAOT 23**Legal Office Procedures I
5 UNITS**

Lecture 5 hours.

Advisories: GAOT 2 and 31 with satisfactory grade or equivalent.

Students planning to become legal secretaries are provided office procedures and administration for legal secretaries and offices duties. Discussions include different types of equipment and software systems used; various types of law practices, organizational structures; preparation of civil, criminal, and federal lawsuit pleadings.

CAOT 31**Business English
3 UNITS- (CSU) Lecture 3 hours.**

Prerequisite: English 28 and 67 with a satisfactory grade or equivalent. Required of all GAOT majors.

Students learn English grammar and punctuation rules; practice in writing sentences and paragraphs.

CAOT 32**Business Communications
3 UNITS- (CSU) Lecture 3 hours.**

Prerequisites: GAOT 1 and 31 with a satisfactory grade or equivalent. Credit is allowed for only one of the following courses: CAOT 32 or Supervision 12.

Students learn application of business communications, principles of writing a variety of business letters, interoffice memorandums, business reports, business presentations plus improve their general and business vocabularies.

CAOT 33**Records Management And Filing
2 UNITS**

Lecture 1 hour; Laboratory 2 hour

Students learn creation, storage, disposition and preservation of all types of documents using alphabetic, geographic, numeric, and subject methods. Includes database management on a microcomputer.

CAOT 34**Business Terminology
2 UNITS- (CSU)**

Lecture 2 hours.

The student practices the specialized vocabulary used in modern business communications, including correct definition, spelling, pronunciation, and effective usage.



CAOT 43
Office Procedures
3 UNITS

Lecture 3 hours.

Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or better. Comprehensive knowledge and application of office skills and procedures for the automated office; development of attitudes for success on the job.

CAOT 44
Medical Terminology
3 UNITS- (CSU)

Lecture 3 hours.

Students develop an understanding of medical terminology through a study of word roots, prefixes, and suffixes and body systems. Students' emphasis is also given to spelling, pronunciation, and definitions.

CAOT 46
Medical Transcription
3 UNITS

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.

Advisory: CAOT 44 or equivalent.

The student develops a proficiency in accurately transcribing medical documents, including medical letters, chart notes, history and physicals, and reports from CDs and/or through the Internet. Correct spelling, proofreading, correct terminology usage, and abbreviations are emphasized. Students simultaneously review anatomy and major body systems.

CAOT 47
Applied Office Practice
2 UNITS

Lecture 1 hour; Laboratory 4 hours.

Advisory: CAOT 1 with a satisfactory grade or equivalent and second semester standing.

Practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

CAOT 49
Machine Transcription for Legal Secretaries
3 UNITS

Lecture 2 hours; laboratory 2 hours.

Prerequisites: CAOT 2 and 31 with satisfactory grades or equivalent. Advisory: CAOT 23

Students develop proficiency in operating transcribing machines to transcribe legal correspondence and documents, including court documents, from cassette tape. Emphasis is placed on spelling, proofreading, formatting, and the meaning of legal terms.

CAOT 64
Computer Applications and Office Technologies Laboratory
1 UNIT- (CSU)

Laboratory 2 hours.

Co-requisite: CAOT 1.

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. In addition to lab hours that are required for any other classes student is enrolled in. Pass/No Pass.

CAOT 79*
Word Processing Applications
3 UNITS- (CSU)

Lecture 2 hours; laboratory 3 hours.

Prerequisites: CAOT 84 and CAOT 31 with satisfactory grades or equivalent.

Students develop further skill in preparing a variety 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 82
Microcomputer Software
Survey in the Office
3 UNITS – (CSU)

Lecture 2 hours; laboratory 3 hours.

Prerequisites: CAOT 1 and CAOT 98 with satisfactory grades or equivalent.

Introduces students to the use of the microcomputer and commercially available software used in business office. Course provides hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing and presentation design software.

CAOT 84
Microcomputer Office Applications:
Word Processing
3 UNITS - (CSU)

Lecture 2 hours; Laboratory 3 hours.

Advisories: ESL Level 5B and completion of CAOT 1 with a satisfactory grade or equivalent.

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 merge documents. Use desktop publishing features to create newsletters, brochures, fliers, and resumes.

CAOT 85
Microcomputer Office Applications: Spreadsheet
3 UNITS – (CSU)

Lecture 1 hour; laboratory 4 hours.

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 86**Microcomputer Office Applications: Database
3 UNITS - (CSU)**

Lecture 1 hours; laboratory 4 hours.

Advisory: CAOT 1.

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 88**Microcomputer Office Applications: Desktop Publishing
3 UNITS- (CSU)**

Lecture 2 hours; laboratory 3 hours.

Provides information and hands on training using a personal computer; printers and various desktop publishing software including Microsoft Publisher. Includes producing camera ready, near typeset quality reports, newsletters, business forms, and presentations.

CAOT 93**Legal Document Production
2 UNITS- (A)**

Lecture 2 hours.

Prerequisites: CAOT 2 and CAOT 84 with satisfactory grades or equivalent.

Co-requisite: Law 2

Students produce legal documents and judicial forms using a computer. Emphasis is placed on the standards used in legal procedures for various areas of law.

CAOT 97**Introduction to the Internet
3 UNITS**

Lecture 2 hours; laboratory 3 hours.

CAOT 98**Microcomputer Office Applications: Introduction to Windows
3 UNITS**

Lecture 1 hour; laboratory 4 hours.

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 105**School-to-Work-Portfolio
2 UNITS**

Lecture 2 hours.

Prerequisite: CAOT 31 with a satisfactory grade or equivalent.

Students prepare a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. The course will also include career planning, networking with business and industry, and job search using the Internet and other resources.

CAOT 112**Microcomputer Office Applications: Web Page Design
3 UNITS- (CSU)**

Lecture 2 hours; laboratory 3 hours. Advisory: CAOT 98 or equivalent.

This course is designed to help students learn the most important topics of Web Page Design. The course emphasizes creating a new website, integrating a database, styles, and working with HTML codes.

CAOT 126**Introduction to Medical Coding/Billing
3 UNITS**

Lecture 3 hours. Prerequisite: CAOT 44. Advisories: English 28 and 67

Students learn the comprehensive overview of medical insurance and billing procedures with introductory instruction in CPT and ICD-9-CM basic coding procedures. Basic medical insurance procedures for commercial and government insurance plans such as Blue Cross/Blue Shield, Medicare, Medicaid, Tricare/Champva, Workers Compensation, and Disability insurance will be covered. HIPAA (Health Insurance Portability and Accountability Act) will be reinforced throughout the course. Introduction to electronic medical billing practice management and electronic claims billing will be presented and utilized throughout the course.

CAOT 385**Directed Study- Computer Application Office Technology
3 UNITS- (CSU)**

Lecture 3 hours.

In this course students pursue directed study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

CAOT 911**Cooperative Education 911- CAOT
1 UNIT (CSU)**

Lecture 1 hour

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The worksite will be approved by the Department Chair. Students must work 75 hours paid or 60 hours non-paid.

CAOT 921**Cooperative Education 921 - CAOT
2 UNITS (CSU)**

Lecture 2 hours.

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.



CAOT 931**Cooperative Education 931 - CAOT
3 UNITS (CSU)**

Lecture 3 hours.

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

CAOT 941**Cooperative Education 941- CAOT
4 UNITS (RPT 3) (CSU)**

Lecture 4 hours.

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 300 hours paid or 240 hours non-paid.

CHEMISTRY

TRANSFER LIMITS: UC gives no credit for Chemistry 51, 60, 68 if taken after Chemistry 101.

CHEMISTRY ENROLLMENT INFORMATION

Enrollment in all chemistry classes is based on completion of the required prerequisites with satisfactory grades or better.

Students enrolling in Chemistry 60 or 68 who have not completed Math 115 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses.

Students enrolling in Chemistry 101 who have not completed Chemistry 60, 65 or 68 or equivalent must pass the Chemistry Readiness Exam in order to enroll in this course. Please contact the Assessment Office at 323.953.4000 ext. 2264 for more information.

Students enrolling in Chemistry 101 and 102 who have not completed Math 125 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses.

It is recommended that all chemistry students complete English 28 and 67 or the equivalent. Students who have completed the prerequisites for chemistry courses outside of the Los Angeles Community College District must submit proof of prerequisite completion to the Counseling Office prior to enrollment in chemistry courses.

INFORMATION FOR PRE-NURSING STUDENTS:

.AJI LACC pre-nursing students must complete Chemistry 60 with a satisfactory grade to satisfy the chemistry requirement for the LACC Nursing Program.

CHEMISTRY 60**Introduction to General Chemistry
5 UNITS- (UC:CSU)**

Lecture 3 hours. Laboratory 4 hours.

Prerequisite: Mathematics 115 or appropriate score on the placement assessment.

Advisory: English 28 and 67 or 31.

A general basic chemistry course with laboratory, emphasizing fundamental principles of inorganic and physical chemistry, nomenclature of inorganic compounds, ionic and covalent bonding, problem solving, gas laws and solutions. This course serves as preparation for Chemistry 101, and meets the IGETC and CSU general education requirements for physical science with laboratory.

CHEMISTRY 101**General Chemistry I
5 UNITS- (UC:CSU)**

Lecture 3 hours. Conference 2 hours. Laboratory 4 hours. *Prerequisite:* Chemistry 60 or 65 or 68 and Mathematics 125

Advisory: English 28 and 67.

Note: Students who have not completed Chemistry 60, 65 or 68 or the equivalent are required to pass the chemistry readiness examination prior to enrolling in Chemistry 101. See "Chemistry Enrollment Information."

Lecture topics include nomenclature, atomic structure, quantum theory, bonding theories and molecular geometry, chemical equations, stoichiometry, thermochemistry, solid, liquid and gaseous states and related forces, gas laws, solutions and colligative properties, periodic relationships, and acid base theories. Laboratory exercises are quantitative in nature and are related to the lecture topics

CHEMISTRY 102**General Chemistry II
5 UNITS- (UC:CSU)**

Lecture 3 hours. Conference 2 hours. Laboratory 4 hours.

Prerequisite: Chemistry 101 and Mathematics 125

Advisory: English 28 and 67.

In this the first part of two-course sequence students learns structure, nomenclature, stereochemistry, preparation and mechanisms of reactions of aliphatic and aromatic hydrocarbons and their derivatives. Students also learn a mechanistic approach to reactions and a focus on multistep synthesis throughout the course. The laboratory presents the techniques of preparation, where students learn isolation and analysis of organic compounds employing standard and modern instrumental methods.

CHEMISTRY 211***Organic Chemistry for Science Majors I
5 UNITS- (UC:CSU)**

Lecture 3 hours. Conference 2 hours. Laboratory 4 hours.

Prerequisites: Chemistry 102. *Advisory:* English 28 and 67.

Introduces the structure, nomenclature and reactions and properties of organic compounds. introduces spectroscopy as applied to organic compounds. Preparation and isolation of organic compounds and determination of physical properties are studied in the laboratory.



CHEMISTRY 212**Organic Chemistry for Science Majors II
5 UNITS- (UC:CSU)**

Lecture 3 hours.

Conference 2 hours. Laboratory 4 hours.

Prerequisite: Chemistry 211. Advisory: English 28 and 67

This course will complete the study begun in Chemistry 211 of the organic functional groups of alcohols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and amines. It will also cover more specialized topics including the following: carbohydrates, amino acids and peptides, fatty acids and polymers; dysfunctional compounds, polycyclic benzenoid hydrocarbons, heterocyclic compounds, mass spectroscopy, NMR techniques and strategies in modern organic synthesis. A mechanistic approach to reactions and a focus on multistep synthesis will be emphasized throughout the course. The laboratory presents more techniques of preparation, isolation and analysis of organic compounds employing modern instrumental analysis.

CHEMISTRY 221 ***Biochemistry for Science Majors
5 UNITS- (UC:CSU)**

Lecture 3 hours.

Conference 2 hours. Laboratory 4 hours.

Prerequisite: Chemistry 211.

Students receive 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.

CHICANO STUDIES**CHICANO STUDIES 7****The Mexican American in the History of the United States I
3 UNITS- (UC:CSU)**

Lecture 3 hours. Note: Meets the Associate in Arts degree requirement in American Institutions.

Credit allowed for only one of Mexican American Studies 7 or African-American Studies 4 or History 11. UC limit: One course from Chicano Studies 7, African-American Studies 4, History 11. This course traces the historical evolution of persons of Mexican descent and their institutions to 1850. It surveys the contributions of Mexican-descended persons to the development of the United States with particular emphasis on the present-day U.S. Southwest.

CHICANO STUDIES 8**THE MEXICAN AMERICAN IN THE HISTORY OF THE UNITED STATES II****3 UNITS- (UC:CSU)**

Lecture 3 hours.

Note: Meets the Associate in Arts degree requirement in American-Institutions.

Credit allowed for only one of Mexican American Studies 8 or African-American Studies 5 or History 12 or 13. UC limit: One course from Chicano Studies 8, African-American Studies 5, History 12, 13. The course examines Chicano historical experiences from the nineteenth century to the present. The course focuses on the social, historical, and political tensions between American dominant society and Chicano communities. It also examines the U.S. constitution and U.S. political systems.

CHICANO STUDIES 44 (Same As Spanish 16)**Mexican Civilization****3 UNITS (UC:CSU)**

Lecture 3 hours.

This course is a board survey of Mexican civilization and culture. The course covers the periods of prehistoric expansion of Mesoamerica, Pre-Columbian Mexican civilization, the Spanish conquest, the colonial period, and Mexico in the 19th and 20th century.

CHILD DEVELOPMENT**CHILD DEVELOPMENT 1****Child Growth and Development****3 UNITS- (UC:CSU)**

Lecture 3 hours.

Co-requisite: English 21 or equivalent.

An introductory Child Development course that examines 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.

CHILD DEVELOPMENT 2**Ear1y Childhood Principles and Practices****3 UNITS- (CSU)**

Lecture 3 hours.

Co-requisite: English 28 and 67 or 31 or equivalent, and Child Development 1.

Note: Verification of annual Mantoux test (or chest x-ray) is required. Students exam and learn about the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. 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.



CHILD DEVELOPMENT 3**Creative Experiences for Children I****3 UNITS- (CSU)***Lecture 3 hours.**Prerequisite: Child Development 1 and 2 or equivalent.*

Students develop and implement creative curriculum for young children. Activities include: sensory, motor, manipulative, art, music, movement, and dramatic play experiences. Emphasis is on environments that promote creativity and the role of the teacher. Enrollment recommended in CD 84 OR 85: Child Development Labs one hour TBA a week to develop activities and lessons.

CHILD DEVELOPMENT 7 ***Introduction to Curriculum in Early Childhood Education I****3 UNITS- (CSU)***Lecture 3 hours.**Prerequisite: CH DEV 1 and 2*

Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. 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.

CHILD DEVELOPMENT 10***Health, Safety and Nutrition****3 UNITS- (CSU)***Lecture 3 hours.**Co-requisite: English 21 or equivalent.*

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.

CHILD DEVELOPMENT 11**Child, Family and Community****3 UNITS - (CSU)***Lecture 3 hours.**Co-requisite: English 21 or equivalent.*

Students examine the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and sociocultural 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 is studied.

CHILD DEVELOPMENT 11**Child, Family and Community****3 UNITS- (CSU)***Lecture 3 hours.**Co-requisite: English 21 or equivalent.*

Students examine the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and sociocultural 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 is studied.

CHILD DEVELOPMENT 22**Practicum in Child Development I****4 UNITS- (CSU)***Lecture 2 hours. Laboratory 2 hours.**Prerequisite: Child Development 3 or 4 OR Child Development 7 and Child Development 11**Note: Verification of annual Mantoux test (or chest x-ray) is required.*

Students are assigned to an approved Child Development program to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

CHILD DEVELOPMENT 23**Practicum in Child Development II****4 UNITS- (CSU)***Prerequisite: Child Development 22 or equivalent. Lecture 2 hours.**Laboratory 6 hours per week.**Note Verification of current Mantoux test (or chest x-ray) is required.*

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.

CHILD DEVELOPMENT 30**Infant and Toddler Studies I****3 UNITS- (CSU)****Lecture 3 hours.****Advisory: English 21 or equivalent.***Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students receive an in-depth study of cognitive/language, social/emotional and perceptual/motor developmental domains and milestones of infants from birth to 36 months, in the context of



respectful relationships. As well as, an overview of major theories including attachment, brain development, the value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

CHILD DEVELOPMENT 31
Infant and Toddler Studies II
3 UNITS- (CSU)

Lecture 3 hours.

Advisory: English 21 or equivalent.

Note: Verification of current Mantoux test (or chest x-ray) is required. Students learn the principles of inclusive, respectful, care-giving for infants and toddlers. Topics include: typical and atypical development, principles of early intervention, appropriate environments, curriculum, 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.

CHILD DEVELOPMENT 34
Observing and Recording Children's Behavior
3 UNITS- (CSU)

Lecture 3 hours.

Prerequisite: Child Development 1 and English 28 and English 67 or equivalent.

Note: Verification of current Mantoux test (or chest x-ray) is required. Students learn the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

CHILD DEVELOPMENT 38
Administration and Supervision of Early Childhood Programs I
3 UNITS- (CSU)

Lecture 3 hours.

Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent. 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 enrolment and hiring process. This course partially fulfills the licensing requirements for the director

CHILD DEVELOPMENT 39
Administration and Supervision of Early Childhood Programs II
3 UNITS- (CSU)

Lecture 3 hours.

Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent. Students learn how to administrate an Early Childhood Program. Students analyze state and federal regulations and learn how to apply the information to developing and supervising a comprehensive,

culturally sensitive, developmentally appropriate program. In addition, students learn about appropriate computer applications for administration, how to write grants and proposals for funds, use advocacy skills for community improvement, develop leadership skills and team management techniques, develop a comprehensive parent partnership, work with program evaluation tools, and understand legal issues. This course partially fulfills the licensing requirement for the director.

CHILD DEVELOPMENT 42*
Teaching in a Diverse Society
3 UNITS- (CSU)

Lecture 3 hours.

Advisory: English 21 or equivalent.

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.

CHILD DEVELOPMENT 44
Early intervention for Children with Special Needs
3 UNITS- (CSU)

Advisory: English 21 or equivalent.

May be offered in alternate semesters. This course is designed for students interested in specializing in or working 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 and in developing Individual Education Plans.strategies and in developing Individual Education Plans.

CHILD DEVELOPMENT 45
Programs for Children with Special Needs
3 UNITS- (CSU)

Lecture 3 hours.

Advisory: English 21 or equivalent.

Note: Verification of Mantoux test (or chest x-ray) is required.

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 includes definition, and educational implications.

CHILD DEVELOPMENT 48
Positive Guidance in Early Childhood Settings
3 UNITS- (CSU)

Lecture 3 hours.

Prerequisite: Child Development 2 or equivalent.

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.



CHILD DEVELOPMENT 65**Adult Supervision and Early Childhood Mentoring****2 UNITS***Lecture 2 hours.**Pre-requisite: Child Development 23 or 38 and 39 or equivalent.*

This course satisfies the Child Development Permit Master Teacher adult supervision requirement and is designed for students who currently, or will supervise adults in an early childhood program. Students compare methods and principles of supervision and mentoring as well as how to develop positive team relationships and utilize conflict resolution techniques.

CHILD DEVELOPMENT 84-1***Child Development Lab 1: Curriculum Development****0.5 UNITS - (CSU)***Laboratory 1 hour**Co-requisite: One of the following Child Development 2, 3, 7,10, 22123, 30131, 42, and 44145*

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials, curriculum resource books, to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

CHILD DEVELOPMENT 84-2**Child Development Lab 1: Technology For The Early Childhood Educator****0.5 UNITS - (CSU)***Lab 1 hour**Pre-Requisite: Ch Dev 84-1*

Students learn to use lab materials, and technology and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

CHILD DEVELOPMENT 85**Child Development Lab II****0.5 UNITS- (A) (RPT 3)***Laboratory 1 hour**Pre-requisite: Child Development 84 or equivalent.*

Students learn about quality literacy experiences through exposure to age-appropriate literacy materials and (modeling or practicing) library habits under the supervision of a literacy expert. Students evaluate and analyze literacy materials, write activity plans, and create instructional materials that support emerging literacy. A \$20 lab fee is required.

CHILD DEV 285 DIRECTED STUDY-**2 UNITS (CSU)***Lecture 2 hours.**Note: A maximum of 3 units in Directed Study may be taken for credit.*

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 1****Elementary Chinese I****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Advisory: English 28 and 67.*

Mandarin Chinese corresponds to the first year of high school Chinese. Pronunciation, grammar, practical vocabulary, and basic facts on the geography, customs and culture of China.

CHINESE 2**Elementary Chinese II****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Pre-requisite: Chinese 1 with a satisfactory grade or equivalent.*

Competes the elementary Mandarin Chinese grammar; introduces reading and writing of elementary texts.

CHINESE 3**Intermediate Chinese I****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Pre-requisite: Chinese 2 with a satisfactory grade.*

A review of grammar with vocabulary building for conversational fluency, written composition and advanced reading.

CHINESE 4**Intermediate Chinese II****5 UNITS- (UC:CSU)***Lecture 5 hours. Laboratory 1 hour**Pre-requisite: Chinese 3 with a satisfactory grade.*

Continues a review of grammar, advanced composition and reading of everyday and literary subjects to study idiomatic expressions.

CHINESE 10**Chinese Civilization****3 UNITS- (UC:CSU)***Advisory: English 28 and 67.*

This course offers the students lectures and discussions in English on history, culture, geography, government and institutions of China; the life style and customs of the people; the language. Literature, arts, and sciences; the contributions to civilization.

CINEMA**Transfer Limit: UC maximum limit: refer to www.assist.org.****CINEMA 1****Introduction to Motion Picture Production****3 UNITS- (UC:CSU)***Lecture 2 hours. Laboratory 2 hours.*

Required of all Cinema majors; open to all students.

A comprehensive introduction to film video production techniques and equipment. Proper procedures are explained for the use of digital and film cameras, lenses, filters, film stocks, lights, microphones, audio recorders, and other motion editing picture equipment. Attention is also given to production planning and post-production as well. Cinema 2 should be taken concurrently.

CINEMA 2

Beginning Motion Picture Workshop

3 UNITS- (UC:CSU)

Lecture 1 hour Laboratory 4 hours.

Required of all Cinema majors. Open to all students.

Introductory workshop in practical filmmaking. Each student is responsible for the making of short films in digital video. Cinema 1 should be taken concurrently.

CINEMA 3

History of Motion Pictures

3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 2 hours.

Required of all first semester Cinema majors; open to all others.

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 4

History of the Documentary Film

3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 2 hours.

Required of all first semester Cinema majors; enrollment open to all others.

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 5

Introduction to Screenwriting

3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better

Required of all Cinema majors.

Students will write screenplays. Cinema majors will write the scripts for films they will make in Cinema 33.

CINEMA 6

Motion Picture Photography

3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Cinema 1, 2, 3, 4, with satisfactory grades or better

Required of all Cinema majors

This course is an introduction to cinematography, including optics, photo emulsion, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using 16 mm or digital video camera equipment.

CINEMA 7

Advanced Cinematography and Creative Techniques

3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Cinema 6 with a satisfactory grade or better

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

CINEMA 9

Motion Picture Sound

3 UNITS- CSU

Lecture 1 hour; Laboratory 4 hours.

Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better

Students learn the basics of motion picture production and post production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

CINEMA 10

INTRODUCTION TO FILM DIRECTING

3 UNITS- CSU

Lecture 2 hours, Laboratory 2 hours

Prerequisite: Cinema 1,2,3, 4 with satisfactory grades or better

The student is introduced to the crafts of acting and directing for the film medium.

CINEMA 20

Business Aspects of Motion

Picture Production

3 UNITS- (CSU)

Lecture 3 hours

Prerequisite: Cinema 1, 2, 3, 4, with satisfactory grades or better

The student surveys cinema business practices including financing, production and distribution.

CINEMA 32

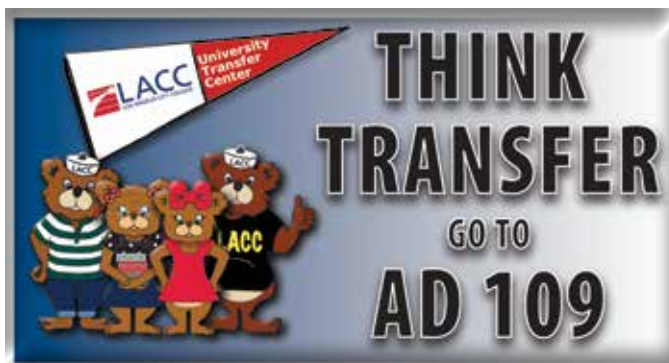
Editing Fundamentals

3 UNITS

Lecture 1 hours. Laboratory 4 hours.

Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better

Intermediate students learn the principles of editing using digital non-linear editing equipment.



CINEMA 33-1**Digital Video Production Workshop I
3 UNITS**

Lecture 1 hour Laboratory 4 hours.

Pre-requisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better Intermediate

film and television students will produce short video projects using digital video cameras and editing systems.

CINEMA 33-2 ***Digital Video Production Workshop II
3 UNITS**

Lecture 1 hour Laboratory 4 hours.

Pre-requisite: Cinema 33 or 33-1 with satisfactory grades or better
Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s). Special emphasis will be on preproduction planning.

CINEMA 34**Motion Picture Soundstage Production Practicum
3 UNITS**

Lecture 1 hour Laboratory 4 hours

Prerequisite: One of the following- Cinema 5 or 6 or 7 or 9 or 10 or 32 with satisfactory grades or better

Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

CINEMA 38-1**Modern Picture Stage Grip A
3 UNITS**

Lecture 2 hours. Laboratory 2 hours. Open to all students.

In this hands-on course, students learn basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production from the course textbook.

CINEMA 38-2**Modern Picture Stage Grip B
3 UNITS**

Lecture 2 hours. Laboratory 2 hours. Open to all students.

In this hands-on course, students learn additional basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production not covered in Cinema 38A.

CINEMA 185**DIRECTED STUDY
1 UNIT (CSU)**

Lecture 1 hour

Prerequisite Cinema 5 or Cinema 33

The student creates a writing or post-production study project as agreed upon by the student and a supervising instructor.

CINEMA 911**COOPERATIVE EDUCATION-CINEMA
1 UNIT (CSU)**

Lecture 1 hour

Advisory: Cinema 1 with a satisfactory grade or better

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.

CINEMA 921**COOPERATIVE EDUCATION-CINEMA
2 UNITS (CSU)**

Lecture 2 hours

Advisory: Cinema 1 with a satisfactory grade or better

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 931**COOPERATIVE EDUCATION-CINEMA
3 UNITS (CSU)**

Lecture 3 hours

Advisory: Cinema 1 with a satisfactory grade or better

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 (CSU)**

Lecture 4 hours

Advisory: Cinema 1 with a satisfactory grade or better

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.



COMMUNICATION STUDIES (COMM)

COMMUNICATION STUDIES 60A

(FORMERLY SPEECH 60A)

LISTENING AND SPEAKING LABORATORY

0.25 UNIT NDA

Lab 0.75 hour

Co-requisite: Communication Studies 71

Students currently enrolled in Communication Studies 60A listen to and speak English as a Second Language. They supplement usage of the most common words in English, their accurate pronunciation of selected vowels and consonants and their usage in a speech laboratory setting. This level four laboratory course is taken concurrently with its co-requisite Communication Studies 71.

COMMUNICATION STUDIES 60B

(FORMERLY SPEECH 60B)

LISTENING AND SPEAKING LABORATORY

0.25 UNIT NDA

Lab 0.75 hour

Pre-Requisites: Communication 60A,71

Co-requisite: Comm 72

Students enrolled in Communication Studies 60B Lab practice level five vocabulary, grammar and pronunciation using English as a Second Language. Concurrently, this level five laboratory course supplements usage of common words, phrases and sentences in English, their accurate pronunciation of vowels, diphthongs and consonants and their usage in a speech laboratory setting. This course must be taken concurrently with Communication Studies 72.

COMMUNICATION STUDIES 60C

(FORMERLY SPEECH 60C)

LISTENING AND SPEAKING LABORATORY

0.25 UNIT NDA

Lab 0.75 hour

Pre-Requisites: Communication 60B,72

Co-requisite: Comm 73

Advisories: ESL 5A and 5B

Students, enrolled in Communication Studies 60C, practice using English as a Second language. They expand their vocabulary skills to include the most common words in English, while listening and differentiating minimal pairs, pronouncing vowels and consonants accurately within multi-syllabic words using phrases and short conversational sentences in a speech laboratory setting. This is a level six laboratory course.

COMMUNICATION STUDIES 60D

(FORMERLY SPEECH 60D)

LISTENING AND SPEAKING LABORATORY

0.25 Unit NDA

Lab 0.75 hour

Pre-requisites: COMM 73 AND 60C Co-requisites: COMM 76

Advisories: ESL 6A and 6B

Students, enrolled in Communication Studies 60D, practice using English as a Second Language. They supplement usage of the most common words and idiomatic expressions in English. They

develop skills applying concepts of intonation and stress while employing accurate pronunciation of blended vowels, consonants and word endings in a speech laboratory setting. This is a level seven laboratory course.

COMMUNICATION STUDIES 71*

(FORMERLY SPEECH 71)

Speaking English as a Second Language I

3 UNITS- NDA

Lecture 3 hours.

Prerequisite: ESL 3A 3B, and 3C. Appropriate placement score.

Co-requisite: Communication Studies 60A

Students enrolled in Communication Studies 71 practice using English as a Second Language. They supplement usage of the most common level four words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level four course is taken concurrently with co-requisite Communication Studies 60A.

COMMUNICATION STUDIES 72 *

(FORMERLY SPEECH 72)

Speaking English as a Second Language II

3 UNITS- NDA

Lecture 3 hours.

Prerequisite: ESL 4N4B and Communication Studies 71 and 60A or appropriate placement score

Co-requisite: Communication Studies 60B. Advisories: ESL 4N4B

Students enrolled in Communication Studies 72 use English as a Second Language. They supplement usage of the most common level five words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level five course is taken concurrently with its co-requisite Communication Studies 60B

COMMUNICATION STUDIES 76

(FORMERLY SPEECH 113)

English Speech as a Second Language IV

3 UNITS- (CSU)

Lecture 3 hours.

Pre-requisite: COMM 73 COMM 60C or appropriate placement score.

Co-requisite: COMM 60D.

Advisories: ESL 6N6B

May not be taken concurrently with any Communication Studies class other than COMM 60D.

Students accomplish speaking English as a second language fluently during in-class discussions and presentations. They may have adequate reading, grammatical and writing skills but acquire more skills with specific areas of articulation, pronunciation, fluency and oral composition when presenting speeches and conversing in small groups. This is a level seven intensive speech course.



COMMUNICATION STUDIES

91 (FORMERLY SPEECH 61)

Speech Clinic

1 UNIT- (A)

Laboratory 3 hours.

Advisory: COMM 76 and COMM 600 with a satisfactory grade or English 28 and 67 or equivalent.

Students learn about their own areas of speech functioning that require intervention such as adjusting respiration, phonation, resonance, articulation and cerebration. Results of an evaluation will become the basis of an educational plan of speech communication exercises. Students also learn the basic procedures for using computer-aided speech exercises and acquire fundamental skills in recording orally read text, analyzing their speech production and re-recording to accomplish mastery of new speech patterns. Students produce these newly acquired patterns with in a speech rate range of 60-89 words per minute and 90% mastery of the assigned speech tasks.

COMMUNICATION STUDIES 92

(FORMERLY SPEECH 61)

Speech Clinic

1 UNIT- (A)

Laboratory 3 hours.

Prerequisite: COMM 91 with a satisfactory grade.

Students learn to differentiate their second set of speech functioning areas that require intervention based on what was accomplished in the prior level and results of an updated Level Two evaluation. A second level educational plan of speech communication exercises is developed. Students use computer-aided speech exercises and acquire mastery of more complex speech patterns by recording and analyzing their speech production followed by re-recording it. Students produce these newly acquired patterns within a speech rate range of 90-119 words per minute and 90% mastery of the assigned

COMMUNICATION STUDIES 93

(FORMERLY SPEECH 61)

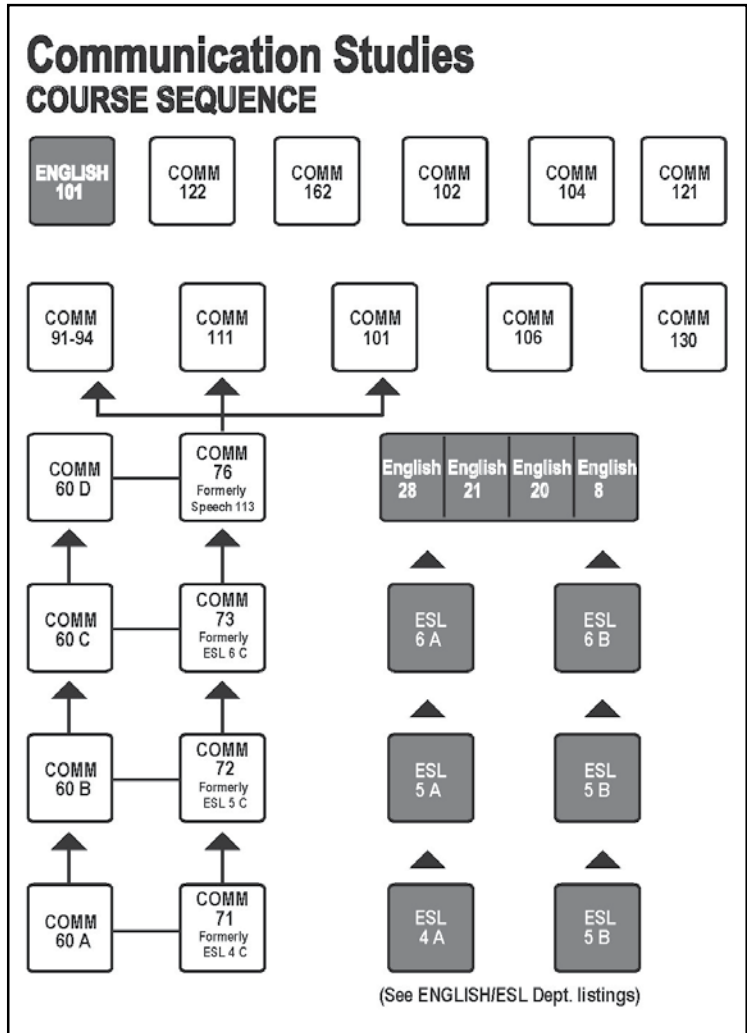
Speech Laboratory III

1 UNIT

Laboratory 3 hours.

Prerequisite: Communication Studies 92

Students learn to assimilate the prior two levels in this third set of speech functioning areas that require intervention based on the results of a third evaluation. A third level educational plan of speech communication exercises is developed. Students use computeraided speech exercises and conversational practice dialogues to apply complex integrated speech tasks. Recording and analyzing their speech production followed by re-recording to accomplish mastery of the third level of new speech patterns is also followed by small group guided conversational dialogues. Students provide



One of LACC our award winning Forensics alumni, Shamey Cramer (2011) has gone with his persuasive speech research on Organ Policy reform---all the way to Washington as a volunteer advocate and to the White House for the signing of the HIV Organ Policy Equity Act into law by President Obama.



feedback to each other. Students produce the integrated speech patterns within a speech rate range of 120-149 words per minute and mastery on 90% of the assigned Level Three speech tasks.

**COMMUNICATION STUDIES 94
(FORMERLY SPEECH 61)**

Speech Laboratory IV

1 UNIT

Laboratory 3 hours.

Prerequisite: Communication Studies 93

Students learn to generalize and habituate the prior three levels of speech functioning areas that have required intervention based on the results of a fourth evaluation. The fourth educational plan of speech communication exercises is developed. Students utilize the prior learned technology and computer-aided speech exercises and conversational practice dialogues/feedback strategies transfer these skills for presenting short researched topics while applying the complex integrated speech tasks. Students produce the integrated speech patterns within a presentation speech rate range of 150-185+ words per minute and mastery on 90% of the assigned speech tasks.

TRANSFER COURSES

COMMUNICATION STUDIES 101* (FORMERLY SPEECH 101)

Oral Communication I

3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 101 or 28, 67 or appropriate score on the College Placement

Students study the theory and techniques of public speaking in a democratic society. They learn discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive extemporaneous public speeches utilizing effective outlines, structure and style.

COMMUNICATION STUDIES 102 (FORMERLY SPEECH 102)

Oral Communication II

3 UNITS- (UC:CSU)

Lecture 3 hours.

Prerequisite: Communication Studies 101 and English 101.

Students study advanced instruction and learn the art and skill of public speaking with particular focus on real-world speaking situations.

COMMUNICATION STUDIES 104 (FORMERLY SPEECH 104)

Argumentation 1

3 UNITS- (UC:CSU)

Lecture 3 hours.

Prerequisite: Communication Studies 101

Advisory: English 101.

Students learn the theory and uses of argumentation and critical thinking, including research and use of evidence and reason. Students also learn the application of critical thinking skills

to construct and analyze oral and written arguments. Meets AA degree and transfer requirements in critical and analytic thinking.

**COMMUNICATION STUDIES 106 (FORMERLY SPEECH 106)
Forensics**

2 UNITS- (RPT 3) (CSU)

Lecture 1 hour Laboratory 3 hours.

Students develop the skills to research, prepare, and competitively deliver oral arguments in a debate or individual event at intercollegiate forensics tournaments.

**COMMUNICATION STUDIES 111 (FORMERLY SPEECH 111)
VOICE AND ARTICULATION**

3 Units

Lecture 3 hours

Advisories: English 28 and 67 or Comm 76

Students study methods of voice development and demonstrate improved speech sound production, articulation, pronunciation and prosody.

COMMUNICATION STUDIES 121 (FORMERLY SPEECH 121)

The Process of Interpersonal Communication

3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or COMM 76 with a satisfactory grade.

Students identify the dynamics of informal speaking situations which take place when two to five people talk. Classroom exercises and experimentation provide understanding of self concept, perception, feedback, language, nonverbal communication, and listening.

COMMUNICATION STUDIES 122* (FORMERLY SPEECH 122)

Communication Across Cultures

3 UNITS (UC:CSU)

Lecture 3 hours.

Prerequisite: Communication Studies 121 and English 101

Students analyze multicultural communication with a focus on communication fundamentals, language use, verbal and nonverbal communication styles of world cultures.

COMMUNICATION STUDIES 130 (FORMERLY SPEECH 130)

Introduction to Oral Interpretation of Literature

3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent with a satisfactory grade.

Students learn oral interpretation of prose, poetry and drama. Stresses techniques of discovering published author's meanings and relating these meanings orally to an audience. Of special value to those whose occupation will involve reading aloud to others. UC accepts only one of COMM 130 or Theatre 210. Meets both AA Degree and CSU Transfer requirements in Humanities.



COMMUNICATION STUDIES 162 (FORMERLY SPEECH 162)**Communication Disorders****3 UNITS (CSU)***Lecture 3 hours.**Prerequisites: COMM 111 and COMM 121*

Students learn about communication disorders such as stuttering, vocal pathologies, child language delays, autism and articulation disorders. The course outlines the development of speech and language including normal language acquisition. Focus is on guidelines for determining normal and disordered speech and language development. This course also discusses career paths related to Speech-Language Pathology.

**COMMUNICATION STUDIES 185 (FORMERLY SPEECH 185)
DIRECTED STUDY- 1 UNIT (CSU)****COMMUNICATION STUDIES 285 (FORMERLY SPEECH 285)
DIRECTED STUDY - 2 UNITS (CSU)****COMMUNICATION STUDIES 385 (FORMERLY SPEECH 385)
DIRECTED STUDY - 3 UNITS (CSU)**

Prerequisite: 2.5 grade point average and at least 6 units of transferable courses COMM 101, 102, 104, 121 and approval of the project.

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. Refer to the "Directed Study" section of this catalog for additional information. Credit Limit: A maximum of 3 units in Directed Study may be taken for credit

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

The official abbreviation for Computer Science/Information Technology (CSIT) is "CO SCI".

CO SCI 101**Introduction to Computers and Their Uses
4 UNITS- (UC:CSU)***Lecture 3 hours; laboratory 2 hours.**Credit not allowed if student has credit for CO SC/103.*

Students receive instruction in computer hardware, software, terminology, ethics, and social impact, plus an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all students.

CO SCI 103**Introduction to Computer Systems for MIS
4 UNITS- (UC:CSU)***Lecture 3 hours; laboratory 2 hours.*

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.

CO SCI 104**Mathematics for Programmers****3 UNITS- (CSU)***Lecture 3 hours**Advisory: CO SC/103 or equivalent.*

The student develops mathematical reasoning and general problem solving skills using topics from discrete mathematics including first order logic, boolean algebra, set theory, relations and functions, combinations and permutations, discrete probability, graph theory, and finite state machine.

CO SCI 107**Programming Logic****3 UNITS- (UC:CSU)***Lecture 3 hours**Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.*

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

CO SCI 108**Beginning Visual Basic Programming****3 UNITS- (UC:CSU)***Lecture 3 hours.**Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.*

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.

CO SCI 117**Beginning Microcomputer Assembly Language Programming
3 UNITS- (UC:CSU)***Lecture 3 hours. Laboratory 2 hours.*

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 as well as the internal representations of simple data types and structures; investigates basic principles of operating systems and programming language translation process; the various data representation errors and potential procedural errors.

CO SCI 133**Micro Database Programming****3 UNITS- (CSU)***Lecture 2 hours; laboratory 2 hours.*

The students learn the essential principles and concepts of microcomputer database environment. A comprehensive examination of the functions of a database command language is included.



CO SCI 134
Operating Systems
3 UNITS- (CSU)

Lecture 2 hours; laboratory 2 hours.

Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.

The student gains knowledge and skills necessary to install, plan and maintain a Windows 7, one of the four core required courses of Microsoft Windows Certified Systems Engineer (MCSE), and prepares students for the related Microsoft exam.

CO SCI 136
Introduction to Data Structures
3 UNITS- (UC:CSU)

Lecture 2 hours; laboratory 2 hours.

Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.

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, more object oriented and more easily modified than designs that rely primarily on passing data among functions.

CO SCI 138
Advanced Visual Basic Programming
3 UNITS- (UC: CSU)

Lecture 2 hours; laboratory 2 hours.

Prerequisite: CO SCI 108 with a satisfactory grade or better or equivalent.

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.

CO SCI 138
Advanced Visual Basic Programming
3 UNITS- (UC: CSU)

Lecture 2 hours; laboratory 2 hours.

Prerequisite: CO SCI 108 with a satisfactory grade or better or equivalent.

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.

CO SCI 139
C++ Programming I
3 UNITS - (UC:CSU)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: CO SCI 103 with satisfactory grades or better.

The student learns all CS1 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++.

CO SCI 140
C++ Programming II
3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 139 with a satisfactory grade or better or equivalent.

Student learns Object-Oriented and Advanced programming with C++ including Classes, Data Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

CO SCI 141
Programming in JAVA
3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.

Students learn the basics of procedural programming, plus the concepts of Object Oriented Programming.

CO SCI 142
Advanced JAVA
3 UNITS- (CSU)

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: CO SCI103 and 141 with a satisfactory grade or better or equivalent.

This is a sequel to CO SCI 141. It covers numerous topics beyond the introductory Java course. Topics included are: (1) UML, (2) Multithreading, (3) Networking, (4) Exception handling, (5) Recursion, (6) Files & Streams, (7) JDBC, and (8) Generics. This course will prepare a student to tackle the Sun Certified Java Programmer industry certification Exam.

CO SCI 148
Advanced Spreadsheet Applications
3 UNITS- (CSU)

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: CO SCI101 or 103 with a satisfactory grade or better or equivalent.

Students receive guidance in advanced spreadsheet operations, including nested functions, data tables, exporting/importing data, what-if-analysis, macro development, macro, logic, printing enhancements and spreadsheet systems development.

CO SCI 151
Adobe Dreamweaver I
4 UNITS- (A)

Lecture 2 hours. Laboratory 1 hour

Advisory: CO SCI108 with a satisfactory grade or better or equivalent.

The student receives an extensive practical and theoretical framework for using Adobe's Dreamweaver to develop web sites, including enhancements for web page layout, coding, and Webmaster-user interactivity; server- and client-side scripting.



CO SCI152**Adobe Flash
3 UNITS- (A)**

Lecture 2 hours. Laboratory 1 hour

Prerequisite: CO SCI 151 with a satisfactory grade or better or equivalent.

The student receives an extensive practical and theoretical framework for using Adobe's Dreamweaver to develop web sites. It includes enhancements for web page layout, coding, and Webmaster-user interactivity; server- and client-side scripting.

CO SCI158**Hyper-Text Markup Language (HTML)
3 UNITS- (CSU)**

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.

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 contra dynamic content using basic JavaScript.

CO SCI 159**Web Projects
3 UNITS- (CSU)**

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent.

Covers more complex topics in rapidly changing technology of web pages construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students will complete web projects with emphasis placed upon recent developments in students and software.

CO SCI185**Directed Study- CO SCI
1 UNIT (RPT 2) (CSU)**

Lecture 1 hour

Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CO SCI 186**Introduction to Oracle: SQL and PUSQL
3 UNITS- (CSU)**

Lecture 2 hours. Laboratory 3 hours.

The student learns the concepts of both relational and object relational databases and the SQL language. Students learn about data server technology and how to create and maintain database objects and how to store, retrieve, and manipulate data.

CO SCI 187**Oracle DBA (Database Administration) Part 1A: Architecture and Administration
3 UNITS**

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.

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 students learn to use an administration tool to startup and shutdown a database, manage file and database storage, and manage users and their privileges.

CO SCI 188**Oracle DBA (Database Administration) Part 1B: Backup and Recovery
3 UNITS**

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: CO SCI 187 with a satisfactory grade or better or equivalent.

This course focuses on planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various database backup, failure, restore and recovery scenarios. In hands-on exercises, students examine backup methodologies based on mission critical requirements of business enterprises.

CO SCI 198**PUSQL Programming for Oracle
3 UNITS**

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.

The student learns the Oracle PLISQL language which provides for programming logic features not contained within SQL. Also, the grammar, syntax and benefits of using the PLISQL language within an Oracle database environment are considered. 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.

CO SCI 285

Directed Study- Computer
Science Information Technology
2 UNITS (CSU)

Lecture 2 hours.

Computer science students can pursue on their own an in-depth study of a subject of special interest in the field of Computer Science topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.



COMPUTER TECHNOLOGY

COMPUTERTECHNOLOGY1

Introduction to Computer for Technicians 4 UNITS- (CSU)

Lecture 3 hours. Laboratory 3 hours.

Advisory: English 28 and 6 7. No UC credit if taken after Spring 1994.

In this first course in the computer technology major students learn the physical aspects of computer hardware and low level programming.

COMPUTER TECHNOLOGY 4

Introduction to Computer Networks 4 UNITS

Lecture 3 hours. Laboratory 3 hours.

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.

COMPUTERTECHNOLOGY 12

Introduction to Computer Hardware 4 UNITS- (CSU)

Lecture 3 hours. Laboratory 3 hours

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.

COMPUTERTECHNOLOGY 14

A-Plus Certification Preparation 4 UNITS

Lecture 3 hours. Laboratory 3 hours.

One of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam. Includes technology of portable computers, printers, understanding, installing and upgrading Microsoft Windows operating systems, working with the Windows Command Line Interface, troubleshooting and maintenance of Windows, essentials of computer security, networking, and internet.

COMPUTERTECHNOLOGY 15

CompTIA Network+ Certification Preparation 4 UNITS

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Computer Technology 4 with a satisfactory grade.

Provides an in-depth examination of the technology and skills necessary to install, configure, and operate local and wide-area computer networks. Prepare the student for the CompTIA Network+ Certification examination.

COMPUTERTECHNOLOGY 16

Security+ Certification Preparation 4 UNITS

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Co Tech 4

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 the security risks. At the end of the course students are prepared for the CopmpTIA Security+ certification exam.

COMPUTER TECHNOLOGY 20

Computer Logic and Arithmetic 4 UNITS- (CSU)

Lecture 3 hours.. Laboratory 3 hours

Prerequisites: Electronics 4 and Electronics 20.

The student learns the essential number and logic theory upon which digital computers today are based.

COMPUTER TECHNOLOGY 30

Introduction to Microprocessors 4 UNITS

Lecture 3 hours.. Laboratory 3 hours

Prerequisite: Computer Technology 20 with a satisfactory grade.

Co-requisite: Computer Technology 36.

Advisory: Electronics 8.

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.

COMPUTER TECHNOLOGY 36

Digital Devices and Circuits 4 UNITS

Lecture 3 hours.. Laboratory 3 hours

Prerequisite: Computer Technology 20 with a satisfactory grade.

Advisory: Electronics 8.

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.

COOPERATIVE EDUCATION

COOPERATIVE EDUCATION 195

Work Experience- General I 1 UNIT- (RPT 1) (CSU)

Lecture 1 hour

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.



COOPERATIVE EDUCATION 295**Work Experience- General II****2 UNITS- (RPT 2) (CSU)***Lecture 2 hours.*

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.

COOPERATIVE EDUCATION 395**Work Experience- General I****3 UNITS- (RPT 3) (CSU)***Lecture 3 hours.*

Students receive 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.

CORRECTIONS**CORRECTIONS 1****Introduction to Corrections****3 UNITS- (CSU)***Lecture 3 hours.*

Students learn the nature of the correctional system which includes: the aims and objectives of corrections, probation, institutions, services, supervision of inmates, and career opportunities.

DANCE**DANCE SPECIALTIES 311 (FORMERLY DNCESPC 459)****Flamenco and Spanish Dance****1 UNIT-(CSU)**

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and basic step combinations.

DANCE SPECIALTIES 321 (FORMERLY DNCESPC 440)**Social Dance Techniques I****1 UNIT (CSU)**

Students learn basic social dance steps and combinations, terminology, music and appreciation of dance as an art form.

DANCE SPECIALTIES 331 (FORMERLY DNCESPC 446)**Tap Dance Techniques I****1 UNIT (CSU)**

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

DANCE STUDIES 185**Directed Study- Dance****1 UNIT- (CSU)***Laboratory 2 hours.*

Students pursue directed study in Dance on a contractual basis under the direction of a supervising instructor. Refer to the 'Directed Study - Dance' section in the catalog for additional information. Consent of instructor.

DANCE STUDIES 301 (FORMERLY DANCEST 452)**Introduction to Choreography I****1 UNIT (CSU)**

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.

DANCE STUDIES 302 (FORMERLY DANCEST 452)**Introduction to Choreography II****1 UNIT (CSU)***Prerequisite: Dance Studies 301*

Students choreograph and perform dances with a minimum of 2 people with emphasis on basic steps and combinations, spacing, design, terminology, music, and appreciation of dance as a performing art form.

DANCE STUDIES 303 (FORMERLY DANCEST 452)**Introduction to Choreography III****1 UNIT (CSU)***Prerequisite: Dance Studies 302*

Students choreograph and perform dances using at least 3 people or more 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.

DANCE STUDIES 304 (FORMERLY DANCEST 452)**Introduction to Choreography IV****1 UNIT (CSU)***Prerequisite: Dance Studies 303*

Students choreograph and perform dances for 4 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 develop an ability to view dance critically.

DANCE STUDIES 805**History and Appreciation of Dance****3 UNITS- (UC:CSU)***Lecture 3 hours.**Pre-requisites: English 28 and 67.*

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 times, 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 world-wide.

DANCE TECHNIQUES 111 (FORMERLY DANCETQ 434)

**Ballet Techniques I
(CSU)- 1.00 UNIT**

Students learn basic Ballet steps and combinations at an introductory level, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 112

Ballet Techniques II (CSU)- 1.00 UNIT

Prerequisite: Dance Techniques 111

Students continue to learn basic Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 113

Ballet Techniques III

(CSU)- 1.00 UNIT

Prerequisite: Dance Techniques 112

Students learn more complex Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 114

Ballet Techniques IV (CSU)- 1.00 UNIT

Prerequisite: Dance Techniques 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.

DANCE TECHNIQUES 121 (FORMERLY DANCETQ 437)

Jazz Dance Techniques I

(CSU)- 1.00 UNIT

Students learn beginning jazz dance technique with an emphasis on basic steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCE TECHNIQUES 122

Jazz Dance Techniques II

(CSU)- 1.00 UNIT

Prerequisite: Dance Techniques 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.

DANCE TECHNIQUES 123

Jazz Dance Techniques III

(CSU)- 1.00 UNIT

Prerequisite: Dance Techniques 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.

DANCE TECHNIQUES 124

Jazz Dance Techniques IV

(CSU)-1.00UNIT

Pre-requisite: Dance Techniques 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.

DANCE TECHNIQUES 141 (FORMERLY DANCETQ 431)

Modern Dance Techniques I

(CSU)-1.00UNIT

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art. Course may be taken four times.

DANCE TECHNIQUES 142

Modern Dance Techniques II

(CSU)-1.00UNIT

Pre-requisite: Modern Dance Techniques I

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 143

Modern Dance Techniques III

(CSU)-1.00UNIT

Prerequisite: Dance Techniques 142

Students perform modern dance combinations with an emphasis on steps and combinations of greater complexity and duration, partnering, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 144

Modern Dance Techniques IV

(CSU)-1.00UNIT

Prerequisite: Dance Techniques 143

Students perform advanced level modern dance combinations with an emphasis on complexity in dance technique, rhythmic phrasing, dual and multi-partner weight sharing in all level dance phrases, 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.

DANCE TECHNIQUES 221 (FORMERLY Phy Ed 225)

Yoga Skills I

(CSU)-1.00UNIT

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

DANCE TECHNIQUES 222

Yoga Skills II (CSU) -1.00 UNIT

Pre-requisite: Yoga Skills I

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.



DANCE TECHNIQUES 223**Yoga Skills III
(CSU) -1.00 UNIT***Pre-requisite: Yoga Skills II*

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.

DANCE TECHNIQUES 224**Yoga Skills IV
(CSU) -1.00 UNIT***Pre-requisite: Yoga Skills III*

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 (sanding/seated inversions) and extended flow/vinyasa sequences.

DANCE TECHNIQUES 241 (FORM:RLY DANCETQ 400)**Stress Management Techniques Through Dance and Movement I****(CSU) -1.00 UNIT**

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies ,breathing exercises, yoga ,physical therapy and varied relaxation exercises.

DANCE TECHNIQUES 242**Stress Management Techniques Through Dance and Movement!! (CSU) -1.00 UNIT***Pre-requisite: Dance Techniques 241*

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies ,breathing exercises,yoga,physicaltherapy and varied relaxation exercises.

DENTAL TECHNOLOGY**DENTAL TECHNOLOGY 100****Introduction to the Dental Laboratory****2 UNITS- (A)**

Lecture 1 hour Lab 3 hours. Open to all college students. An Introduction to the modern dental laboratory working with gypsum products as well as model and die production are stressed.

DENTAL TECHNOLOGY 101**Elements of Dental Technology****2 UNITS- (A)***Lecture 2 hours.**Advisory: English 21 or equivalent. Open to all college students.*

Students receive an orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

DENTAL TECHNOLOGY 102**Dental Anatomy and Terminology****3 UNITS- (A)***Lecture 3 hours.**Advisory: English 21 or equivalent Open to all college students.*

The students learn about oral cavity and dental terminology, including morphology and function of primary and secondary human dentition, occlusion concepts and anatomical landmarks. Additionally, the students learn the significance of: skull of osteology, myology and tooth supporting structures histology.

DENTAL TECHNOLOGY 103**Complete Denture Prosthetics I****5 UNITS- (A)***Lecture 3 hours. Laboratory 5 hours.**Prerequisite: Dental Technology 100*

The art and science of creating natural looking complete dentures. This course will include: anatomy, concepts of natural smile, selecting teeth, setting denture teeth, waxing to duplicate natural tissue, processing, finishing, and polishing dentures.

DENTAL TECHNOLOGY 105**Complete Denture Prosthetics II****2 UNITS- (A)***Lecture 2 hours. Laboratory 2 hours. Prerequisite: Dental Technology 103*

Construction of maxillary and mandibular dentures in balanced occlusion.

DENTAL TECHNOLOGY 106**Dental Materials****3.5 UNITS - (A)***Lecture 3 hours. Laboratory 1 hour**Prerequisite: Dental Technology 100*

Study of the physical properties, composition, and uses of dental materials by lecture and demonstration.

DENTAL TECHNOLOGY 108 ***Gnathological Concepts****3 UNITS- (A)***Lecture 2 hours. Lab 2 hours. Prerequisite: Dental Technology 109.*

Students learn about gnathological concepts of morphology and functional occlusion. Understanding and reconstructing ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on fully adjustable articulators.

DENTAL TECHNOLOGY 109**Fixed Prosthetics I****4 UNITS- (A)***Lecture 2 hour Lab 6 hours. Prerequisite: Dental Technology 100**Advisory: English 73 or equivalent.*

Waxing anterior and posterior single 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. Applied techniques in spruing, investing and metal finish and polish are part of the course outline.

DENTAL TECHNOLOGY 111

Fixed Prosthetics II

5 UNITS- (A)

Lecture 2 hours. Lab 6 hours.

Prerequisite: Dental Technology 109

Waxing 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. Applied techniques in spruing, investing and casting including soldering, are part of the course outline.

DENTAL TECHNOLOGY 112

Removable Partial Denture Prosthetics I

3 UNITS- (A)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Dental Technology 103

An introduction to the study of removable partial denture construction, use of the dental surveyor, design of the partial, waxing and casting techniques.

DENTAL TECHNOLOGY 202 *

Laboratory Management

4 UNITS- (A)

Lecture 2 hours. Lab 6hours.

Co-requisite: Dental Technology 207 or 208

The students learn to observe and work with a skilled dental technician in a dental office, clinic or dental laboratory. The student applies the knowledge and skills learned in the classroom in a dental office, clinic or dental laboratory. The students learn about production, operation, and management of dental laboratory business including; Human Resource Management. Various types of business financing. Identify various marketing strategies. Business ownership and current professional topics.

DENTAL TECHNOLOGY 203

Metal Ceramic Restorations

2 UNITS- (A)

Lecture 1 hour Lab 3 hours. DENTAL TECHNOLOGY 207

Advanced Complete Dentures

10 UNITS- (A)

Lecture 4 hours. Laboratory 12 hours. Prerequisite: Dental Technology 105

The student learns about dental ceramic restorations, including: materials proprieties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, polishing, as well as science of color and esthetic design.

DENTAL TECHNOLOGY 204

Orthodontics

3 UNITS- (A)

Lecture 2 hours. Lab 2 hours. Prerequisite: Dental Technology 112

This course goes into the construction and repair of orthodontic

and pedodontic appliances. Emphasis will be paced on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances

DENTAL TECHNOLOGY 205

Advanced Removable Partial Dentures

10 UNITS

Lecture 4 hours. Laboratory 12 hours.

Prerequisite: Dental Technology 112 and 105.

This course is the first course for Removable Prosthetic Specialists in Dental Technology Program. This course incorporates advanced removable partial denture design, and manufacturing techniques

DENTAL TECHNOLOGY 206

Advanced Fixed Prosthetics

10 UNITS

Lecture 4 hours. Laboratory 12 hours.

Prerequisite: Dental Technology 111 and Dental Technology 108

This course is the first course for Fixed Prosthetic

DENTAL TECHNOLOGY 207

Advanced Complete Dentures

10 UNITS- (A)

Lecture 4 hours. Laboratory 12 hours. Prerequisite: Dental Technology 105

This course is the second course for Removable Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced removable partial denture design and manufacturing techniques.

DENTAL TECHNOLOGY 208

Advanced Ceramic Restorations

10 UNITS- (A)

Lecture 4 hours. Laboratory 12 hours.

Prerequisite: Dental Technology 206

This course is the second course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced Ceramic Restoration design and manufacturing techniques.

DENTAL TECHNOLOGY UCLA COURSES MASTER CERAMIST PROGRAM

DENTAL TECHNOLOGY 300

Introduction to Esthetic Dentistry

0.5 UNITS

Lecture .5 hour

Prerequisite: Dental Technology 111. Advisory: Dental Technology 108.

Students learn to use the right side of the brain to analyze and execute the waxing of both anterior and posterior teeth. Successful completion of all aspects of this course allows entry into the LACC/ UCLA Esthetic Dental Design Program.



DENTAL TECHNOLOGY 301**Macro and Micro Esthetics****8 UNITS**

Lecture 4 hours. Laboratory 12 hours. Prerequisite: Dental Technology Advisory: Dental Technology 108.

Students learn the inter-tooth components of a natural esthetic smile as well as the intra-tooth component of each individual tooth.

DENTAL TECHNOLOGY 302**Esthetic Dental Photography Communications & Shade Analysis****3.72 UNITS**

Lecture 2.22 hours. Laboratory 4.45 hours. Prerequisite: Dental Technology 300.

Master Ceramist Program students learn to master the art and science of dental photography for analysis and communication. The different zones of an individual teeth are analyzed and mapped using both visual and computer generated techniques to create a guide for fabricating a dental restoration.

DENTAL TECHNOLOGY 303**Skeleton build-up for Porcelain Fused to Metal****5 UNITS**

Lecture 4 hours. Laboratory 4 hours. Prerequisite: Dental Technology 300.

The Master Ceramist Program student learns the design and fabrication of Cast and Composite Metal, single and multiple unit substructures, and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.

DENTAL TECHNOLOGY 304**Skeleton build-up for All Ceramic Restorations****8 UNITS**

Lecture 4 hours. Laboratory 12 hours. Prerequisite: Dental Technology 300.

The Master Ceramist Program students learn the design and fabrication of All-Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

DENTAL TECHNOLOGY 305**Skeleton build-up for Pressable Ceramic Restorations****8 UNITS**

Lecture 4 hours. Laboratory 12 hours. Prerequisite: Dental Technology 300.

The Master Ceramist Program student learns the design and fabrication of Heat-Pressed Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

DENTAL TECHNOLOGY 306**Prototypes and Indirect Composite Restorations****12 UNITS**

Lecture 6 hours. Laboratory 18 hours. Prerequisite: Dental Technology 301.

The Master Ceramist Program student learns multiple techniques in making esthetic temporary and permanent restorations.

DENTAL TECHNOLOGY 308**Skeleton Build-up for Laminate Veneers****2.5 UNITS**

Lecture 1 hour Laboratory 5.66 hours. Prerequisite: Dental Technology 301.

The Master Ceramist Program students learn the design and fabrication of Laminate Veneer single and multiple unit substructures and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.

DENTAL TECHNOLOGY 309**Live-Patient Course****18 UNITS**

Lecture 5 hours. Laboratory 46.8 hours. Prerequisite: Dental Technology 304.

Second term Master Ceramist Program students learn to interact with patients for shade analysis and establish tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

DENTAL TECHNOLOGY 311**Master Ceramist Uve- Patient Course I****7 UNITS**

Lecture 3 hours. Laboratory 12 hours
Prerequisite: Dental Technology 304

The Master Ceramist Program students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

DENTAL TECHNOLOGY 312**Master Ceramist Uve- Patient Course III****7 UNITS**

Lecture 3 hours. Laboratory 12 hours
Prerequisite: Dental Technology 304

Third term Master Ceramist students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

DENTAL TECHNOLOGY 313**Master Ceramist Uve- Patient Course IV****18 UNITS**

Lecture 5 hours. Laboratory 39 hours
Prerequisite: Dental Technology 304

Fourth term Master Ceramist Program students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

**ADVANCED PROSTHODONTICS,
IMPLANTS AND MAXILOFACIAL PROGRAM****DENTAL TECHNOLOGY 401****Introduction to Advanced Prosthodontics****7.5 UNITS**

Lecture 4 hours. Laboratory 11 hours. Prerequisite: Dental



Technology 102 and 106.

The Advanced Prosthodontic, Implant & Maxillofacial Program students learn dental terminology, materials and morphology necessary to the advance dental technician. Use of the computer in the dental laboratory will also be covered.

DENTAL TECHNOLOGY 402

Advanced Prosthodontics 1

16.5 UNITS

Lecture 5 hours. Laboratory 35 hours. Prerequisite: Dental Technology 401.

The Advanced Prosthodontic, Implant & Maxillofacial Program students learn the planning and fabrication of Advanced Implant, Fixed and Removable Prosthodontics and Dental Ceramics.

DENTAL TECHNOLOGY 403

Advanced Prosthodontics 2

6 UNITS

Lecture 3 hours. Laboratory 10.3 hours. Prerequisite: Dental Technology 402.

The Advanced Prosthodontic, Implant & Maxillofacial Program students learn the planning and fabrication of advanced multi-unit full mouth reconstruction dental ceramics.

DENTAL TECHNOLOGY 404

Advanced Prosthodontics 3

16.5 UNITS

Lecture 5 hours. Laboratory 35 hours.

The Advanced Prosthodontic, Implant & Maxillofacial students learn the planning and fabrication of advanced implant, fixed, removable prosthodontic and maxillofacial appliances using hybrid materials and precision attachments.

EARTH SCIENCE

TRANSFER INFORMATION:

Physical Science Requirement: Earth Science 1, Geography 1, Geography 3, Geology 1, Meteorology 3, and Oceanography 1 each satisfy the IGETC and CSU general education requirements for physical science. Physical Science with Lab Requirement: Geography 1 taken with Geography 15 and Geology 1 taken with Geology 6 both satisfy the IGETC and CSU general education requirements for a physical science with a laboratory. Social & Behavioral Science Requirement: Geography 2 satisfies the IGETC and CSU social and behavioral sciences requirement.

EARTH SCIENCE 1

Earth Science

3 UNITS- (UC:CSU)

Lecture 3 hours .

Advisory: English 28 and 67 or equivalent.

The student receives a general introduction to the study of the earth's rocks, landforms, atmosphere, and oceans. The student learns interrelationships between the land, atmosphere, and ocean and relates these subjects to global climate change.

ECONOMICS

ECONOMICS 1

Principles of Economics I

3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

A course in microeconomics introducing the principles and methods of economic analysis, economic institutions, and issues of economic policy. Emphasis is placed upon production and the allocation of economic resources, and distribution of income through the private enterprise price system.

ECONOMICS 2

Principles of Economics II

3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

A course in macroeconomics emphasizing aggregative economic analysis, including money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

ELECTRONICS

ELECTRONICS 2

Introduction to Electronics and Computer Technology

3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

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.

ELECTRONICS 4

Fundamentals of Electronics I

4 UNITS- (CSU)

Lecture 3 hours. Laboratory 3 hours. Co-requisite: Electronics 10.

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.

ELECTRONICS 6

Fundamentals of Electronics II

4 UNITS- (CSU)

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Electronics 4 with satisfactory grade or better or equivalent.

Co-requisite: Electronics 12.

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.



ELECTRONICS 8**Electron Devices****4 UNITS- (CSU)**

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Electronics 4 and 10 with satisfactory grade or better or equivalent.

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

ELECTRONICS 10**Mathematics of Electronics I****3 UNITS- (CSU)**

Lecture 3 hours.

The student learns mathematical methods and techniques for the solution of basic DC circuit problems including the study of algebraic operations, simple linear equations, algebraic fractions, ratio and percent, graphing, and use of the electronic calculator.

ELECTRONICS 12**Mathematics of Electronics II****3 UNITS - (CSU)**

Lecture 3 hours.

Perquisite: Electronics 10 with satisfactory grade or better or equivalent.

Students develop skills in the use of algebra, trigonometry, complex numbers, logarithms, and determinants as needed in electronics calculations. Techniques of network solutions including Kirchhoff's and Ohm's laws and Thevenin's and Norton's theorems are emphasized.

ELECTRONICS 20**Electronics Circuits I****4 UNITS – (CSU)**

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Electronics 6 and 8 with satisfactory grades or better or equivalent.

The students learn the applications of electronic devices such as diodes, junction and FET transistors, MOSFET's, SCR's, to circuits such as signal and power amplifiers, multi-stage amplifiers, differential amplifiers, and special controller circuits. They solve circuit analysis problems with breadboards and computer simulations in the electronics laboratory.

ELECTRONICS 101**Science Electronics****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: Electronics 2

Students receive a survey of electronics technology in the context of the principles of science. The application of the methods of science, technology, engineering, and mathematics (STEM) to topics ranging from basic circuits to complex integrated circuits, and products that use them. Includes topics in electronic music, computers, robotics, digital communication, and a variety of existing technologies. Social, political, and economic impact of electronic technology are explored.

ELECTRONICS 105**Electrician's Examination****Preparation****6 UNITS**

Lecture 6 hours.

Prepares the student for the "General Journeyman Electrician" Certification examination of the State of California. Reviews electricity principles and fundamentals, installations and services, feeders and branch circuits, grounding and bonding, conductors and cables, Low-voltage circuits and communications, special occupancies, special equipment, motors, power and conditioning equipment, testing/testing equipment, lighting, raceways and boxes, emergency systems, fire detection and alarm systems.

ELECTRONICS 156**Electronics VI****4 UNITS – (A)**

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Co Tech 30

Students learn the technology involved in the design and implementation of intelligent machines using a top-down systems approach. Topics include programmable logic devices, complex microprocessors, embedded controllers, and input/output devices using microprocessors or designed to work with microprocessor-based machines. The laboratory involves system design using CAD software, construction of prototypes, and microprocessor programming.

ENGINEERING (ELECTRICAL & GENERAL)**ELECTRICAL ENGINEERING****ELECTRICAL ENGINEERING 220****Electrical Circuits I****4 UNITS – (UC:CSU)**

Lecture 3 hours. Laboratory 3 hours.

Prerequisites: Physics 102 with a satisfactory grade or equivalent.

Co-requisite: Mathematics 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.

GENERAL ENGINEERING**ENGINEERING 101****Introduction to Science, Engineering and Technology****2 UNITS- (UC:CSU)**

Lecture 2 hours.

Required of all engineering first semester students. Open to all. 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 math is required.

ENGINEERING 131

Statics

3 UNITS- (UC: CSU)

Lecture 3 hours.

Prerequisite: Physics 101 with a satisfactory grade or equivalent. The students learn 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.

ENGINEERING 151

Materials of Engineering

3 UNITS- (UC: CSU)

Lecture 3 hours.

Prerequisite: Physics 101 and Chemistry 101 with satisfactory grades or better or equivalent.

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, electrical, and magnetic properties.

ENGINEERING 212

CADD for Engineers II

3 UNITS- (RPT 3) (UC: CSU)

Lecture 2 hour Laboratory 2 hours.

Students develop 3-0 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 and used in industry to construct components that can be further combined to make assemblies. The preparation of engineering drawings from the 3-0 representation using automation tools is also covered.

ENGINEERING 241

Strength of Materials

3 UNITS- (UC: CSU)

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: Engineering, General131 with a satisfactory grade or equivalent.

The student learns 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 20

College Reading Skills

6 UNITS- NDA

Lecture 6 hours.

Prerequisite: Appropriate score on the English Placement Exam

Students receive instruction in techniques of writing clear, coherent compositions and improvement in reading skills which reinforce writing skills necessary for academic success.

ENGLISH 21

English Fundamentals

3 UNITS- NDA

Lecture 3 hours.

Advisory: English 67

The student receives an introduction to English fundamentals in formal Academic writing, focusing on basic grammar, reading, and writing skills.

ENGLISH 28

Intermediate Reading and Composition

3 UNITS- (A)

Lecture 3 hours.

Prerequisite: ESL 6A or English 21 or 73 or equivalent or appropriate placement score.

Co-requisite: English 67

Students receive instruction in techniques of writing at the college level with an emphasis on grammar and various essay writing modes. Students develop reading skills through an analysis of fiction and non-fiction materials.

ENGLISH 67 *

Writing Laboratory

0.5 UNITS- (RPT 3) NDA

Laboratory 1 hour

A writing workshop designed for students enrolled in English 20, 21, or 28; or ESL 4A, 5A, or 6A.

ENGLISH 69

Writing and Revising on the Computer

1 UNIT- (RPT 3) NDA

Laboratory 2 hours.

English 69 is designed to supplement and enhance learning in intermediate writing composition and reading courses by providing individualized tutorial and self-help assistance, computers, online resources, and other resource materials that enhance students' critical reading, writing, and computer skills necessary for success in college, career, and vocations.

ENGLISH 78

Writing Memoir

3 UNITS- (RPT 2) (A)

Lecture 3 hours.

Advisory: English 21, Eligibility for English 21, English 97, ESL 6A, or equivalent.

Students read full-length memoirs by published writers and outline And compose their own memoirs.



ENGLISH 94**Intensive Grammar Review****3 UNITS – NDA***Lecture 3 hours.**Advisory: English 21 and 67.*

Students engage in an intensive review of grammar and sentence structure to better prepare them for English 28 or 101.

ENGLISH 97**Introduction to College English and Reading Skills****6 UNITS***Lecture 6 hours.**Prerequisite: English 20 or Appropriate placement score.**Advisory: English 47 or English 67.*

Students will be introduced to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills. There will also be an introduction to English grammar, college vocabulary, and academic writing skills as well as instruction in comprehending expository articles, narratives, and college-level textbook material.

UNIVERSITY TRANSFER COURSES**ENGLISH 101****College Reading and Composition I****3 UNITS - (UC:CSU)***Lecture 3 hours.**Prerequisite: English 67 and 28 or 31 or appropriate placement score.*

Students develop their skills for writing college-level essays that incorporate various documentation styles. Students learn the importance of various fiction and non-fiction readings.

ENGLISH 102**College Reading and Composition II****3 UNITS - (UC:CSU)***Lecture 3 hours.**Prerequisite: of English 101 or equivalent.*

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- (UC: CSU)***Lecture 3 hours.**Prerequisite: English 101 or equivalent.*

This is an advanced writing course where students further develop their logical, argumentative and analytical thinking and writing skills. The course will utilize various fiction and non-fictional readings.

ENGLISH 108**Writing Workshop****0.50 UNITS- (CSU)***Laboratory 1 hour*

Students enrolled in English 101, 102 and 103 will receive additional instruction in writing their college-level essays. The lab

course will review research techniques and proper citation, as well as strategies in organization and support, to revise their papers.

ENGLISH 127**Creative Writing****3 UNITS- (UC: CSU)***Lecture 3 hours.**Prerequisite: English 101 or equivalent.*

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 - (UC: CSU)***Lecture 3 hours.**Prerequisite: English 101 or equivalent.*

A reading of key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

ENGLISH 204**World Literature II (1600 to the present)****3 UNITS - (UC: CSU)***Lecture 3 hours.**Prerequisite: English 101 or equivalent.*

Study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

ENGLISH 205**English Literature I (Beginnings to 1800)****3 UNITS - (UC: CSU)***Lecture 3 hours.**Prerequisite: English 102 or equivalent.*

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:****Nineteenth Century to the Present****3 UNITS - (UC: CSU)***Lecture 3 hours.**Prerequisite: English 102 or equivalent.*

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 208**American Literature II:
Nineteenth Century to the Present
3 UNITS- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

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. Students read works by Mark Twain, Kate Chopin, Robert Frost, Wallace Stevens, Langston Hughes, William Faulkner, Zora Neale Hurston, Leslie Marmon Silko, Tomas Rivera, Bharati Mukerjee, Allen Ginsberg and others.

ENGLISH 211**Fiction- 3 UNITS- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

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- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Students study works by selected poets and background for appreciation of the poetic form, including early verses to 20th and 21st centuries' poetry.

ENGLISH 214**Contemporary Literature
3 UNITS- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Students read key literary works and ideas of the 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- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Shakespeare's sonnets and selected comedies, histories, and tragedies are read to develop an understanding and appreciation of these literary forms. Works selected in this class will differ from those used in English 216.

ENGLISH 216**Shakespeare II
3 UNITS- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Students continue to study Shakespeare's poetry, theater and drama with a selection of different works of Shakespeare than those used in English 215.

ENGLISH 218***Children's Literature
3 UNITS- (CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

A study 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- (UC: CSU)**

Lecture 3 hours. Laboratory 3 hours. *Prerequisite: English 101 or equivalent.*

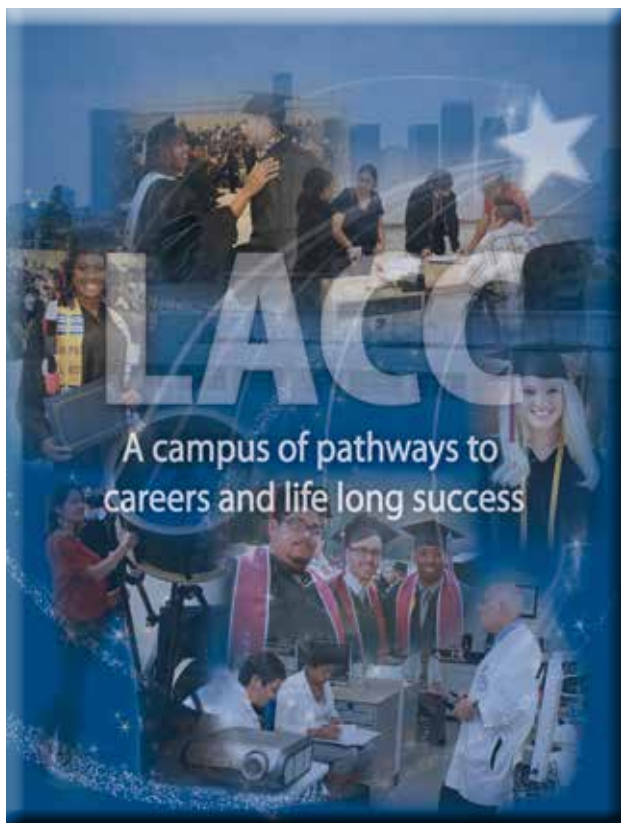
Students use critical analysis of the various ethnic American writers who straddle two or more cultures, analyzing in terms of assimilation, acculturation, double and mestiza consciousness and wholeness.

ENGLISH 239**Women in Literature
3 UNITS- (UC: CSU)**

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

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 predominant 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- (UC: CSU)

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Students analyze and evaluate films of artistic and cultural significance, comparing the language, structure, and narrative techniques of films and literary classics by reading literature and watching films based on these literary sources.

ENGLISH 252

The English Bible as Literature

3 UNITS- (UC: CSU)

Lecture 3 hours.

Prerequisite: English 101 or equivalent.

Students study the principal achievements of the Hebrew and Greek Testaments, using the Oxford Annotated Text as the basic text, to note literary and cultural influences.

ENGLISH 255

Latin American Literature

3 UNITS- (UC: CSU)

Lecture 3 hours. Prerequisite: English 101.

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, Gaeano, 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 (UC:CSU)

Lecture 3 hours.

Prerequisite: English 101, Appropriate score on the English Placement Exam or equivalent.

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 UNIT (CSU)

Lecture 2 hours.

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 (CSU)

Prerequisite: Approval of proposed project. See Department Chair
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. A maximum of 3 units in Directed Study may be taken for credit.

COLLEGE ENGLISH AS A SECOND LANGUAGE

E.S.L. 2A

College ESLII: Writing and Grammar

6 UNITS- NDA

Lecture 6 hours.

Prerequisite: ESL 1A or appropriate score on the ESL placement assessment.

Advisory: ESL 2B. (Pass/No Pass)

Students in this high-beginning ESL course learn reading, writing, and grammar skills to prepare them for academic work. The course content emphasizes vocabulary, grammar, and writing through guided and free writing of multi-sentence compositions on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development. Required: Eight to ten writing assignments, including at least four compositions of 100-150 words. Prerequisite: Appropriate placement level demonstrated through the assessment process.

E.S.L. 2B

College ESL II: Reading, Listening, and Speaking

6 UNITS - NDA

Lecture 6 hours.

Prerequisite: ESL 1B or appropriate score on the ESL placement assessment.

Advisory: ESL 2A. (Pass/ No Pass)

Students at the high-beginning ESL level learn skills to improve listening and speaking to prepare them for college work.

E.S.L. 3A

College ESL III: Writing and Grammar

6 UNITS

Lecture 6 hours.

Prerequisite: ESL 2A or appropriate score on ESL placement.

Advisory: ESL 3B and ESL 3C. (Pass/ No Pass)

Students in this low-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 150-250 words. Prerequisite: Completion of ESL 2A with credit, or appropriate ESL placement level demonstrated through the assessment process.



E.S.L. 3B
College E.SL III: Reading and Vocabulary
3 UNITS

Lecture 3 hours
 Prerequisite: ESL 2B or appropriate score on the ESL placement assessment.
 Advisory: ESL 3A or ESL 3C. (Pass/No Pass)
 Students at the low intermediate ESL level receive instruction in reading and vocabulary skills to prepare them for college work

E.S.L. 3 College ESL III: Listening and Speaking
 Students at the low-intermediate ESL level learn skills to improve listening and speaking to prepare them

E.S.L. 3C
College ESL III: Listening and Speaking
3 UNITS

Lecture 3 hours.
 Prerequisite: ESL 2B or appropriate score on the ESL placement assessment.
 Advisory: ESL 3A and ESL 3B. (Pass/ No Pass)
 Students at the low-intermediate ESL level learn skills to improve listening and speaking to prepare them for college work.

E.S.L. 4A
College ESL IV: Writing and Grammar
6 UNITS

E.S.L. 4B
College ESL III: Reading and Vocabulary
3 UNITS

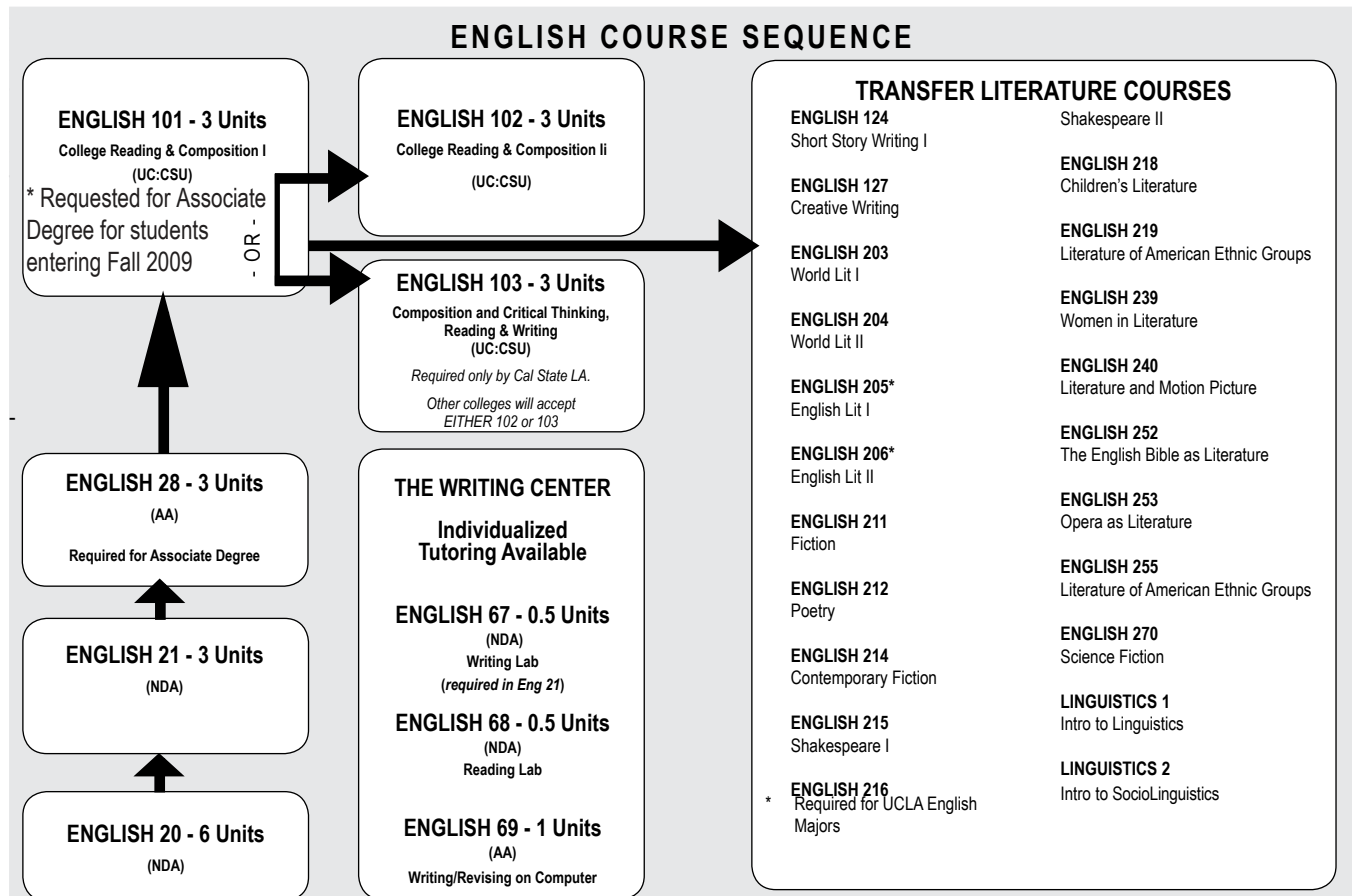
Lecture 3 hours.
 Prerequisite: Satisfactory completion of ESL 3B or appropriate score on the ESL placement assessment. Advisory: ESL 4A. (Pass/ No Pass)
 Students at the high-intermediate ESL level learn skills in reading and vocabulary to prepare them for college work.

E.S.L. 5A
College ESL V: Writing and Grammar
6 UNITS - (CSU)

Lecture 6 hours.
 Prerequisite: ESL 4A or appropriate score on the ESL placement assessment. Advisory: ESL 5B. For low advanced ESL students. Students at the low-advanced ESL level receive instruction to improve their writing and grammar skills to prepare them for upper-level college work.

E.S.L. 5B
College ESL V: Reading and Vocabulary
3 UNITS - (CSU)

Lecture 3 hours.
 Prerequisite: ESL 4B or appropriate score on the ESL placement assessment. Advisory: ESL 5A.
 Students at the low advanced ESL level learn skills in reading and vocabulary to prepare them for college work.



E.S.L. 6A**College ESL VI: Writing and Grammar
6 UNITS - (CSU)**

Prerequisite: ESL 5A or appropriate score on the ESL placement assessment. Advisory: ESL 6B.

Students at the advanced ESL level receive instruction to improve their writing and grammar skills to prepare them for college work.

E.S.L. 6B**College ESL VI: Reading and Vocabulary
3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: ESL 5B or appropriate score on the ESL placement assessment. Advisory: ESL 6A.

Students at the advanced ESL level learn skills in reading and vocabulary to prepare them for college work.

E.S.L.008**Advanced ESL composition
6 UNITS (CSU)**

Prerequisite: Completion of ESL 6A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

ENVIRONMENTAL DESIGN**ENVIRONMENTAL DESIGN 101****Foundations of Design I
3 UNITS - (CSU)**

Lecture 1 hour ; laboratory 5 hours.

First level architectural design studio. Students develop creative, conceptual and analytical skills by creating simple to complex projects. Learn to properly communicate architectural concepts through drawings, renderings, physical models, and computer 3-D modeling. Fundamental architectural formal and spatial design principles, theories, order and methodologies are explored and incorporated into student projects. The profession of architecture and the practice of architects are clarified. Critical for students interested in pursuing a higher degree in architecture school or related design field. Recommended for all art and interior design related fields. Great also as a general education course to develop the creative mind. Students will also create a portfolio of their work.

ENVIRONMENTAL DESIGN 102**Foundations of Design II
3 UNITS - (CSU)**

Lecture 1 hour ; laboratory 5 hours.

Prerequisite: Environmental Design 101 with a satisfactory grade.

Second level architectural design studio. Students continue to develop creative, conceptual and analytical skills by designing more complex projects addressing multiple programmatic requirements,

symbolism and contextualism. Drawing, rendering, computer and model making skills are further refined. Students will also create a portfolio of their work.

**FAMILY AND
CONSUMER STUDIES****FAMILY AND CONSUMER STUDIES 21****(SAME AS NUTRITION 21)****Nutrition****3 UNITS - (UC: CSU)**

Lecture 3 hours.

Co-requisite: English 21 and 67 or equivalent.

Students learn the scientific concepts of Nutrition in a lecture interactive format evaluating how lifestyle, diet, food/nutrition/nutrient excess and deficiencies; phytochemicals; food safety; food technology affect diseases and assessment of nutrition in human development from conception through maturity. Personal dietary assessment, synthesizing data from computerized dietary program and family tree, appraises nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit and nourishing the body.

FAMILY AND CONSUMER STUDIES 24**Food Preparation****3 UNITS - (CSU)**

Lecture 2 hours Laboratory 3 hours.

Advisory: English 21 and 67 or equivalent.

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.

FAMILY AND CONSUMER STUDIES 27**Nutrition Care****3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: Family and Consumer Studies 21, 55, 56 and English 21.

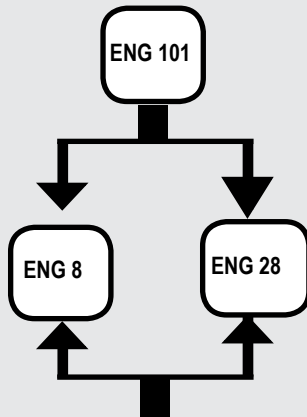
Co-requisite: Family and Consumer Studies 127 required.

Advisory: English 101 and Biology 25.

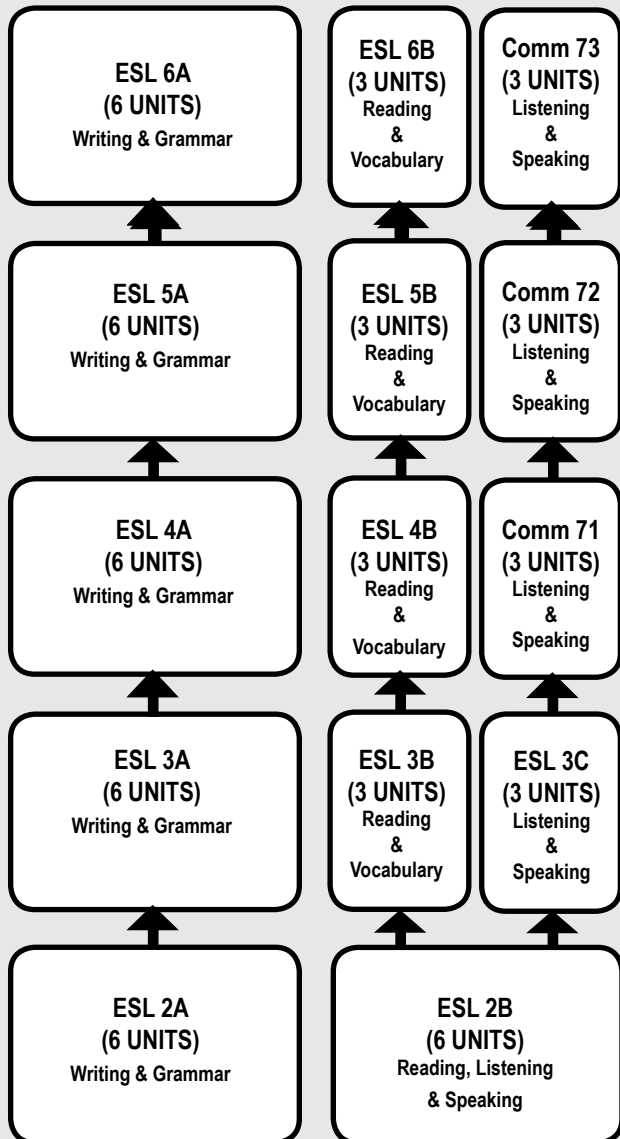
This course is offered only fall semesters, day session. Nutrition problems of patients with cancer, AIDS, diabetes, cardiovascular diseases, renal diseases, and liver diseases are studied for appropriate menu modifications. The development and implementation of nutrition care plans are emphasized.



ESL COURSE SEQUENCE



Students who receive credit in ESL 6A may register for English 8 or 28



FAMILY AND CONSUMER STUDIES 28

Advanced Nutrition Care
3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Family and Consumer Studies 27 or equivalent.
Co-requisite: Concurrent enrollment in Family and Consumer Studies 128 required.

This course is offered only spring semesters, day session.

Nutritional needs at each stage of the life cycle are studied in depth. Cultural food preferences are studied and incorporated into nutrition education and counseling of clients.

FAMILY AND CONSUMER STUDIES 29

Dietetic Seminar
1 UNIT - (CSU)

Lecture 1 hour.

Prerequisite: Family and Consumer Studies 28 with a satisfactory grade or equivalent.
Co-requisite: Concurrent enrollment in Family and Consumer Studies 129 required.

This course is offered only spring semesters, day session. The role of the dietetic technician in the dietetics profession and health care delivery system is explored. Methods for quality improvement and marketing are emphasized.

FAMILY AND CONSUMER STUDIES 31

Marriage and Family Life
3 UNITS - (UC: CSU)

Lecture 3 hours.

Prerequisite: English 21 or 73 or equivalent.

Interpersonal growth and rewarding relationship are explored over the course of the family life cycle. Examines the impact of social, psychological and economic forces that affect the family.

FAMILY AND CONSUMER STUDIES 50

SANITATION AND SAFETY
3 UNITS - (CSU)

Lecture 3 hours.

Co-requisite: Concurrent enrollment in English 21 or equivalent.

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. US 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.



FAMILY AND CONSUMER STUDIES 51***Food Production Management****3 UNITS- (CSU)***Lecture 3 hours.*

Co-requisite: Concurrent enrollment Family and Consumer Studies 151 is required, English 28, Math 105 (orLS 10)

Introduction to institutional menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

FAMILY AND CONSUMER STUDIES 52**Food Service Management****3 UNITS - (CSU)***Lecture 3 hours.*

Prerequisite: Family and Consumer Studies 51 and 55.

The student explores and masters the systems approach to food service management including the menu, food purchasing, personnel management, facility management, fiscal management, marketing, and information systems.

FAMILY AND CONSUMER STUDIES 55**Dietetic Education****3 UNITS - (CSU)***Lecture 3 hours.*

Advisory: English 21 or equivalent.

This course is offered only fall semesters. An introduction to careers in dietetics and school food service. The application of communication skills to training, counseling, and education is studied.

FAMILY AND CONSUMER STUDIES 56 ***Nutrition Delivery Systems****3 UNITS- (CSU)***Lecture 3 hours.*

Co-requisite: Family and Consumer Studies 156 required.

Advisories: English 21 or equivalent, and Mathematics 105 or higher, Learning Skills 10ABC or higher

Introduction to nutrition delivery systems and institutional menu diet modifications. State and federal regulatory guidelines for food service are studied.

FAMILY AND CONSUMER STUDIES 127**Nutrition Care Laboratory****2 UNITS - (A)***Lecture 3 hours.*

Prerequisite: Physical examination, negative TB test with the past 6 months, MMR, student liability insurance, background check, fingerprinting, drug screening, etc. may be required.

Co-requisite: Concurrent enrollment with Family and Consumer Studies 27 required.

This course is offered only fall semesters, day session. In this clinical laboratory setting, students receive supervised practice in development and implementation of nutrition care plans in acute care facilities.

FAMILY AND CONSUMER STUDIES 128**Advanced Nutrition Care Laboratory****2 UNITS - (A)***Laboratory 6 hours.*

Prerequisite: Family and Consumer Studies 127, Physical examination, negative TB test within the past 6 months, MMR, student liability insurance, background check, fingerprinting, drug screening, etc. may be required.

Co-requisite: Family and Consumer Studies 28.

This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in group education and counseling of clients from various stages of the life cycle.

FAMILY AND CONSUMER STUDIES 129**Dietetic Laboratory****2 UNITS - (A)**

Prerequisite: Physical examination and negative TB test within the past 6 months, student liability insurance, background check, fingerprinting, drug screening, etc. may be required; Family and Consumer Studies 151.

Co-requisite: Family and Consumer Studies 29.

This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in management and marketing of food service facilities.

FAMILY AND CONSUMER STUDIES 151**Food Production Management Laboratory****2 UNITS - (A)***Laboratory 5 hours.*

Prerequisite: Physical examination and negative TB test within the past 6 months, student liability insurance.



Co-requisite: Concurrent enrollment in Family and Consumer Studies 51 required.

This course is offered only fall semesters, day session. Students receive supervised practice in food requisitioning, food production planning, and quantity food production in a clinical laboratory.

FAMILY AND CONSUMER STUDIES 156

Nutrition Delivery Systems Laboratory

2 UNITS - (A)

Lecture 5 hours.

Prerequisite: Physical examination and negative TB test within the past 6 months, student liability insurance, background check, fingerprinting, drug screening, etc. may be required.

Co-requisite: Concurrent enrollment in Family and Consumer Studies 56 required.

This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in nutritional services including modified diets and the health care team. Nutrition delivery systems are evaluated according to state and regulatory guidelines.

FINANCE

FINANCE 2

Investments

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

FINANCE 8

Personal Finance and Investments

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security and retirement plans.

FINANCE 15

Principles of Banking

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operation of a bank.

FRENCH

Transfer limit: UCLA allows no credit for duplication of a foreign language if the student completed in high school the equivalent levels with a satisfactory grade; A.A. Degree.

One year of high school study in French corresponds to one college semester of credit or one semester of French at LACC equals one full year of high school credit.

FRENCH 1

Elementary French I

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour

Advisory: English 28 and 67

The student learns French pronunciation and grammar, practical vocabulary, useful phrases as well as basic facts on the geography, customs and culture of the French speaking world.

FRENCH 2

Elementary French II

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: French 1 with a satisfactory grade or equivalent.

The student completes the study of elementary French grammar, increases their practical vocabulary, and masters useful phrases. The student reads elementary texts including those that explore basic facts on the geography, customs and culture of the French speaking world.

FRENCH 3

Intermediate French I

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: French 2 with a satisfactory grade or equivalent.

Review of grammar, composition and vocabulary building. Introduction to French and Francophile authors.

FRENCH 4

Intermediate French II

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: French 3 with a satisfactory grade or equivalent.

The student reviews French grammar, composition and vocabulary, and pursues a deeper understanding of French and Francophile authors.

FRENCH 8

Conversational French

2 UNITS - (UC:CSU)

Lecture 2 hours.

Prerequisite: French 2 with a satisfactory grade or equivalent.

Oral expression in French is the main thrust of the course. The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in French-speaking countries, or when interacting with French-speaking people in the United States.

UC Limit: maximum units: 2 courses.



FRENCH 10**(SAME AS HUMANITIES 42)****French Civilization****3 UNITS - (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67.*

Students learn about French culture from before the Romans through the culture of today. The ruling dynasties, various wars and revolutions and their affect on the arts and literature is discussed. Students assess the role of France in Europe and the world.

GEOGRAPHY**TRANSFER INFORMATION:**

Physical Science Requirement: Geography 1 satisfies the IGETC and CSU general education requirements for physical science.

Physical Science with Lab Requirement: Geography 1 taken with Geography 15 and satisfies the IGETC and CSU general education requirements for a physical science with a laboratory.

Social & Behavioral Science Requirement: Geography 2 satisfies the IGETC and CSU social and behavioral sciences requirement.

GEOGRAPHY 1**Physical Geography****3 UNITS – (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent.*

Students learn about basic scientific principles of geography such as Earth-Sun relationships, weather and climate, ecosystems and biomes, anthropogenic pollution and climate change, earth's internal structure and processes, and surface topography. Students will also learn basic map reading and geographic literacy.

GEOGRAPHY 2**Cultural Elements of Geography****3 UNITS – (UC:CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students learn about human cultural variables in the context of the globe, including the description, analysis, and explanation of population, 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.

GEOGRAPHY 15**Physical Geography Laboratory****2 UNITS – (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Pre/Co-requisite: Geography 1**Advisory: English 28 and 67 or equivalent.*

Students learn to interpret physical maps, including weather maps and topographic maps, as well as perform hands-on exercises

that explore Earth-Sun relationships, atmospheric temperature, pressure and moisture, climate and biomes, plate tectonics and volcanoes, and landforms.

Note: Geography 15 may be taken concurrently with Geography 1.

GEOLOGY**TRANSFER INFORMATION:**

Physical Science Requirement: Earth Science 1, Geology 1, Geology 2 and Oceanography 1 each satisfy the IGETC and CSU general education requirements for physical science.

Physical Science with Lab Requirement: Geology 1 taken with Geology 6 satisfies the IGETC and CSU general education requirements for a physical science with a laboratory.

GEOLOGY 1**Physical Geology****3 UNITS – (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent.*

In this elementary course, the student learns Earth's internal and external forces and the features that these forces create. Students study minerals, rocks, volcanoes, earthquakes, mountain building, plate tectonics, tsunami, global warming, natural resources, and alternative energy resources.

GEOLOGY 002**Earth History**

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 6**Physical Geology Laboratory****2 UNITS – (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Pre-Co-Requisite: Geology 1**Advisory: English 28 and 67 or equivalent.*

In this elementary course the student learns to identify hand samples of minerals and rocks using a hands-on approach. The student also learns to develop topographic and geologic maps in great detail, including changing map scales using dimensional analysis and analyzing aerial photographs.

Note: Geology 6 may be taken concurrently with Geology 1



HEALTH

UC Limit: Health 2, 8, and 11 combined: maximum credit, one course.

HEALTH 2**Health and Fitness****3 UNITS – (UC:CSU)**

Lecture 2 hours. Laboratory 2 hours.

Course explores physical fitness as related to cardiovascular capacity, nutrition, stress, and addictive substances. The course involves laboratory assessment of each student's fitness status, lecture, and selected fitness activities. Based on these experiences students develop individualized fitness programs.

HEALTH 8***Women's Personal Health****3 UNITS- (UC:CSU)**

Lecture 3 hours.

This course will present information on health issues unique to women physiological and psychological aspects of nutrition, hygiene, sexuality, reproduction, drug use, and diseases common to women will be considered.

HEALTH 11**Principles of Healthful Living****3 UNITS – (UC:CSU)**

Lecture 3 hours.

The course offers health related concepts for today and the future as guidelines for a self-directed, responsible, satisfying, and productive life-style. Emphasis is on cognitive concepts and strategies of wellness for the individuals personal community, vocational, and leadership roles.

HEALTH 12**Safety Education and First Aid****3 UNITS – (UC:CSU)**

Lecture 3 hours.

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.

HISTORY**HISTORY 1****Introduction to Western Civilization I****3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67.

A study of the main cultural, economic and political trends and events from the rise of civilization in the Near East to the eve of the French Revolution.

HISTORY 2**Introduction to Western Civilization II****3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67.

A continuation of History I focusing on the period from the French Revolution to the present.

HISTORY 3**History of England and Great Britain I****3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 101

The student explores British culture, emphasizing social, political, and economic issues from earliest times to 1500.

HISTORY 4**History of England and Great Britain II****3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 101

The student explores British culture, emphasizing social, political, and economic issues from 1500 to the present.

HISTORY 7**The World's Great Religions****3 UNITS - (UC:CSU)**

Advisories: English 28 and 67

Students survey the historical development of the world's great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religions, and religion as a discipline of study.

HISTORY 11**Political and Social History of the United States I****3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

UC limit: Credit allowed for only one of African-American Studies 4 or History 11 or Chicano Studies 7.

Students survey the political and social history of the United States from the colonial period through the Civil War and Reconstruction.

HISTORY 12***Political and Social History of the United States II****3 UNITS- (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

UC limit: Credit allowed for only one of History 12, 13 or African American Studies 5, or Chicano Studies 8.

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 13**The United States in the Twentieth Century
3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 /31 or equivalent.

The student learns the main events, personalities, and themes of the social and political history of the U.S. in the 20th & 21st Centuries by focusing on their overall impact including a discussion of the country's central institutions. The student identifies, discusses and describes the historical importance of the events of the period in question.

HISTORY 59**Comparative History of Genocide and War Crimes
3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67

The student learn 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 & racism, and nationalism.

HISTORY 73**Race and Racism in the United States
3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisories: English 28 and 67.

Students survey the development of racial theories and the interactions between ethnic groups in the United States. Students investigate and develop an understanding of how racism has affected intercultural collaboration or confrontation. This course encourages an understanding of the similarities and differences in racial and ethnic experiences in the United States.

HISTORY 78**The Environment in World History
3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisories: English 101 and 67

Students learn about the environment history of the world from prehistoric times to the present. This introductory course covers human interactions with the environment in gatherer/hunter, agricultural, and industrial societies, addressing such issues as agricultural revolutions, the collapse of ancient civilizations, pollution, social constructions of nature, the loss of biological diversity, environmental ethics, globalization, and climate change.

HISTORY 81**A History of Working People in the United States I
3 UNITS - (UC:CSU)**

Lecture 3 hours.

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 82**A History of Working People in the United States II
3 UNITS - (UC:CSU)**

Lecture 3 hours.

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 86**Introduction to World Civilizations I
3 UNITS - (UC:CSU)**

Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the era of European expansion in the sixteenth century.

HISTORY 87**Introduction to World Civilizations II
3 UNITS - (UC:CSU)**

Traces the development and interrelationships of the major world civilizations and their cultural traditions from the era of European expansion in the sixteenth century to the present.

HISTORY 88**Sex in History
3 UNITS - (UC:CSU)**

Lecture 3 hours.

Advisories: English 28 and 67.

Students explore how various world societies throughout history have dealt with sexual roles and sex drive in social, cultural, and political life.

HUMANITIES**HUMANITIES 6****Great People, Great Ages
3 UNITS - (RPT 1) (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67.

Introduction to ideas and methods in the Humanities. Exploration of the way in which individuals and groups create meaning in their lives and in the world around them.

HUMANITIES 8**Great Women in Humanities
3 UNITS - (RPT 1) (UC:CSU)**

Lecture 3 hours.

Advisory: English 28 and 67.

Students are introduced to the ideas and methods in gender studies. A wide range of conceptions of how gender identities are defined across cultures and historical eras are explored.



Various course topics covered include: how women have resisted oppression, how women have found sources of power in family, friends, work and education, how sexuality is constructed across time and place, and how gender relations continue to evolve.

HUMANITIES 20

Japanese Civilization (Same as Japanese 9)

3 UNITS - (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

A survey of Japanese civilization from ancient times to the present; the historical and cultural backgrounds; significant aspects of Japanese culture; religion, philosophy, socio-political institutions and art forms.

HUMANITIES 30

The Beginnings of Civilization

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Introduction to Ancient Cultures and World Religions. Examination of the foundational texts, art and ideas of ancient India, China, the Middle East, Egypt and Greece.

HUMANITIES 31

People in Contemporary Society

3 UNITS - (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Examination of the cultural encounters between European culture and the cultures of the Americas, Asia and Africa beginning from the Renaissance to present day.

HUMANITIES 41

(SAME AS CHINESE 10)

Chinese Civilization

3 UNITS - (UC:CSU)

Lecture 3 hours

Advisory: English 28 and 67.

This course offers students lectures and discussions in English on history, culture, geography, government and institutions of China; the life style and customs of the people; the language, literature, arts and sciences; the contributions to civilization.

HUMANITIES 42 (SAME AS FRENCH 10) FRENCH CIVILIZATION

3 UNITS- (UC:CSU)

Lecture 3 hours.

Prerequisite: English 28 and 67.

The student learns the geography, history, government, and institutions of France. The student completes readings on the French people, their customs and way of life, their values and important contributions to world culture in scientific, intellectual, and artistic domains. The course is conducted in English.

HUMANITIES 45

(SAME AS KOREAN 10)

Korean Civilization

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

This course offers the students lectures and discussions in English on geography, history, government and institutions of Korea; the life and customs of the people; the literature, arts, and sciences; the contribution to civilization.

HUMANITIES 47

(SAME AS SPANISH 9)

Hispanic Civilization

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Geography, history, government and institutions of Spain; the life and customs of the people; the literature, music and art; and the contributions to civilization. Conducted in English. Same as Spanish 9.

HUMANITIES 61

People and Their World: The Creative Processes

3 UNITS - (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

An exploration of contemporary arts, literature, and popular culture. Sections use a range of analytic frameworks, including how the creative process is generated through myth and dreams as well as how race, class, and gender are portrayed in popular culture.

HUMANITIES 63

Armenian Civilization

3 UNITS - (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Students survey the Armenian civilization in its development from ancient times to the present. Lectures and discussions on the geography, history, and social structures of Armenia: religion, literature, and sciences, art, music and customs; and the contribution to the world.



INTERNATIONAL BUSINESS

INTERNATIONAL BUSINESS 1

International Trade

3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Business 1 with a satisfactory grade or better.

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.

INTERNATIONAL BUSINESS 3

Exporting Procedures I

3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: International Business 1 with a satisfactory grade or better.

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.

INTERNATIONAL BUSINESS 4

Import Procedures I

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: International Business 1.

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.

INTERNATIONAL BUSINESS 5

Payment Instruments and Procedures I

3 UNITS

Lecture 3 hours.

Advisories: Business 1 and/or International Business 1 with satisfactory grades or better.

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.

INTERNATIONAL BUSINESS 6

International Marketing I

3 UNITS - (CSU)

Lecture 3 hours.

Open to all students.

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.

ITALIAN

One year of high school study in Italian corresponds to one college semester or one semester of college Italian equals one full year of high school study.

ITALIAN 1

Elementary Italian I

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Corresponds to the first year of high school Italian.

Advisory: English 28 and 67.

Pronunciation and grammar, practical vocabulary, useful phrases: basic facts on the geography, customs and culture of the Italian-speaking world.

ITALIAN 2

Elementary Italian II

5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Italian 1 with a satisfactory grade or equivalent.

Completes elementary Italian grammar, with emphasis on written and spoken language.

JAPANESE

One year of high school study in Japanese corresponds to one college semester or one semester of college Japanese equals one full year of high school study.

Required courses: Japanese 1, 2, 3, 4

JAPANESE 1

Elementary Japanese I

5 UNITS - (UC: CSU)

Lecture 5 hours. Laboratory 1 hour.

Advisory: English 28 and 67.

Students learn the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing with Romanized alphabet and Japanese scripts, basic facts on the geography, customs and culture of Japan. Corresponds to the first year of high school Japanese.

JAPANESE 2

Elementary Japanese II

5 UNITS - (UC: CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Japanese 1 with a satisfactory grade or equivalent.

Completes elementary Japanese I.

Students continue to learn the fundamentals of pronunciation and grammar. Additional Chinese characters are introduced. Japanese geography, customs and culture are also included.



JAPANESE 3**Intermediate Japanese I
5 UNITS - (UC: CSU)**

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Japanese 2 with a satisfactory grade or equivalent.

Students continue to study the intermediate level of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writing.

JAPANESE 4**Intermediate Japanese II
5 UNITS - (UC: CSU)**

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Japanese 3 with a satisfactory grade or equivalent.

Students complete the study of fundamental grammar and provides additional training in grammar, written composition, and use of idioms. Greater emphasis is placed on the knowledge and use of Kanji. Continues the reading of short narrative stories.

JAPANESE 8**Elementary Conversational Japanese
2 UNITS – (UC: CSU)**

Lecture 2 hours.

Prerequisite: Japanese 2 with a satisfactory grade or equivalent.

The students focus on conversational skills revolving around everyday situations that a person encounter when traveling or living in Japanese-speaking environment.

UC Maximum credit: 2 times (4 units).

JAPANESE 9 (SAME AS HUMAN 20)**Japanese Civilization
3 UNITS – (UC: CSU)**

Lecture 3 hours. Laboratory 3 hour.

Advisory: English 28 and 67.

The student surveys Japanese civilization from ancient times to the present; the historical and cultural backgrounds; significant aspects of Japanese culture; religion, philosophy, socio-political institutions and art forms.

JOURNALISM**JOURNALISM 101****Collecting and Writing News
3 UNITS - (CSU)**

Lecture 3 hours

Advisory: English 28 or equivalent.

This introductory course stresses instruction and practice in news gathering and news writing. Curriculum connects theory with meaningful activity in the basic principles of news writing, including a section on broadcast writing. The course includes an examination of freedom of the press along with a critical analysis of its responsibilities. Students receive an overview of press ethics and resolving ethical dilemmas.

JOURNALISM 105**Mass Communications
3 UNITS - (UC:CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Course provides an examination of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. Examines the structure and functioning in print and electronic communications including: film, print, television, radio, the recording industry, public relations and the Internet. Considers factors that influence creation and distribution of media messages, and the impact of those messages on society.

JOURNALISM 217**Publication Laboratory
2 UNITS - (CSU)**

Laboratory: 6 hours to be arranged.

Advisory: English 28 and 67 /31 or equivalent; Journalism 218.

Students learn newspaper production techniques through the publication of the campus newspaper. Desktop publishing techniques include publication, newspaper design, layout, graphic techniques and materials. (Los Angeles Collegian newspaper staff class).

JOURNALISM 218**Practical Editing
3 UNITS - (CSU)**

Lecture 1 hour Laboratory 6 hours to be arranged

Prerequisite: Journalism 101 with a satisfactory grade or equivalent.

Advisory: English 28 and 67 /31 or equivalent; Journalism 217.

Students learn newspaper writing and editing through the publication of the campus newspaper, the Collegian, which includes regular evaluation of stories published in the Collegian. Editions are evaluated in regularly scheduled class meetings.



JOURNALISM 219**Techniques for Staff Editors****1 UNIT - (CSU)***Laboratory 3 hours to be arranged**Prerequisite: Journalism 101**Advisory: English 28 and 67 /31 or equivalent; Journalism 218.*

A course in editorial writing. This course offers instruction for campus newspaper editors in editorial writing, column writing (viewpoints) and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

JOURNALISM 185***Directed Study****1 UNIT (CSU)**

This course allows journalism students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

JOURNALISM 285***Directed Study****2 UNITS (CSU)***Advisory: English 28 and 67131 or equivalent. Conference: 1 hour per unit.*

This course allows journalism students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

KINESIOLOGY**KINESIOLOGY 045****(FORMERLY PHYS ED 642)****Adapted Fitness****1 UNIT (UC:CSU)**

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

KINESIOLOGY 180**Marathon Training Course for Run/Walk****1.5 UNITS - (CSU)**

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.

KINESIOLOGY 185**(FORMERLY PHYS ED 185)****DIRECTED STUDY - PHYSICAL EDUCATION (CSU) - 1.00 UNIT**

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

KINESIOLOGY 201-1**(FORMERLY PHYS ED 102)****SWIMMING SKILLS -1****1 UNIT (UC:CSU)**

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 learn water safety skills.

KINESIOLOGY 202**(FORMERLY PHYS ED 110)****Lap Swimming Skills****1 UNIT (UC:CSU)**

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.

KINESIOLOGY 204**(FORMERLY PHYS ED 122)****Aqua Exercise Skills****1 UNIT (UC:CSU)**

The student receives instruction and practice in water exercise to increase knowledge and the levels of cardiovascular fitness, muscular strength, endurance, and flexibility. Proper nutrition and weight management will be emphasized. No swimming skills will be required.

KINESIOLOGY 215-1**(FORMERLY PHYS ED 241)****Judo Skills-1****1 UNIT (UC:CSU)**

Students learn fifteen throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

KINESIOLOGY 215-2**JUDO SKILLS-2****1 UNIT (UC:CSU)***Prerequisite: Kinesiology 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.

KINESIOLOGY 215-3**Judo Skills-3****1 UNIT (UC:CSU)***Prerequisite: Kinesiology 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.



KINESIOLOGY 217
(FORMERLY PHYS ED 238)
Self-Defense Skills
(CSU) - 1.00 UNIT

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.

KINESIOLOGY 229
Body Conditioning
1 UNIT (UC:CSU)

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.

KINESIOLOGY 230
Cardiokickboxing Fitness
1 UNIT (CSU)

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: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and callisthenic exercises may also be utilized.

KINESIOLOGY 246
Body Sculpting
1 UNIT (CSU)

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.

KINESIOLOGY 249-1
(FORMERLY PHYS ED 299)
STRESS MANAGEMENT SKILLS - 1
1 UNIT (UC:CSU)

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

KINESIOLOGY 249-2
STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II
1 UNIT (UC:CSU)

Prerequisite: Kinesiology 249-1

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.

KINESIOLOGY 250-1
(FORMERLY PHYS ED 230)
WEIGHT TRAINING SKILLS-1
1 UNIT (UC:CSU)

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.

KINESIOLOGY 250-2
WEIGHT TRAINING SKILLS-2
1 UNIT (UC:CSU)

Prerequisite: Kinesiology 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.

KINESIOLOGY 250-3
WEIGHT TRAINING SKILLS-3
1 UNIT (UC:CSU)

Prerequisite: Kinesiology 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.

KINESIOLOGY 251-1
(FORMERLY PHYS ED 225)
YOGA SKILLS - 1 (SAME AS DANCETQ 221)
1 UNIT (UC:CSU)

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas(positions) and terminology.

KINESIOLOGY 251-2*
YOGA SKILLS -2 (SAME AS DANCETQ 222)
1 UNIT (UC:CSU)

Prerequisite: Kinesiology 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 asana(positions), terminology, and gain greater understanding of yoga philosophy and its application to daily life.



KINESIOLOGY 251-3
YOGA SKILLS -3 (SAME AS DANCETQ 223)
1 UNIT (UC:CSU)

Prerequisite: Kinesiology 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.

KINESIOLOGY 265
CROSS COUNTRY CONDITIONING SKILLS
(CSU) - 1.00 UNIT

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 of concepts pertaining to pacing, nutrition, cross training and weight management that help enable them to increase their quantity and quality of life.

KINESIOLOGY 266 -1
BADMINTON -1
(CSU) - 1.00 UNIT

Students learn the basic novice level 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.

KINESIOLOGY 266 -2
(FORMERLY PHYS ED 203)
BADMINTON -2
(CSU) - 1.00 UNIT

Prerequisite: Kinesiology 266-1

Students learn the intermediate level skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, deception, rules and intermediate strategies for the games of singles and doubles as played at the intermediate level.

KINESIOLOGY 271-1
(FORMERLY PHYS ED 212)
TENNIS SKILLS 1
(CSU) - 1.00 UNIT

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.

KINESIOLOGY 271-2
TENNIS SKILLS -2
(CSU) - 1.00 UNIT

Prerequisite: Kinesiology 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.

KINESIOLOGY 287-1
(FORMERLY PHYS ED 304)
BASKETBALL SKILLS 1
(UC:CSU) - 1.00 UNIT

Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

KINESIOLOGY 287-2
BASKETBALL SKILLS 2
(UC:CSU) - 1.00 UNIT

Prerequisite: Kinesiology 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.

KINESIOLOGY 289-1
(FORMERLY PHYS ED 313)
SOCCER SKILLS-1
(UC:CSU)- 1.00 UNIT

Students learn basic soccer skills of passing, dribbling, shooting, and goal keeping. 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.

KINESIOLOGY 289-2
SOCCER SKILLS-2
(UC:CSU)- 1.00 UNIT

Prerequisite: Kinesiology 289-1

Students learn fundamental skills, team strategies, rules of the games, refereeing, and active participation of game play also learn how activities can lead to active healthy lifestyles by developing a personal fitness plan.

KINESIOLOGY 290
SOFTBALL SKILLS
(CSU) - 1.00 UNIT

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.

KINESIOLOGY 291-1
(FORMERLY PHYS ED 322)
VOLLEYBALL SKILLS - 1
(UC:CSU) - 1.00 UNIT

Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.



KINESIOLOGY 291-2
VOLLEYBALL SKILLS – 2
(UC:CSU) - 1.00 UNIT

Prerequisite: Volleyball Skills - 1

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.

KINESIOLOGY 307
SWIM AND RUN FOR FITNESS
(CSU) - 1.00 UNIT

Students develop an understanding of cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running technique 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.

KINESIOLOGY 326 * (FORMERLY PHYS ED 630)
AEROBIC SUPER CIRCUIT LAB
(UC:CSU)- 1.00 UNIT

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.

KINESIOLOGY 327
(FORMERLY PHYS ED 640)
BEGINNING LIFELONG FITNESS LABORATORY
(UC:CSU) - 1.00 UNIT

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.

KINESIOLOGY MAJOR 100
(FORMERLY P.E. 712)
Introduction to Kinesiology
(UC:CSU) - 3.00 UNITS

Lecture 3 hours.

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.

KOREAN

One year of high school study in Korean corresponds to one college semester or one semester of college Korean equals one full year of high school study.

KOREAN 1
Elementary Korean I
5 UNITS – (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Advisory: English 28 and 67.

Fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; develops the ability to understand, read, write and speak simple Korean. The course includes basic facts on the geography, customs and cultures of Korea.

KOREAN 2
Elementary Korean II
5 UNITS – (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Korean 1 with a satisfactory grade or equivalent.

The student expands from Elementary Korean I emphasizing the reading of elementary texts and the spoken language.

KOREAN 3
Intermediate Korean I
5 UNITS – (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Advisory: Korean 2 with a satisfactory grade.

Corresponds to the second year of college level Korean. A review of grammar and idiomatic expression. Intensive and extensive reading and discussion of Korean tradition and contemporary culture and social issues.

KOREAN 4
Intermediate Korean II
3 UNITS – (UC:CSU)

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Korean 3 with a satisfactory grade or equivalent.

Corresponds to the second year of college level Korean. Completes Intermediate Korean I emphasizing reading of intermediate texts and the spoken language.

KOREAN 8
Conversational Korean
2 UNITS – (UC:CSU)

Lecture 2 hours.

Prerequisite: Korean 2 with a satisfactory grade or equivalent.

Students will practice conversation on everyday topics, current events, and cultural material.

UC maximum credit 4 units.

KOREAN 10
(SAME AS HUMANITIES 45)
Korean Civilization
3 UNITS - (UC: CSU)

Advisory: English 28 and 67 or equivalent.

Students are introduced to the geography, history, government and institutions of Korea; the life and customs of the Korean people; Korean literature, arts, and sciences; and Korea's contribution to world civilization. Same as Humanities 45.



LAW**LAW 1****Business Law I****3 UNITS - (UC:CSU)***Lecture 3 hours.*

Students examine the U.S. legal system, focusing on the legal aspects of business; court procedures relating to business law; torts and criminal laws as related to various business practices; elements of a valid contract; breach of contracts and its remedies; sales and lease contracts.

LAW 2**Business Law II****3 UNITS - (UC:CSU)***Lecture 3 hours.*

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 3**Civil Rights and the Law****3 UNITS - (UC:CSU)***Lecture 3 hours.*

The student examines the law and related problems concerning civil rights, due process, freedom of expression, freedom of religion, racial equality, and democratic processes. The emphasis is on recent court decisions and international trends.

LAW 4**Directed Field Work in Legal Assisting****3 UNITS - (CSU)***Lecture 1 hour. Laboratory 6 hours.**Prerequisite: Law 10 with a satisfactory grade or equivalent.*

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 10**Introduction to Legal Assistant I****3 UNITS - (CSU)***Corequisite: English 101 or equivalent.*

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 11**Introduction to Legal Assistant II****3 UNITS - (CSU)***Lecture 3 hours.**Prerequisite: Law 10 with a satisfactory grade or equivalent.*

Students study a detailed examination of civil cases, the methods used in trial preparations and are introduced to legal drafting and writing.

LAW 12**Tort Law and Claims Investigation****3 UNITS- (CSU)***Lecture 3 hours.**Prerequisite: Law 10 with a satisfactory grade or equivalent.*

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 13**Wills, Trusts, and Probate Administration****3 UNITS***Lecture 3 hours.*

This course will provide a study of the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation; an examination of the organization and jurisdiction of the California Probate Court, with an overview of the administration of estates in probate.

LAW 14**Law Office Management****3 UNITS - (CSU)***Lecture 3 hours.*

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, TrialDirector, 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 17**Legal Writing****3 UNITS - (CSU)***Lecture 3 hours.**Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.*

Students study advanced legal drafting and writing, including special research projects.



LAW 18**Marriage and Family Law****3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: Law 10 with satisfactory grades or equivalent.

This course presents fundamental common law and statutory concepts of family law with emphasis on California's Community Property Laws.

LAW 19**Property and Creditor Rights****3 UNITS**

Lecture 3 hours.

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 33**Law and the Media****3 UNITS - (CSU)**

Lecture 3 hours.

The student examines 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 35**Immigration Law for Paralegals****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: Law 10 and English 101 with satisfactory grades or equivalent.

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 37**Bankruptcy Law****3 UNITS**

Lecture 3 hours.

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 38**Criminal Law and Procedure****3 UNITS**

Lecture 3 hours.

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 51**Legal Research for Paralegals****3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: Law 10 and English 101 with a satisfactory grade or equivalent.

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.

LEARNING SKILLS

Registration takes place in the Learning Skills Center during the first fourteen weeks of the semester. Students will be placed at the appropriate language arts and/or mathematics level based on a diagnostic assessment in the following course offerings. All Learning Skills courses are offered on a Pass/ No Pass basis.

LEARNING SKILLS1***Reading Comprehension****3 UNITS-**

Laboratory 9hours.

Introduction to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

LEARNING SKILLS 2**English Fundamentals****3 UNITS**

Laboratory 9 hours.

The student learns beginning-to-advanced grammar. Students receive instruction in the basic structure of the sentence, parts of speech, phrases, clauses, and agreement; using verbs, pronouns, and modifiers correctly; punctuation, clear reference, a glossary of usage, and capital letters. After an initial diagnostic assessment, students are placed in an appropriate Learning Skills grammar course. Students



may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 3*
VOCABULARY DEVELOPMENT
5 UNITS-

(LS3A) This course provides instruction in the articulation and pronunciation of English consonant and vowel sounds to improve English communication skills. (LS3B) This course helps the student develop English conversational skills at a beginning level. Depending upon the diagnostic assessment, students will be placed in an appropriate reading program. (LS3C) This course helps the student develop English conversational skills at an intermediate level. Depending upon the diagnostic assessment, students will be placed in an appropriate intermediate conversation program. (LS3D) This course helps the student to develop vocabulary definition and context skills at the beginning, intermediate, or advanced level. (LS3E-Child Development) This course is a review of child development vocabulary. Students will receive instruction in the study of human development, theories, heredity and environment, human development, biosocial, cognitive and psychosocial development. (LS3E-Nutrition) Depending upon the diagnostic assessment, students will be placed in an appropriate vocabulary program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis. (RPT3)

LEARNING SKILLS 4
The Mechanics of Spelling
1 UNIT - NDA

Laboratory 3 hours.

The student learns intensive spelling designed for non-spellers. Emphasis is placed upon the use of phonics, focusing on additive doubling, ie or ei, finding silent e, pronunciation aids, tricky endings, words often confused, plurals, capitals, apostrophes, and basic principles. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills spelling course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 6
Academic Study Skills
1 UNIT

Laboratory 9 hours.

The student learns academic study skills. Students are introduced to making transitions to higher learning, first steps to self-discovery, time management, discovering how to learn, memorization, and reading. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills study skills course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 7
Basic Composition
3 UNITS

Laboratory 9 hours.

The student learns beginning writing skills. Learning Skills 7A focuses upon basic sentence structures and paragraph development. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills writing course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 8
Résumé Preparation and Job Search Skills
1 UNITS - NDA

Laboratory 3 hours.

The student learns how to write a résumé and cover letter. In addition, job search techniques and job interview skills are explored. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills résumé preparation course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a Pass/Non-Pass basis.

LEARNING SKILLS 9
The Metric System
1 UNIT - NDA

Laboratory 3 hours.

This course will introduce students to the concepts of the metric system such as length, perimeter, and area. Depending upon the diagnostic assessment, students will be placed in an appropriate metric system program. Students may enroll through the twelfth week of semester. This course is open to all students. Grades are on a pass/no-pass basis.

LEARNING SKILLS 10
Mathematics Fundamentals
3 UNITS - NDA

Laboratory 9 hours.

Individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents, ratio and proportion, simple geometry, statistical graph analysis, and signed numbers. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

LEARNING SKILLS 11
Elementary Algebra
5 UNITS - NDA

Laboratory 15 hours.

The student learns an individualized review of basic algebra skills involving the language of algebra and equations and inequalities. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills elementary algebra course. Students



may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/no-Pass basis.

LEARNING SKILLS 15
Overcoming Math Anxiety

3 UNITS - NDA

Laboratory 9 hours.

The student learns to reduce math anxiety and build self-confidence so that math concepts of addition, subtraction, multiplication, division, fractions, decimals, word problems, ratios and proportions and squares/square roots will be comprehensible. A placement test will be given to prescribe an appropriate math module. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills math anxiety course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 17
Individualized Intermediate

3 UNITS - NDA

Laboratory 15 hours.

The student learns individualized instruction in intermediate algebra including number properties and linear equations in one variable. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills intermediate algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 24
Theory & Practice of Tutoring

3 UNITS - NDA

Laboratory 9 hours.

The student learns theory and practice in tutoring sessions. Emphasis is placed upon the tutoring process, tutees' academic needs, recordkeeping, and learning styles. Also, tutor training is provided in each tutor's discipline. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills theory and practice of tutoring course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 40
Introduction to Learning Disabilities

1 UNIT - NDA

Laboratory 3 hours.

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.

LEARNING SKILLS 41
Study Strategies for the Learning Disabled

1 UNIT - NDA

Laboratory 3 hours.

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.

LEARNING SKILLS 43
Adaptive Word Processing Operations

1 UNIT - NDA

Laboratory 3 hours.

Offered on a Pass/no-pass basis only.

Students with disabilities learn how to use adaptive computer modifications and/or assistive technology utilizing keyboarding, word processing, database management and other appropriate software applications. Enrollment is intended for students with current functional limitations that require individually-paced training.

LEARNING SKILLS 49
Introduction to Computer Assisted Instruction Application

0.5 UNITS

Laboratory 1 hour.

The student learns to use the computer as a tool for learning by using hands-on computer interactive programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted application (CAI) course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 50
Introduction to CAI Applications Language Arts

0.5 UNITS

Laboratory 1 hour.

The student learns to use hands-on interactive instructional applications programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted instruction (CAI) language arts course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

LEARNING SKILLS 52
Test Preparation for the General Education Development (GED) Literature and Arts

1 UNIT - NDA

Laboratory 4 hours.

The student learns skills to pass the General Educational Development (GED): Literature and the Arts Test. It includes critical thinking skills - reading comprehension skills, interpret graphs, analysis in literature and the arts, tone and style/prose fiction, interpret poetry, interpret drama, interpret plays, interpret non-fiction and commentaries. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills GED preparatory course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/Non-Pass basis.



LEARNING SKILLS 53**Test Preparation for the General Education Development (GED): Writing Skills
1 UNIT – NDA**

Advisory: English 20, LS 1A, 1B, 1C-Basic Composition or LS 2A, 2B, 2C, English Fundamental.

Laboratory 4 hours.

This course is designed to prepare students to pass the General Education Development Test (GED): Writing Skills Test. It will include basics grammar and usage skills, sentence structure, capitalization, punctuation, spelling, and the essay. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

LEARNING SKILLS 54**Test Preparation for the General Education Development (GED): Science Test
1 UNIT - NDA**

Advisory: English 20 or Learning Skills 1A, 1B, 1C - Reading.

Lecture 1 hour. Laboratory 4 hours.

This course is designed to prepare students to pass the General Education Development (GED): Science Test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

LEARNING SKILLS 55***Test Preparation for the General Education Development (GED): Mathematics
1 UNIT-**

Advisory: Math 105 or Learning Skills 10A 108, & 10C. Laboratory 4 hours.

This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It will include arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis. (LPT3)

LEARNING SKILLS 56***Test Preparation for the General Education Development (GED): Social Studies
1 UNIT-**

Advisory: English 20 or Learning Skills 1A, 1B, & 1C- Reading. Laboratory 4 hours.

The student learns skills to pass the General Educational Development (GED): Social Studies Test. It includes the thirteen English colonies, the Revolutionary War, inflation and its effects, the various branches of government, time zones, anthropology,

sociology, and psychology. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills GED preparatory course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/Non-Pass basis. LEARNING SKILLS 485

LEARNING SKILLS 485**Internet Research
1 UNIT**

Laboratory 2 hours.

The Internet Research course teaches students how to use search engines; basic and advanced searches with Boolean operators; how to locate, store, and retrieve materials in various content fields; how to critically evaluate these sources; and how to use cite electronic resources. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a pass/no-pass basis.

LIBERAL ARTS**LIBRARY SCIENCE**

The Library department is designed to help students succeed in their college classes. The course gives students confidence in doing research using standard library resources as well as the Internet.

LIBRARY SCIENCE 101**Library Research Methods
1 UNIT – (UC:CSU)**

Lecture 1 hour.

Advisory: CAOT 1

The student learns basic research skills. This is a self-paced course in the use of the Library, its print and selected on-line resources and the rudiments of research.

LINGUISTICS**LINGUISTICS 1****Introduction to Language and Linguistics
3 UNITS – (UC:CSU)**

Lecture 3 hours.

Prerequisite: English 28 and 67 or equivalent.

Introduction to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

LINGUISTICS 2**Introduction to Sociolinguistics
3 UNITS – (UC:CSU)**

Lecture 3 hours.

Prerequisite: English 28 and 67 or equivalent.

Advisory: Linguistics 1

Students will study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both



monolingual and multilingual settings. Students will gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

LINGUISTICS 3

Introduction to Psycholinguistics

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: Linguistics 1

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.

MANAGEMENT

MANAGEMENT 2

Organization and Management Theory

3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Business 1 or equivalent.

The course is an analytical study of 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 : (a) 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. (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.

MANAGEMENT 13

Small Business Entrepreneurship

3 UNITS - (CSU)

Lecture 3 hours.

Students receive the fundamentals of how to organize and operate a small business.

MANAGEMENT 31

Human Relations for Employees

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

The students learns to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

MANAGEMENT 33

Personnel Management

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

This course covers the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations and collective bargaining.

MARKETING

MARKETING 1

Principles of Selling

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

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.

MARKETING 11

Fundamentals of Advertising

3 UNITS - (CSU)

Lecture 3 hours Advisory: English 28 and 67 or equivalent. Open to all students.

Students have an opportunity to explore the planning process, the strategies and the techniques used by corporations and small businesses to stimulate sales.

MARKETING 21

Principles of Marketing

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

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.

MARKETING 31

Retail Merchandising

3 UNITS - (CSU)

Lecture 3 hours.

The student receives a working knowledge of 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

Placement Information

High school courses are not accepted as equivalent to college courses. Every new incoming student will be required to take the math assessment unless he/she has satisfied the prerequisite by a college level course or a comparable assessment process from another college (must not be based on high school transcripts). The result of the assessment test is valid for one year. The student is encouraged to start his or her mathematics sequence as soon as possible after the assessment is taken.

If you place in a 200 level math course, you should review the Mathematics Course Sequence flowchart to determine which track best fits your circumstance and discuss your choice with a counselor. UC maximum limit: Refer to www.assist.org

MATHEMATICS 10

Math as a Second Language (MSL)

1 UNIT

Lecture 1 hour.

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.

MATHEMATICS 100

Mathematics Workshop

1 UNIT - NDA

Laboratory 3 hours.

Co-requisite: MATH 105 or 111 or 113 or 114 or 115 or 124, or 215 or 216 or 227 or 230 or 236 or 240 or 245 or 260.

Students can supplement and enhance learning in mathematics through tutorial and self-help assistance, calculators, computers, programmed texts and other learning aids.

MATHEMATICS 105

Arithmetic

3 UNITS

Lecture 3 hours.

Students learn to perform arithmetic operations with whole numbers. Students learn to work with whole number factors and multiples. Students learn to perform arithmetic operations with

fractions. Student apply knowledge of fractions to solve word problems including problems involving ratio and proportion.

Students learn to perform arithmetic operations with decimals and percents. Students apply knowledge of whole numbers, fractions, percents, and decimals to solve problems involving plane geometry of basic shapes, perimeters and areas. Open to all students.

MATHEMATICS 112

Pre-Algebra

3 UNITS - NDA

Lecture 3 hours.

Prerequisite: Appropriate score on the math placement test.

The student can, in this course, bridge the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

MATHEMATICS 113

Elementary Algebra A

3 UNITS

Lecture 3 hours.

Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit for Elementary Algebra can only be earned once, either through Mathematics 115, or through the Mathematics 113 and 114 sequence. Simultaneous enrollment in Math 113 and 114 is not permitted.

MATHEMATICS 114*

Elementary Algebra B

3 UNITS

Lecture 3 hours

Prerequisite: Mathematics 113 with a satisfactory grade or equivalent.

This is the second half of Mathematics 115. Mathematics 113 and Mathematics 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one Mathematics 115, or Mathematics 113 and 114 combination. Simultaneous enrollment in Mathematics 113 and Mathematics 114 is not permitted.

MATHEMATICS 115

Elementary Algebra

5 UNITS

Lecture 5 hours.

Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.

For students who have had no algebra or whose preparation in algebra is deficient, topics in this course include variables,



polynomials, equations, factoring, system of linear equations, graphs, inequalities and quadratic equations.

MATHEMATICS 121
Essentials of Geometry
3 UNITS- (A)

Lecture 3 hours.

Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.

The student is provided the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Basic constructions are introduced. The meaning and techniques of logical proofs are heavily emphasized

MATHEMATICS 124
Intermediate Algebra
5 UNITS

Lecture 4 hours. Laboratory 2 hours.

Prerequisite: Mathematics 115 with satisfactory grade or equivalent.

The student learns the first part of Mathematics 125. Mathematics 124A and 124B together are equivalent to Mathematics 125. Topics include linear functions, systems of equations, inequalities, polynomials, rational functions, and exponents. Credit is allowed in only one Mathematics 125, or the Mathematics 124A and 124B combination. Simultaneous enrollment in Math 124A and 124B is not permitted. Simultaneous enrollment in Math 124A and 124B is not permitted.

MATHEMATICS 125
Intermediate Algebra
5 UNITS

Lecture 5 hours.

Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.

Note: A maximum of 8 units may be earned by any combination of Mathematics 125, 240, and 245.

Students study the laws of exponents, equations in one variable (linear, quadratic, and some of higher degree), systems of linear and non-linear equations, graphical representations, exponential and logarithmic functions, complex numbers, and binomial theorem.

MATHEMATICS 202
Mathematics Workshop II
1 UNIT- (CSU)

Laboratory 3 hours.

Co-requisite: One of the following MATH 215, 216, 225, 226, 230, 235, 236, 237, 240, 245, 260, 261, 262, 263, 270, or 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.

MATHEMATICS 215
Principles of Mathematics I
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

This course is the first of two in a sequence designed for

prospective elementary school teachers. Topics include 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.

MATHEMATICS 216
Principles of Mathematics II
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Mathematics 215 with a satisfactory grade or equivalent.

This course is the second of two in a sequence for prospective elementary school teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

MATHEMATICS 227
Statistics
4 UNITS - (UC:CSU)

Lecture 4 hours.

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling, and estimation. Hypothesis testing, analysis of variance, test of independence, linear correlation and regression analysis also are covered.

MATHEMATICS 230
Mathematics for Liberal Arts Students
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

This course is intended for liberal arts majors. Topics include sets and counting, probability, linear systems, linear programming, statistics and mathematics of finance with applications for liberal arts majors, and logic. NOTE: This course will satisfy the high school Mathematics requirement for admission to the UC.

MATHEMATICS 236
Calculus for Business and Social Sciences
5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

Calculus: limits, derivatives, optimization, antiderivatives, and definite integrals and their applications in Business, Economics, and Social Sciences. (This course contains some topics of Precalculus: Analysis of polynomial, rational, exponential and logarithmic functions, including their graphs.).

MATHEMATICS 237
Advanced Calculus for Business and Social Sciences
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Mathematics 236 with a satisfactory grade or equivalent.



Students learn advanced calculus topics with emphasis on business and social science applications. Topics include definite integrals, probability, techniques of integration, improper integrals, numerical integration, elementary differential equations, functions of several variables, partial derivatives, chain rule, total differentials, optimization of functions of several variables without and with constraints, method of Lagrange multipliers, double integrals. NOTE: This course is not offered every semester. See Class Schedule.

MATHEMATICS 240

Trigonometry 3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Both Mathematics 125 and Mathematics 121 with satisfactory grades or equivalent.

A maximum of 8 units of credit may be earned by any combination of Mathematics 125, 240 and 245. Math 240 centers on a study of the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, solution of triangles, models for periodic phenomena, identities, conditional equations, and polar coordinates. Math 240 includes an introduction to the cotangent, secant, and cosecant functions.

MATHEMATICS 245

College Algebra 3 UNITS - (UC: CSU)

Lecture 3 hours.

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

Students receive instruction in the theory of equations, functions and their graphs, polynomial functions and their graphs, rational functions and their graphs, systems of equations, matrix algebra, determinants, permutations, combinations, probability, sequences and series, binomial theorem, and mathematical induction.

MATHEMATICS 260

Pre-calculus 5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.

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 DeMoivre's Theorem, conic sections with translation and rotation of axes, nonlinear systems of equations and inequalities, vector algebra with dot and cross products, polar coordinates and graphs of polar functions, partial fractions and mathematical induction.

MATHEMATICS 261

Calculus I 5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 260 with a satisfactory grade or equivalent.

The student receives instruction in functions and their graphs, limits, continuity, derivatives of functions in one variable, Mean Value Theorem, integrals, the Fundamental Theorem of Calculus (Part 1 and Part 2). Applications include optimization problems, and finding the area between curves, the volumes of bodies with non-rotational cross sections and with rotational cross sections (shell method and disk method), work of a force, and average value of a function.

MATHEMATICS 262

Calculus II 5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.

Students learn the differentiation of transcendental functions, techniques of integration, sequences, infinite series, and curves in polar coordinates.

MATHEMATICS 263

Calculus III 5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.

Topics includes: vector calculus, and parametric equations, surfaces, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integrals, surface integrals, line integrals, Green's Theorem, Divergence Theorem, and Stokes' Theorem.

MATHEMATICS 270

Linear Algebra 3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.

Advisory: Simultaneous enrollment in Mathematics 262.

Students study vector spaces, linear transformation, matrices, matrix algebra, and solutions of systems of equations.

MATHEMATICS 272

Methods of Discrete Mathematics 5 UNITS - (UC:CSU)

Lecture 5 hours.

Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.

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, trees.

MATHEMATICS 275

Ordinary Differential Equations 3 UNITS - (UC:CSU)

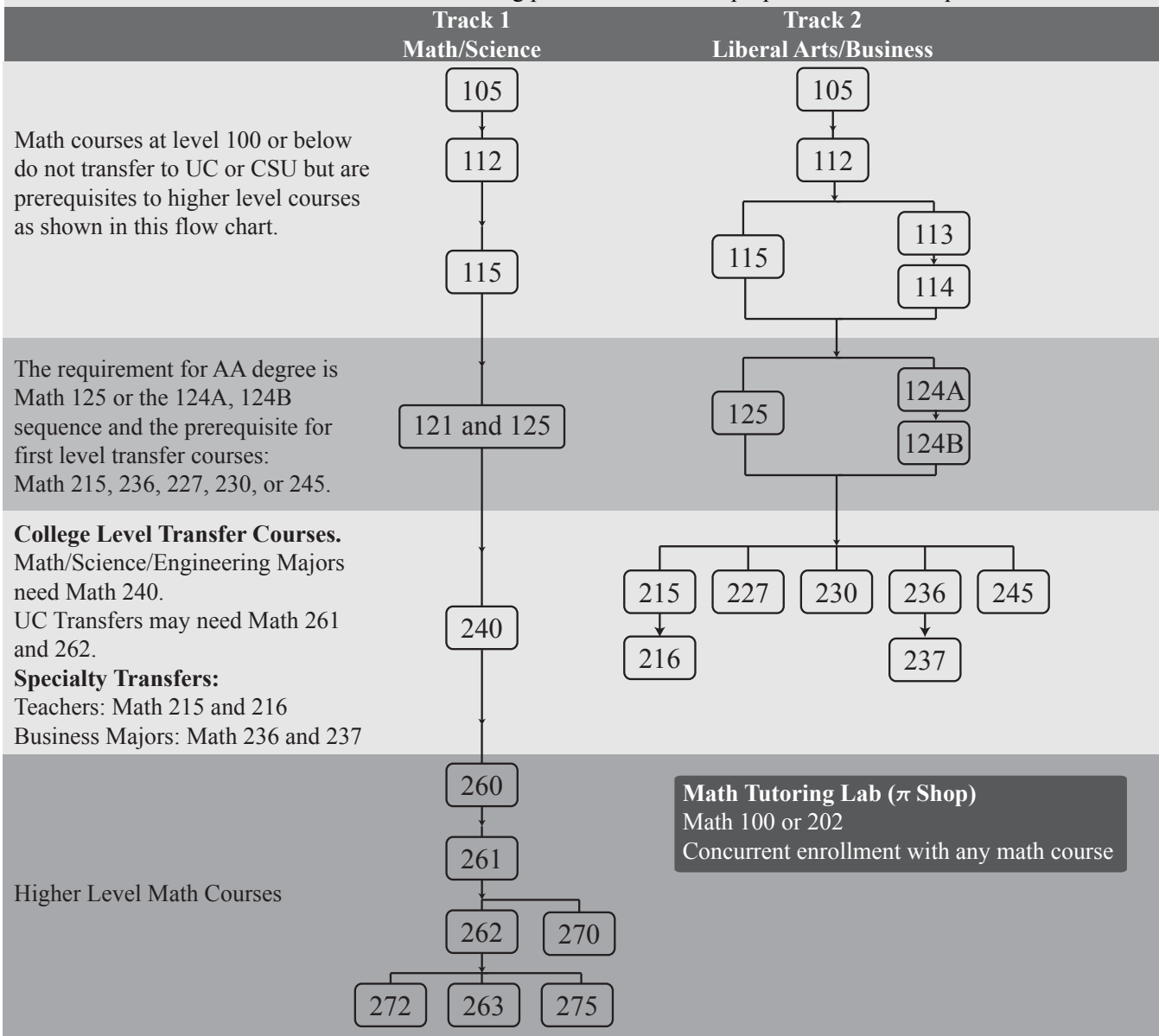
Lecture 3 hours.

Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.



MATHEMATICS COURSE SEQUENCE

The LACC Assessment Center Testing places student at the proper level in this sequence.



- Math 105** - Basic Mathematics
- Math 112** - Pre-Algebra
- Math 113** - Elementary Algebra A
- Math 114** - Elementary Algebra B
- Math 115** - Elementary Algebra
- Math 121** - Essentials of Geometry
- Math 124A** - Intermediate Algebra A
- Math 124B** - Intermediate Algebra B
- Math 125** - Intermediate Algebra
- Math 215** - Principles of Mathematics I
- Math 216** - Principles of Mathematics II
- Math 227** - Statistics

- Math 230** - Mathematics for Liberal Arts
- Math 236** - Calculus for Business and Social Science I
- Math 237** - Calculus for Business and Social Science II
- Math 240** - Trigonometry
- Math 245** - College Algebra
- Math 260** - Precalculus
- Math 261** - Calculus I
- Math 262** - Calculus II
- Math 263** - Calculus III
- Math 270** - Linear Algebra
- Math 272** - Methods of Discrete Mathematics
- Math 275** - Ordinary Differential Equations



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 IVP's. If time permits, students are exposed to techniques for solving Systems of Linear Differential Equations.

MICROBIOLOGY

UC Limit: Microbiology 1 and 20 combined: maximum credit allowed, one course.

MICROBIOLOGY 1

Introductory Microbiology

5 UNITS – (UC:CSU)

Lecture 3 hours. Laboratory 6 hours.

Prerequisite: Biology 3 or Physiology 1; and Chemistry 60 or ANY Chemistry and AND Biology with a satisfactory grade of better or equivalent.

Advisory: Eligibility for English 21 or equivalent.

Students examine and learn: bacterial physiology, cytology, genetics, growth and reproduction, and the effects of physical and chemical agents on the bacterial cell. Applied fields covered are food, water, milk, air, soil and industrial microbiology. The immune response, diseases and bacteriologic techniques are stressed.

MICROBIOLOGY 20

General Microbiology

4 UNITS – (UC:CSU)

Lecture 3 hours. Laboratory 3 hours.

Advisory: English 21 or equivalent and Chemistry 60.

Students examine diseases produced by microorganisms including an introduction to bacterial classification, cytology, physiology, growth, reproduction, sterilization, disinfection and the applied fields of bacteriology. Bacteriological techniques are emphasized in the laboratory.

MICROBIOLOGY 40

Microbiology Laboratory

Preparations

1 UNIT – (RPT 2) (CSU)

Laboratory 3 hours.

Corequisite: Microbiology 1 or Microbiology 20

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

COURSE DESCRIPTIONS

AUDITIONS TO MEET THE PREREQUISITE

Students enrolling in music classes with a performance level prerequisite who have not taken the prerequisite may audition as directed by the instructor at the first meeting.

AUDITIONS FOR MUSIC ENSEMBLE

Students enrolling in Music Ensemble classes where the description indicates a need for an audition will audition as directed by the instructor at the first class meeting.

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade (C or better) or equivalent.

CHANGE IN REPEATABILITY

As of Fall 2013, our ensembles will no longer have extended repeatability (you will be able to take the following classes four times; retroactive):

Piano Ensemble (Music 351)

College Choir (Music 501)

Philharmonic Choir (Music 531)

Chamber Chorale (Music 561)

Chamber Music (Music 705)

Rehearsal Orchestra (Music 711)

Community Orchestra (Music 725)

Wind Ensemble (Music 751)

Percussion Ensemble (Music 765)

Guitar Ensemble (Music 771)

Studio Jazz Band (Music 781)

INSTRUMENT/VOICE FAMILIES

As of Fall 2013, students will be able to take only a total of four (4) classes within each family.

BRASS INSTRUMENTAL FAMILY

MUSIC 601 BRASS INSTRUMENT INSTRUCTION I

MUSIC 602 BRASS INSTRUMENT INSTRUCTION II

MUSIC 603 BRASS INSTRUMENT INSTRUCTION III

MUSIC 604 BRASS INSTRUMENT INSTRUCTION IV

STRING INSTRUMENTAL FAMILY

MUSIC 611 STRING INSTRUMENT INSTRUCTION I

MUSIC 612 STRING INSTRUMENT INSTRUCTION II

MUSIC 613 STRING INSTRUMENT INSTRUCTION III

MUSIC 614 STRING INSTRUMENT INSTRUCTION IV

WOODWIND INSTRUMENTAL FAMILY

MUSIC 621 WOODWIND INSTRUMENT INSTRUCTION I

MUSIC 622 WOODWIND INSTRUMENT INSTRUCTION II

MUSIC 623 WOODWIND INSTRUMENT INSTRUCTION III



MUSIC 624 WOODWIND INSTRUMENT INSTRUCTION IV**PERCUSSION INSTRUMENTAL FAMILY**

MUSIC 631 PERCUSSION INSTRUMENT INSTRUCTION I
 MUSIC 632 PERCUSSION INSTRUMENT INSTRUCTION II
 MUSIC 633 PERCUSSION INSTRUMENT INSTRUCTION III
 MUSIC 634 PERCUSSION INSTRUMENT INSTRUCTION IV

PIANO FAMILY

MUSIC 311 PIANO I
 MUSIC 312 PIANO II
 MUSIC 313 PIANO III
 MUSIC 314 PIANO IV
 MUSIC 341-1 INTERMEDIATE PIANO I
 MUSIC 341-2 INTERMEDIATE PIANO II
 MUSIC 341-3 INTERMEDIATE PIANO III
 MUSIC 341-4 INTERMEDIATE PIANO IV

CLASSICAL GUITAR FAMILY

MUSIC 650 BEGINNING GUITAR
 MUSIC 651 CLASSICAL GUITAR I
 MUSIC 652 CLASSICAL GUITAR II
 MUSIC 653 CLASSICAL GUITAR III
 MUSIC 654 CLASSICAL GUITAR IV
 MUSIC 655 CLASSICAL GUITAR V

CLASSICAL VOICE FAMILY

MUSIC 400 VOICE FUNDAMENTALS
 MUSIC 401 CLASSICAL VOICE I
 MUSIC 402 CLASSICAL VOICE II
 MUSIC 403 CLASSICAL VOICE III
 MUSIC 404 CLASSICAL VOICE IV

MUSIC 101***Fundamentals of Music****3 UNITS- (UC:CSU)****Lecture 3 hours.****(For the non-Music major)**

(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. Satisfies Humanities requirement.

MUSIC 111**Music Appreciation I****3 UNITS - (UC:CSU)***Lecture 3 hours.**Required of all Music majors. Open to all students.*

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. Fulfills humanities requirements for graduation.

MUSIC 121**Music History and Literature I****3 UNITS - (UC:CSU)***Lecture 3 hours.**Advisories: Music 111 and Music 202.*

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 - (UC:CSU)***Lecture 3 hours.**Advisory: Music 111 and Music 202.*

This course is a survey of music history and music literature from 1750 to the present time, including music of the Pre-Classical, Classical, and Romantic periods, as well as Contemporary 20th Century music.

MUSIC 135**African-American Music****3 UNITS - (UC:CSU)***Lecture 3 hours.*

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 and African-American Studies 60.) Satisfies Humanities requirement for graduation.

MUSIC 137**Music as a Business****3 UNITS – (A)***Lecture 3 hours.*

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 152-1**(FORMERLY MUSIC 152)****Current Musical Events I****1 UNIT - (CSU)***Laboratory 2 hours.*

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

MUSIC 152-2**Current Musical Events II****1 UNIT - (CSU)***Laboratory 2 hours.**Prerequisite: Music 152-1*

The student observes and critiques live concert performances, developing an understanding of more advanced elements, styles and



forms of music.

MUSIC 161

Introduction to Electronic Music

3 UNITS – (CSU)

Lecture 2 hours. Laboratory 2 hours.

The student learns electro-acoustic, MIDI and computer assisted music techniques for both the MAC and PC platforms. Emphasis is in computer-assisted sequencing, digital and MIDI recording, mixing, sound reinforcement and CD production.

MUSIC 180-1

(FORMERLY MUSIC 180)

Applied Music Laboratory I

1.5 UNITS

Laboratory 5 hours.

Co-requisite: Music 181

The student uses departmental practice rooms to enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite 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 – (CSU)

Laboratory 5 hours.

Prerequisite: Music 180-1

Co-requisite: 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 co-requisite 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 – (CSU)

Laboratory 5 hours.

Prerequisite: Music 180-2

Co-requisite: Music 183

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite 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 – (CSU)

Laboratory 5 hours.

Prerequisite: Music 180-3

Co-requisite: 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 co-requisite 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 UNIT – (UC:CSU)

Laboratory 1 hour.

Co-requisite: 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. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

MUSIC 182

Applied Music II

0.5 UNIT – (UC:CSU)

Laboratory 1 hour.

Prerequisite: Music 181 with a satisfactory grade or equivalent.

Co-requisite: 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. For



transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

MUSIC 183

Applied Music III

0.5 UNIT – (UC:CSU)

Laboratory 1 hour.

Prerequisite: Music 182 with a satisfactory grade or equivalent.

Co-requisite: 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. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

MUSIC 184

Applied Music IV

0.5 UNIT – (UC:CSU)

Laboratory 1 hour.

Prerequisite: Music 183 with a satisfactory grade or equivalent.

Co-requisite: 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. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

MUSIC 185

Directed Study

1 UNIT - (CSU)

Lecture 1 hour.

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 - (UC:CSU)

Lecture 2 hours. Lab 4 hours.

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 - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 200 with a satisfactory grade or equivalent.

Co-requisite: Music 217-2

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. Students taking this class should also enroll in Music 217-2.

MUSIC 202

Harmony II

3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 201 with a satisfactory grade or equivalent.

Corequisite: Music 218-2

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. Students enrolling in this class should also enroll in Music 218-2.

MUSIC 203

Harmony III

3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 202 with a satisfactory grade or equivalent.

Co-requisite: Music 219-2

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/pandiatonicism, and advanced meter/rhythm. Students enrolling in this class should also enroll in Music 219-2.

MUSIC 217-2

MUSICIANSHIP 2

1 Unit - (CSU)

Laboratory 3 hours

Prerequisite: Music 200 with a satisfactory grade or equivalent.

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony I (diatonic harmony) through ear training, sight singing, analysis, and dictation.

MUSIC 218

Sight Reading I

1 UNIT

Lecture 1 hour.

Prerequisite: Music 200 with a satisfactory grade or equivalent.

The student will acquire basic skills in sight reading rhythms and melodies. The goal is to acquire sight reading skills necessary for reading, performing, composing and producing music.

MUSIC 218-2

MUSICIANSHIP 3

1 Unit - (CSU)

Laboratory 3 hours

Prerequisite: Music 201 with a satisfactory grade or equivalent.



Corequisite: Music 202

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony II (advanced diatonic and beginning chromatic harmony) through ear training, sight singing, analysis, and dictation.

MUSIC 219-2
MUSICIANSHIP 4
1 Unit - (CSU)

Laboratory 3 hours

Prerequisite: Music 202 with a satisfactory grade or equivalent.

Corequisite: Music 203

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III (advanced chromatic harmony and twentieth century techniques) through ear training, sight singing, analysis, and dictation.

MUSIC 221
Counterpoint I
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 202 with a satisfactory grade or equivalent.

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 - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 202 with a satisfactory grade or equivalent.

The student learns melodic, harmonic and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.

MUSIC 224
Composition
3 UNITS

Lecture 3 hours.

Prerequisite: Music 201 with a satisfactory grade or equivalent.

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 - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 202 with a satisfactory grade or equivalent.

Advisory: Music 241.

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

MUSIC 232
Orchestration and Arranging II
3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Music 231 with a satisfactory grade or equivalent.

The student studies intermediate to advanced orchestration and arranging.

MUSIC 241
Music Notation and Copying I
1 UNIT – (CSU)

Lecture 1 hour.

Instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores. This course does not deal with music composition, but only with how to copy existing music in a professional manner.

MUSIC 242
Music Notation and Copying II
1 UNIT – (CSU)

Lecture 1 hour.

Prerequisite: Music 241 with a satisfactory grade or equivalent.

Continued instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores.

MUSIC 243
Music Notation and Copying III
1 UNIT – (CSU)

Lecture 1 hour.

Prerequisite: Music 242 with a satisfactory grade or equivalent.

Continued instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores.

MUSIC 250-1
(FORMERLY MUSIC 250)
Music Performance Workshop I
1 UNIT - (CSU)

Laboratory 3 hours.

The student prepares, rehearses and performs or records selected musical works, focusing on rhythm, intonation, articulation, expression, and professional standards of conduct. Additional emphasis is on basic microphone technique and monitoring. (Confirmation of enrollment is subject to audition).

MUSIC 250-2
Music Performance Workshop II
1 UNIT - (CSU)

Laboratory 3 hours.



Prerequisite: Music 250-1

The student prepares, rehearses and performs or records selected musical works, focusing on performance practice, blend and balance, and professional standards of conduct. Additional emphasis is on overdubbing, using headphones with signal processing, and performing with prerecorded tracks. (Confirmation of enrollment is subject to audition).

MUSIC 251-1

(FORMERLY MUSIC 251)

Jazz Improvisation Workshop I

1 UNIT - (CSU)

Laboratory 3 hours.

Prerequisite: Music 101

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. (Confirmation of enrollment is subject to audition).

MUSIC 251-2

Jazz Improvisation Workshop II

1 UNIT - (CSU)

Laboratory 3 hours.

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. (Confirmation of enrollment is subject to audition).

MUSIC 251-3

Jazz Improvisation Workshop III

1 UNIT - (CSU)

Laboratory 3 hours.

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. (Confirmation of enrollment is subject to audition).

MUSIC 251-4

Jazz Improvisation Workshop IV

1 UNIT - (CSU)

Laboratory 3 hours.

Prerequisite: Music 251-3

The student improvises and performs level four standard repertoire in a jazz combo setting. Focus is on Afro-Cuban and Brazilian jazz styles. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

MUSIC 261-1

(FORMERLY MUSIC 261)

Electronic Music Workshop I

3 UNITS - (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Music 161 and Music 101 with a satisfactory grade or equivalent.

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

Electronic Music Workshop II

3 UNITS - (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Music 261-1

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced editing, beat detective and elastic audio automation.

MUSIC 261-3

Electronic Music Workshop III

3 UNITS - (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Music 261-2

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced bussing, mastering and signal processing.

MUSIC 271

Songwriter's Workshop

3 UNITS - (CSU)

Lecture 3 hours.

Prerequisites: Music 201 and Music 312 or Music 651

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 apply the conventions of songwriting in the composition and performance of original songs.

MUSIC 281

COMMERCIAL MUSIC TECHNIQUES I

3 UNITS - (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Music 161 and Music 201 with a satisfactory grade or equivalent.

This is the first in a sequence of courses offering opportunity to develop the techniques of music for commercial applications. Skills in the preparation of music for compact disc production, multimedia applications, audio production techniques, songwriting and stage performance will be emphasized.

MUSIC 282

Commercial Music Techniques II

3 UNITS - (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Music 281 with a satisfactory grade or equivalent.



The student continues developing techniques of music for commercial applications. Advanced skills in the preparation of music for compact disc and DVD production, multimedia applications, audio production techniques, songwriting, score realization, stage performance and talent promotion will be emphasized.

MUSIC 285
DIRECTED STUDY
3 UNITS - (CSU)

Lecture 2 hour.

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

MUSIC 291
MIDI Instrument Instruction I
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 161 with a satisfactory grade or equivalent.

Advisory: Music 261.

The student develops functional skills to utilize synthesizers, digital keyboards, sequencers, digital audio interface, MIDI controllers, computers and other MIDI equipment.

MUSIC 292
MIDI Instrument Instruction II
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 291 with a satisfactory grade or equivalent.

The student continues to develop functional skills to utilize MIDI instruments. Emphasis is on advanced MIDI instrument techniques and applications in creative music technology using both MAC and PC computers.

MUSIC 293
MIDI Instrument Instruction III
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 292 with a satisfactory grade or equivalent.

The student continues to develop functional skill to utilize MIDI instruments. Emphasis is on advanced techniques in MIDI data, channel-voice messages, MIDI automation and non-registered parameters.

MUSIC 294
MIDI Instrument Instruction IV
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 293 with a satisfactory grade or equivalent.

The student continues to develop functional skills to utilize MIDI instruments. Emphasis is on advanced techniques in MIDI synchronization with digital audio files and their use.

MUSIC 311
Piano I
1 UNIT - (UC:CSU)

Laboratory 2 hours.

Open to all students.

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 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 311 with a satisfactory grade or equivalent.

The student receives continued instruction in basic piano skills emphasizing note reading, simpler 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 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 312 with a satisfactory grade or equivalent.

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 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 313 with a satisfactory grade or equivalent.

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 341-1
(FORMERLY MUSIC 341)
Intermediate Piano I
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 314 with a satisfactory grade or equivalent.

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 sonatinas, 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. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 341-2
Intermediate Piano II
2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 341-3

Intermediate Piano III

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 341-4

Intermediate Piano IV

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 351

Piano Ensemble

1 UNIT - (RPT 3) (UC:CSU)

Laboratory 2 hours.

The student prepares, rehearses and performs selected musical works for one piano four-hands and two pianos, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 361-1

(FORMERLY MUSIC 361)

Commercial Piano Techniques Workshop

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 201 and 313 with a satisfactory grade or equivalent.

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on ii7-V7-I progressions and diatonic seventh chords, as well as their applicable commercial chord symbols. (If prerequisites are not met, enrollment is subject to audition.)

MUSIC 361-2

Commercial Piano Techniques Workshop II

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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. (If prerequisites are not met, enrollment is subject to audition.)

MUSIC 361-3

Commercial Piano Techniques Workshop III

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 361-4

Commercial Piano Techniques Workshop IV

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

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 comping chords and rhythms, walking bass lines, chord substitutions, and various song forms. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 385

DIRECTED STUDY

3 UNITS (CSU)

Lecture 1 hour.

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

MUSIC 400

Voice Fundamentals

1 UNIT - (UC:CSU)

Laboratory 2 hours.

This course concentrates on general, basic fundamentals of



singing, using vocal exercises and simple songs. Emphasis is placed on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student.

MUSIC 401

Classical Voice I

1 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 400 with a satisfactory grade or equivalent.

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 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 401 with a satisfactory grade or equivalent.

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in German. German pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 403

Classical Voice III

1 UNIT - (UC:CSU)

Laboratory 2 hours.

Prerequisite: Music 402 with a satisfactory grade or equivalent.

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in French. French pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 404

CLASSICAL VOICE IV

1 UNIT - (CSU)

Laboratory 2 hours

Prerequisite: Music 403 with a satisfactory grade or equivalent.

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 UNIT – (CSU)

Laboratory 2 hours.

Prerequisite: Music 400 with a satisfactory grade or equivalent.

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 UNIT – (CSU)

Laboratory 2 hours.

Prerequisite: Music 431 with a satisfactory grade or equivalent.

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 are emphasized. Coaching sessions with class accompanist are included. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 433

Commercial Voice III

1 UNIT – (CSU)

Laboratory 2 hours.

Prerequisite: Music 432 with a satisfactory grade or equivalent.

The more advanced singer concentrates on the study through performance of the stylistic interpretations and performances 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 UNIT – (CSU)

Laboratory 2 hours.

Prerequisite: Music 433 with a satisfactory grade or equivalent.

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 453

Musical Theater Repertoire For Singers

1 UNIT - (UC:CSU)

Laboratory 3 hours.

Prerequisite: Either Music 401 or 431 with a satisfactory grade or equivalent.

The student concentrates on general basic fundamentals of vocal techniques as utilized in musical theater. Additional instruction will include basic body movement, acting techniques and musical theater song literature interpretation. (If prerequisite is not met, enrollment is subject to audition. Bring the music of a prepared song to the first class meeting.)

MUSIC 501

College Choir

1 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT – (RPT 3) (UC:CSU)***Laboratory 3 hours.*

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 UNIT - (RPT 3) (UC:CSU)***Laboratory 3 hours.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 601 with a satisfactory grade or equivalent.*

The student continues brass instrument instruction with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 603**Brass Instrument Instruction III****2 UNITS - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 602 with a satisfactory grade or equivalent.*

The student continues brass instrument instruction 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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 603 with a satisfactory grade or equivalent.*

The student continued brass instrument instruction 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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 611 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 612 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 613 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour.**Laboratory 2 hours.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 621 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 622 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 623 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.*

The student learns basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments.

MUSIC 632**Percussion Instrument Instruction II****2 UNITS - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 631 with a satisfactory grade or equivalent.*

The student continues with basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 633**Percussion Instrument Instruction III****2 UNITS - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 632 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 633 with a satisfactory grade or equivalent.*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**(Student must provide own guitar.)*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 650 with a satisfactory grade or equivalent.**(Student must provide own guitar.)*

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 - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 651 with a satisfactory grade or equivalent.**(Student must provide own guitar.)*

The student performs intermediate level exercises and solos. For students who want to progress further into more technically demanding compositions. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 653**Classical Guitar III****2 UNITS - (UC:CSU)***Lecture 1 hour. Laboratory 2 hours.**Prerequisite: Music 652 with a satisfactory grade or equivalent.*

(Student must provide own guitar.)

The student performs compositions of greater harmonic and technical complexity. For intermediate to advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 654

Classical Guitar IV

2 UNITS - (UC:CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Music 653 with a satisfactory grade or equivalent.

(Student must provide own guitar.)

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 655

Classical Guitar V

2 UNITS - (CSU)

Lecture 1 hour. Laboratory 2 hours.

(Student must provide own guitar.)

Prerequisite: Music 654 with a satisfactory grade or equivalent.

The student performs advanced compositions of greater harmonic and technical complexity. For advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar.

MUSIC 670

Fingerboard Harmony

2 UNITS - (CSU)

Laboratory 2 hours.

Students further their understanding of chord construction and progressions on the guitar. (If prerequisite is not met, enrollment is subject to audition.)

MUSIC 705

Chamber Music

1 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

The student prepares, rehearses and performs selected musical works for chamber music, 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 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT - (RPT 3) (UC:CSU)

Laboratory 3 hours.

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 UNIT - (RPT 3) (UC:CSU)

Laboratory 4 hours.

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 911

Cooperative Education - Music



1 UNIT - (CSU)

Lecture 1 hour.

Advisories: Music 101 and 161

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

MUSIC 921**Cooperative Education - Music****2 UNITS - (CSU)**

Lecture 2 hours.

Advisories: Music 101 and 161

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

MUSIC 931**Cooperative Education - Music****3 UNITS - (CSU)**

Lecture 3 hours.

Advisories: Music 101 and 161

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

MUSIC 941**Cooperative Education - Music****1 UNIT - (CSU)**

Lecture 4 hours.

Advisories: Music 101 and 161

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

NURSING**NURSING, REGISTERED 103****Nursing Pharmacology****1 UNIT – (CSU)**

Lecture 1 hour.

Prerequisite: Admission to Nursing program.

Co-requisite: Nursing, Registered 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 setting today.

NURSING, REGISTERED 104**Nursing Foundations****4 UNITS – (CSU)**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Math 115, English 101, Sociology 1, Communication Studies 101, Psych 1, 41, Physiology 1, Anatomy 1 and Microbiology 20.

Students acquire introductory knowledge about theoretical concepts and fundamental skills 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. Then

students develop enhanced critical thinking and psychomotor skills during the clinical component.

NURSING, REGISTERED 105**Beginning Medical-Surgical Nursing****5 UNITS – (CSU)**

Lecture 2.5 hours. Laboratory 7.5 hours.

Prerequisite: Nursing, Registered 104 with a satisfactory grade.

Students acquire enhanced knowledge about the Roy Adaptation Model nursing process and implement this as the framework for nursing care. Students also develop introductory knowledge and understanding of common medical-surgical health problems. Additionally, students apply theoretical concepts and nursing skills in a clinical setting.

NURSING, REGISTERED 106**Nursing Care of the Childbearing Family****4 UNITS – (CSU)**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Nursing, Registered 105 with a satisfactory grade.

Utilizing the Roy Adaptation model and the nursing process, the students in Nursing Care of the Childbearing Family focus on nursing care of culturally diverse families experiencing reproductive health, childbearing, and breast and reproductive cancers. The students apply concepts that include disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the childbearing family.

NURSING, REGISTERED 107**Nursing Care of the Pediatric Client****4 UNITS – (CSU)**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Nursing, Registered 105 with a satisfactory grade.

Utilizing the Roy Adaptation Model and the nursing process, students will 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, and interventions, cultural, ethical, and legal issues to the pediatric population.

NURSING, REGISTERED 108**Nursing Care of the Client with Psychosocial Needs****4 UNITS – (CSU)**

Lecture 2 hours. Laboratory 6 hours.

Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.

The student correlates 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.

NURSING, REGISTERED 109**Intermediate Medical-Surgical Nursing****5 UNITS – (CSU)**

Lecture 2.5 hours. Laboratory 7.5 hours.

Prerequisite: Nursing, Registered 106 and Nursing, Registered 107



with a satisfactory grade and approved second year status in RN program.

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. Students also apply theoretical concepts during concurrent clinical experience.

NURSING, REGISTERED 110

Advanced Medical-Surgical Nursing 5 UNITS - (CSU)

Lecture 2.5 hours. Laboratory 7.5 hours.

Prerequisite: Nursing, Registered 108 and Nursing, Registered 109 with a satisfactory grade.

In this advanced nursing course, students understand and apply advanced theoretical and clinical concepts in the care of medical-surgical patients with complex problems. Student acquires translational knowledge about complex concepts that include ECG monitoring, beginning ventilatory management, hemodynamic monitoring, care of the client with multisystem failure, and nursing care in emergency situations. Students will apply theoretical knowledge across all specialty care settings.

NURSING, REGISTERED 111

Nursing Leadership and Management 4 UNITS - (CSU)

Lecture 1.36 hours. Laboratory 6 hours.

Prerequisite: Nursing, Registered 110 with a satisfactory grade.

Students explore, and apply the legal, ethical and current issues and trends that affect the Registered Nurse today within the context of the Roles of Practice. Students will complete a 108 clinical preceptor ship in an acute care setting.

NURSING, REGISTERED 115

Nursing Skills Competency I 1 UNIT – (CSU)

Laboratory 3 hours.

Co-requisite: Nursing, Registered 104.

Students practice procedures and skills learned in concurrent Fundamentals and Beginning Medical-Surgical Nursing theory and clinical courses

NURSING, REGISTERED 116

Nursing Skills Competency II 1 UNIT – (CSU)

Laboratory 3 hours.

Prerequisite: Nursing, Registered 105 with a satisfactory grade.

The student participates in this weekly 3 hour adjunct, laboratory course to practice procedures and skills learned in concurrent Fundamentals and Beginning Medical-Surgical Nursing theory and clinical courses.

NURSING, REGISTERED 117

Nursing Skills Competency III 1 UNIT – (CSU)

Laboratory 3 hours.

Prerequisite: Nursing, Registered 107 with a satisfactory grade and

approved second year status in RN program.

Third semester nursing students practice and enhance both mental health and medical-surgical nursing skills.

RN RESIDENCY IN PEDIATRICS

NURSING, REGISTERED 150

Expanded Practice and Principles for Pediatric Nursing I

9 UNITS - (CSU)

Lecture 6 hours. Laboratory 9 hours.

Prerequisite: Nursing, Registered 111 with a satisfactory a satisfactory grade.

The student will participate in competency assessment in the progression from novice graduate to Registered Nurse in the Pediatric Nursing specialty.

NURSING, REGISTERED 151

Role Development in Pediatric Nursing 8 UNITS - (CSU)

Lecture 3 hours. Laboratory 15 hours.

Prerequisite: Nursing, Registered 150 with a satisfactory grade.

The student will progress in role development, under preceptor guidance, from novice toward increased clinical competency in the Pediatric Nurse Residency Program.

NURSING, REGISTERED 152

Expanded Practice and Principles of Pediatric Nursing II

7 UNITS - (CSU)

Lecture 3 hours. Laboratory 12 hours.

Prerequisite: Nursing, Registered 151 with a satisfactory grade.

And Associate degree in nursing is a minimum.

The student applies leadership and management principles and progresses toward independent practice as a specialty Pediatric Nurse.

NURSING SCIENCE 100

Transition from LVN to RN

2 UNITS

Lecture 3 hours. Laboratory 6 hours.

Eligible Licensed Vocational Nurses (LVN) participate in this bridge course to prepare for transition to the Registered Nurse (RN) program. Students learn and apply theory and skills in the following areas; role transition from LVN to RN, Professional Nursing, Nursing Process, Roy Adaptation Model and Maslow's Hierarchy of Needs, communication skills, ethical and legal issues affecting nursing practice, cultural assessment techniques, pharmacology, and dosage calculation.

OCEANOGRAPHY

TRANSFER INFORMATION:

Physical Science Requirement: Earth Science 1, Geology 1, and



Oceanography 1 each satisfy the IGETC and CSU general education requirements for physical science.

Physical Science with Lab Requirement: Geology 1 taken with Geology 6 satisfies the IGETC and CSU general education requirements for a physical science with a laboratory.

OCEANOGRAPHY 1

Introduction To Oceanography

3 UNITS – (UC:CSU)

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

The student receives a general introduction to the origin of the universe, plate tectonics, ocean basins, water, beaches, tides, and the overall uses and abuses of the ocean by human beings.

PARALEGAL (SEE LAW)

PERSONAL DEVELOPMENT

PERSONAL DEVELOPMENT 20

Post Secondary Education:

The Scope of Career Planning

3 UNIT – (CSU)

Advisory: Eligibility for ENGLISH 28 and 67 or equivalent

This course is designed to assist students with self-exploration, career transitions, career-life planning and employment readiness skills in order to achieve success in a diverse society. Critical thinking skills will be utilized through a systematic approach to career development by examining values, interests, skills, life roles, personality type, personal self-management, decision-making and goal-setting throughout the life span through the use of career assessments and various other introspective activities.

PERSONAL DEVELOPMENT 40

College Success Seminar

3 UNIT – (UC:CSU)

Advisory: Eligibility for English 28 and 67 or equivalent

This course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education. Los Angeles City College and Los Angeles Community College District policies and procedures, ethics and responsibility, diversity in higher education, learning strategies and educational planning, interpersonal communication, career development, health issues, and self-assessment techniques.

PERSONAL DEVELOPMENT 41

Introduction to Higher Education

1 UNIT – (CSU)

This course introduces the Master Plan for Higher Education in California, as well as higher education systems in other

states. Included will be discussions of general educational policies, requirements for transfer and the Associate of Arts degree, differences among various higher education systems, specifically in California. Students will develop a plan in order to accomplish their future educational goals.

PHILOSOPHY

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent for Philosophy 1H and Philosophy 5.

All classes fulfill the Humanities requirement for the Associate in Arts degree except Philosophy 6, 7, 8 and 9, which fulfill the Language and Rationality requirement.

PHILOSOPHY 1

Introduction to Philosophy I

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisories: English 28 and 67 or equivalent

This introductory course is open to all students. The following questions will be discussed: Does life have meaning? Does God exist? Do we have free will? Can we trust our senses?

PHILOSOPHY 5

Critical Thinking and Composition

3 UNITS – (UC:CSU)

Lecture 3 hours.

Prerequisite: ENGLISH 101 with a satisfactory grade or better or equivalent.

This class develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

PHILOSOPHY 6

Logic in Practice

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisories: English 28 and 67 or equivalent

This course in critical thinking is intended to develop understanding of logical principles and their application to everyday life in such areas as advertising, news reports, editorials, etc.

PHILOSOPHY 8

Deductive Logic

3 UNITS – (UC:CSU)

Lecture 3 hours.

This introductory logic class, which is open to all students, is designed to develop the student's ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

PHILOSOPHY 9

Symbolic Logic I

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisories: English 28 and 67 or equivalent



The student learns to translate, analyze and evaluate arguments in modern symbolic logic by employing the principles and methods of propositional and predicate logic.

PHILOSOPHY 14

History of Modern European Philosophy

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67 or equivalent

This class traces the development of the ideas which shape the modern mind. The individual's relationship to the state, to his fellow human beings and to the universe will be explored in the works of modern philosophers.

PHILOSOPHY 20

Ethics

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67 or equivalent

This class offers a study of both historical and contemporary ethical theories as well as a discussion and analysis of current moral issues.

PHILOSOPHY 30

Asian Philosophy

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67 or equivalent

This course explores the major philosophies of India, China and Japan, including Hinduism, Buddhism, Confucianism, Taoism and Zen Buddhism. Consideration is given to the differences between Eastern and Western thought.

PHILOSOPHY 32

Philosophy of Religion (formerly Philosophy 27)

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67 or equivalent

Offers an exposition, discussion and analysis of significant philosophical questions which have been directed at religious beliefs.

PHILOSOPHY 40

Introduction To The Philosophy of Art

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67 or equivalent

Various philosophical theories regarding the nature of art, "beauty", and the aesthetic experience will be examined in this course.

PHOTOGRAPHY

PHOTOGRAPHY 1

Elementary Photography

6 UNITS - (CSU)

Lecture 3 hours, Laboratory 9 hours.

Prerequisite: Photography 10 with a satisfactory grade, or approval of Black and White portfolio of 10 to 15 prints, by instructor. All work in the portfolio, including processing, must be by the student. Advisory: Photography 28.

The beginning course for Photography majors, with intensive training in 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 \$225. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential.

PHOTOGRAPHY 3

Basic Commercial Fields

6 UNITS

Lecture 3 hours, Laboratory 9 hours.

Prerequisite: Photography 1 with a satisfactory grade.

Advisory: Photography 28.

Students learn intermediate professional lighting techniques for commercial photography. Specialized assignments related to current professional commercial photography requirements and practices will be assigned. Intermediate concept, design, and specialization in lighting for commercial advertising are emphasized. Introduction to professional studio strobes and accessories and continued use of professional cameras – film and digital – will be used for assignments.

PHOTOGRAPHY 6

Advanced Commercial Photography

3 UNITS – (RPT 1) (CSU)

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: Photography 3 with a satisfactory grade.

Advisory: Photography 33 or equivalent

Students learn advanced professional lighting techniques for commercial photography. Specialized assignments related to current professional commercial photography methods and business practices will be assigned. Concept and design, and specialization in lighting for commercial advertising is emphasized. Applied professional photographic techniques, and projects will culminate in a working portfolio. Continued study in the use of professional film, digital cameras and software, strobes and accessories - in studio and on location will be emphasized.

PHOTOGRAPHY 7

Exploring Digital Photography

3 UNITS (CSU)

Lecture 2 hours. Laboratory 3 hours.

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.



PHOTOGRAPHY 10**Beginning Photography****3 UNITS - (UC: CSU)***Lecture 2 hours, Laboratory 3 hours.**Advisory: Concurrent enrollment in Photography 28 and English 28 and 67 or equivalent.*

Basic principles of 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 OK, but they must have manual shutter speed and lens opening capability. An approximate supply cost is \$125. You must attend the first lecture meeting, or be replaced by students wishing to add. The first scheduled class is the first lecture meeting. Do not attend the first lab meeting. Labs will meet only after announced in lecture class.

PHOTOGRAPHY 15**Fundamentals of Portraiture****3 UNITS - (CSU)***Lecture 2 hours. Laboratory 3 hours.**Prerequisite: Photography 1 or Photography 7 with a satisfactory grade.**Advisory: Concurrent enrollment in Photography 28 or Photography 33.*

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.

PHOTOGRAPHY 17**Introduction to Color Photography****3 UNITS - (CSU)***Lecture 2 hours. Laboratory 3 hours.**Prerequisite: Photography 10 with a satisfactory grade. Advisory: Photography 28 and English 28 and 67 or equivalent.*

This is a course in traditional color printing from color negatives. There is an emphasis on color correction and color theory. Natural light and available light and their characteristics are studied in order to better understand perception and the individual's interpretation of color as seen and photographed. Students must have access to a 35mm manual camera. Estimated cost of materials is approximately \$150.

PHOTOGRAPHY 20**Beginning Photojournalism****4 UNITS - (CSU)***Lecture 2 hours. Laboratory 6 hours..**Advisory: Photography 28 and Photography 7.*

Students learn photography for publications, including magazines, wire services, print and online newspapers and campus publications. The primary emphasis is on digital photography and its use in the journalism and publication worlds. Students practice

using cameras and computers, correctly applying the techniques of instruction to photo journalistic methods and visual news gathering.

PHOTOGRAPHY 22**Creative Photo-Vision****3 UNITS – (A)***Lecture 2 hours. Laboratory 3 hours.**Prerequisite: Photography 1 with a satisfactory grade.**Advisory: Photography 28.*

Designed as a workshop in sensitive seeing, this course offers photography students some of the avenues of self-expression through nontraditional photographic techniques including non-silver processes, collage, hand-coloring, serial imagery and other alternative processes.

PHOTOGRAPHY 28**Laboratory Processes****1 UNIT – (A)***Laboratory 3 hours.**Pre-requisite Photo 10*

This course is designed for the photography student who wishes to increase laboratory skills, relative to concurrent photography classes, through extended contact with equipment and faculty. Students will not be permitted to use any of the photo lab facilities if they drop or are excluded from the main photo lecture section.

PHOTOGRAPHY 33**Advanced Laboratory Processes****1 UNIT – (RPT 3) (A)***Laboratory 3 hours.**Prerequisite: Photography 28 with a satisfactory grade.**Co-requisite: Photography 3 or 6 or 15 or 22.*

Students, while concurrently enrolled in an advanced primary lecture class, demonstrate the ability to follow directions and advanced technical recommendations of their photography instructors while working in the photography laboratory including black and white, color, and digital facilities. Students must adhere to safety procedures and guidelines of the laboratory setting.

PHOTOGRAPHY 34**History of Photography****3 UNITS – (UC:CSU)***Lecture 3 hours.**Advisory: English 28 and 67 or equivalent*

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.

PHOTOGRAPHY 46**Photographic Digital Imaging****3 UNITS - (CSU)***Lecture 2 hours. Laboratory 3 hours.*

Students learn introductory digital imaging which will incorporate



the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. The basic operations, functions, and applications of Adobe Photoshop will be covered. Detailed instruction and specialized assignments integrate digital image manipulation, compositing/collaging, editing and other practical tools.

PHOTOGRAPHY 49

Advanced Photographic Digital Imaging 6 UNITS - (CSU)

Lecture 3 hours. Laboratory 9 hours.

Prerequisite: Photography 46 with a satisfactory grade.

(see "Health Advisory" under Certificate Programs)

Students learn advanced digital imaging/Photoshop techniques which will incorporate the use of 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.

PHOTOGRAPHY 50

Specialty Fields

3 UNITS – (A)

Laboratory 9 hours.

Prerequisite: Photography 1 or 207 with a satisfactory grade or instructor's approval of advanced level portfolio.

The advanced student contracts with the instructor to produce an independent study photography project that is the basis of a free-lance, photo journalistic, commercial or fine art photographic portfolio. The student designs a portfolio based on individual concepts and goals under the guidance of the instructor.

PHOTOGRAPHY 107

Intermediate Digital Photography 3.00 UNITS (CSU)

Lecture 2 hours. Laboratory 3 hours.

Prerequisite: Photo 7 and Photo 46.

An in-depth course in the workflow of professional digital photography. RAW capture, processing, color management, archiving, transferring files, and printing will be stressed. Students will also explore studio lighting using tungsten lights and will develop a portfolio demonstrating technical and aesthetic proficiency. A limited number of professional digital cameras may be provided by the department for student usage. Owning a digital SLR camera is not a requirement but is highly recommended.

PHOTOGRAPHY 207

Advanced Digital Photography 3.00 UNITS (CSU)

Lecture 2 hours. Laboratory 3 hours.

PREREQUISITE: Photo 107.

Advisory: Photography 28

An advanced course in the technical and practical aspects of professional digital photography. Topics will include: advanced RAW processing, advanced archiving, advanced digital SLR techniques, electronic flash for the studio and on location, as well as digital tech training including Phase One software and the medium format digital back. Additionally, students will learn self-promotion techniques, practice professionalism in the photographic industry, and create a working portfolio.

PHYSICS

PHYSICS 6

General Physics I

4 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 3 hours.

Advisory: English 28 and 67.

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 (see also Physics 21). The principal topics are mechanics, heat and sound.

PHYSICS 7

General Physics II

4 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Physics 6 with a satisfactory grade or equivalent.

Advisory: 28

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. This course examines the later developments of physics leading through electricity and magnetism to optics, relativity and quantum theory, atomic and nuclear physics.

PHYSICS 11

Introductory Physics

4 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.

Advisory: English 28 and 67.

Credit allowed for only one of Physics 11 or 12.

This general introductory course with laboratory serves as the prerequisite for Physics 101, 6, 21, and for the health career programs. It is aimed at developing physical intuition, problem solving techniques and laboratory procedures. It is not open to students who have had a college course in physics. Those needing only one semester of laboratory science should consider enrolling in Physics 12.

PHYSICS 12

Physics Fundamentals

3 UNITS - (UC:CSU)

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent. Credit allowed for only



one of Physics 12 and 11.

A survey of the major insights of physics. No mathematical preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Physics 14.

PHYSICS 14

Physics 14 Laboratory

1 UNIT - (UC:CSU)

Laboratory 3 hours.

Co-requisite: Physics 12. Advisory: English 21

This introductory laboratory course in general physics provides the liberal arts student with laboratory experience which supplements the instruction given in Physics 12. Taken with or after Physics 12, it completes the units requirement for a Natural Science course with laboratory.

PHYSICS 21

General Physics I with Calculus

4 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 3 hours.

Prerequisite: Physics 11 with a satisfactory.. Co-requisite: Mathematics 261.

Advisory: English 21 or equivalent.

Physics 21 is the first of a two-semester, calculus-based, sequence of general physics courses. (Physics 22 completes the sequence.) This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 21 include mechanics, waves and fluids, with an emphasis on applications to the life sciences.

PHYSICS 22

General Physics II with Calculus

4 UNITS - (UC:CSU)

Prerequisites: Physics 21 with a satisfactory grade or equivalent.

Co-requisite: Mathematics 262.

Lecture 3 hours. Laboratory 3 hours.

Physics 22 is the second of a two-semester, calculus-based, sequence of general physics courses. This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 22 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics.. There will be an emphasis on applications to the life sciences.

PHYSICS 101

Physics for Engineers and Scientists I

5 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 6 hours.

Prerequisite: Physics 11 with a satisfactory grade or high school physics; and Mathematics 261.

Co-requisite: appropriate score on Math Placement test.

The student considers 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 mathematical sophistication. 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 - (UC:CSU)

Lecture 3 hours. Laboratory 6 hours.

Prerequisite: Physics 101 with a satisfactory grade or equivalent.

Co-requisite: Concurrent enrollment in Mathematics 262, unless taken previously.

Physics 102 continues the study of physics begun in PHYSICS 101. In PHYSICS 102 students learn the topics 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). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

PHYSICS 103

Physics for Engineers and Scientists III

5 UNITS - (UC:CSU)

Lecture 3 hours. Laboratory 6 hours.

Prerequisite: Physics 102 with a satisfactory grade or equivalent.

Co-requisite: Concurrent enrollment in Mathematics 263, unless taken previously.

Physics 103 concludes the introductory sequence begun in PHYSICS 101 and 102. In PHYSICS 103 students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics. Topics in molecular 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 185 DIRECTED STUDY —

1 UNIT (CSU)

PHYSICS 285 DIRECTED STUDY —

2 UNITS (CSU)

PHYSICS 385 DIRECTED STUDY —

3 UNITS (CSU)

Prerequisite: Signature of Instructor and Science and Mathematics classes appropriate to the research to be undertaken.

Lecture 1 hour per unit.

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PHYSIOLOGY



PHYSIOLOGY 1**Introduction to Human Physiology****4 UNITS – (UC:CSU)***Lecture 3 hours. Laboratory 3 hours.**Prerequisite: Anatomy 1 with a satisfactory grade or equivalent.**Advisory: English 21 or equivalent.*

Students examine and learn the general principles of physiology with special emphasis upon the human body.

POLITICAL SCIENCE**POLITICAL SCIENCE 1****The Government of the United States****3 UNITS - (UC:CSU)***Lecture 3 hours.*

Note: Meets Associate in Arts degree requirements in U. S. History. U.S. Constitution, California State and local government. Students study the U.S. Constitution and the major principles, institutions and policies of the American Federal system. Meets Associate in Arts degree requirements in U. S. History. and U.S. Constitution.

POLITICAL SCIENCE 2**Modern World Governments****3 UNITS – (UC:CSU)***Lecture 3 hours.*

Students survey several countries around the world focusing on the 'Third World' and questions of globalization, democracy, political and economic development and major theories and concepts in comparative politics.

POLITICAL SCIENCE 5**The History of Western Political Thought****3 UNITS – (UC:CSU)***Lecture 3 hours.*

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.

POLITICAL SCIENCE 7**Contemporary World Affairs****3 UNITS - (UC:CSU)***Lecture 3 hours.**Advisory: Political Science 1 or equivalent.*

Students learn the major aspects and important issues of international relations and global politics, including but not limited to the study of war and conflict, international organizations and actors, and development and globalization.

POLITICAL SCIENCE 14**Government and Politics in the Middle East****3 UNITS – (UC:CSU)***Lecture 3 hours.*

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.

POLITICAL SCIENCE 19**Women in Politics****3 UNITS – (UC:CSU)***Lecture 3 hours.*

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.

PORTUGUESE**PORTUGUESE 1****Elementary Portuguese 1****5 UNITS - (UC:CSU)***Lecture 5 hours. Laboratory 1 hour*

Students begin speaking, reading and writing Portuguese. Introduction to the culture and civilization of Brazil. Intended primarily for students with little or no knowledge of Portuguese.

PSYCHOLOGY**PSYCHOLOGY 1****General Psychology I****3 UNITS - (UC:CSU)***Lecture 3 hours.*

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.

PSYCHOLOGY 2**Biological Psychology****3 UNITS - (UC:CSU)***Lecture 3 hours.**Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

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.

PSYCHOLOGY 3**Personality and Social Development****3 UNITS - (CSU)***Lecture 3 hours.**Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

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.

PSYCHOLOGY 13

Social Psychology 3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Psychology 1 with a satisfactory grade or equivalent.

Students learn how we are influenced by our society in the areas of persuasion, propaganda and brain washing, obedience and conformity, aggression and prejudice, sexism and interpersonal relationships.

PSYCHOLOGY 14

Abnormal Psychology 3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Psychology 1 with a satisfactory grade or equivalent.

An overview of abnormal behavior from the perspective of contemporary medical, psychosocial, and socio-cultural approaches. Abnormal disorders are described, and their major causes and treatment are reviewed.

PSYCHOLOGY 27

Online and Software Resources for Human Services 1 UNIT

Lecture 1 hour.

Human Services majors receive a basic introduction to pertinent computer resources currently being utilized by human services professionals. Hands-on training will allow students to become familiar with software and online resources commonly being used.

PSYCHOLOGY 41

Life Span Psychology: From Infancy to Old Age 3 UNITS - (UC:CSU)

Lecture 3 hours.

Prerequisite: Psychology 1 with a satisfactory grade.

Students learn about physical, cognitive and social growth and change affecting individuals during their many life stages. Students examine the prenatal, infancy, childhood, adolescent, and old age periods of development.

PSYCHOLOGY 43

Principles of Group Dynamics I 3 UNITS - (CSU)

Lecture 3 hours.

This is an introduction to the dynamics of group interactions with an emphasis upon the individual's first hand experience as the group studies itself. Students are evaluated on a pass/no-pass basis.

PSYCHOLOGY 44

Principles of Group Dynamics II 3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Psychology 43 with a satisfactory grade or equivalent.

This course covers the role of group processes in changing behavior, as well as the principle modes of counseling and therapy. Also covered are the principles of verbal and nonverbal communication, modes of learning, key concepts that enhance learning and significant communication.

PSYCHOLOGY 45

Issues in Human Service Careers 3 UNITS - (CSU)

Lecture 3 hours.

Prerequisite: Psychology 44 and Psychology 81 with satisfactory grades or equivalent.

This is a course in how to survive in the real world of work in Human Services. It will integrate the 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.

PSYCHOLOGY 52

Psychological Aspects of Human Sexuality 3 UNITS - (UC:CSU)

Lecture 3 hours.

This course explores psychological aspects of human sexuality. It emphasizes the effect of sexual development and functioning, on self concept and sexual identity. Topics included are: history of sexuality; myths and fallacies; physiology of sexuality; sexually transmitted diseases; paraphilias and sexual orientation.

PSYCHOLOGY 60

Stress Management 3 UNITS - (CSU)

Lecture 3 hours.

This course examines methods of identifying and managing environmental, organizational, social and internal stress in an effort to promote more effective coping on the part of the individual in occupational, interpersonal and everyday life situations.

PSYCHOLOGY 63

Alcohol/Drug Studies: Prevention and Education 3 UNITS - (CSU)

Lecture 3 hours.

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.

PSYCHOLOGY 64

Introduction to Alcohol and Drug Abuse and Physiological Effects 3 UNITS - (CSU)

Lecture 3 hours.



The student learns 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.

PSYCHOLOGY 65

Chemical Dependency, Intervention, Treatment and Recovery 3 UNITS - (CSU)

Lecture 3 hours.

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 is emphasized.

PSYCHOLOGY 66

Introduction to Critical Thinking

3 UNITS - (CSU)

Lecture 3 hours.

Advisory: Eligibility for English 28 and 67.

Students apply the theories and research evidence in cognitive psychology 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.

PSYCHOLOGY 67

Counseling Techniques for Chemically Addicted

3 UNITS - (CSU)

Lecture 3 hours.

This course will focus on 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.

PSYCHOLOGY 68

Biopsychology of Chemical

Dependency: Drugs, behavior, and health

3 UNITS - (CSU)

Lecture 3 hours.

The student learns 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.

PSYCHOLOGY 74

Research Methods in the Behavioral Sciences

3 UNITS - (UC:CSU)

Lecture 3 hours.

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.

PSYCHOLOGY 81

Field Work I

3 UNITS – (CSU)

Co-requisite: Psychology 1 and Psychology 43.

Lecture 1 hour. Laboratory 5 hours.

This course is designed to orient the student to the field of Human Services. The primary emphasis is on observations of the application of interpersonal relationship skills in community settings. This class is intended for students new to Human Services fieldwork. Basic counseling and communication skills will be taught.

PSYCHOLOGY 82

Field Work II

3 UNITS - (CSU)

Lecture 1 hour. Laboratory 6 hours.

Prerequisite: Psychology 81 with a satisfactory grade or equivalent.

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.

PSYCHOLOGY 83

FIELD WORK III

3 UNITS - (CSU)

Lecture 1 hour. Laboratory 6 hours.

Prerequisite: Psychology 82 with a satisfactory grade or equivalent.

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the generalist option of Human Services.

PSYCHOLOGY 84

FIELDWORK I – DRUG/ALCOHOL

3 UNITS - (CSU)

Lecture 1.5 hours. Laboratory 5.5 hours.

Co-requisite: Psychology 1 and Psychology 43.

This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 85

FIELD WORK II: DRUG/ALCOHOL

3 UNITS - (CSU)

Lecture 1.5 hours. Laboratory 6 hours.

Prerequisite: Psychology 84 with a satisfactory grade or equivalent.

The student receives more specialized participation in Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students with some experience of the Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 86

FIELD WORK III: DRUG/ALCOHOL

3 UNITS - (CSU)

Lecture 1.5 hours. Laboratory 5.5 hours.

Prerequisite: Psychology 85 with a satisfactory grade or equivalent.



This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 185
DIRECTED STUDY— 1 UNIT (CSU)

PSYCHOLOGY 385
DIRECTED STUDY — 3 UNITS (CSU)

Prerequisite: Psychology 1 with a satisfactory grade plus one additional course in Psychology and signature of instructor.
Lecture 1 hour per unit.

Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

RADIOLOGIC TECHNOLOGY

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

RADIOLOGIC TECHNOLOGY 103

Radiographic Anatomy and Positioning - Skeletal System
4 UNITS - (CSU)

Lecture 3 hours. Laboratory 2 hours.

Prerequisite: Radiologic Technology 102 with a satisfactory grade.

Admission to the Radiologic Technology Program.

Students learn radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

RADIOLOGIC TECHNOLOGY 104

Radiographic Anatomy and Positioning - Cranium and Visceral Organs
4 UNITS - (CSU)

Lecture 3 hours. Laboratory 2 hours.

Prerequisite: Radiologic Technology 101 and 103 with a satisfactory grade.

Students learn radiographic anatomy, positioning and selected pathology of the visceral organs and cranium. Laboratory experience is included.

RADIOLOGIC TECHNOLOGY 110

Radiographic Mathematics
2 UNITS - (CSU)

Laboratory 2 hours.

Prerequisite: Radiologic Technology 100, 101, and 102 with

satisfactory grade.

Students learn the principles of mathematics encountered in Radiologic Technology. This course complements Radiologic Technology 105 and 106.

RADIOLOGIC TECHNOLOGY 160

Introduction to Clinical Education
4 UNITS - (CSU)

Lecture 4 hours.

Prerequisite: Radiologic Technology 101 and 103 with a satisfactory grade or equivalent.

Students begin the clinical education phase of the program. The student is assigned 16 hours per week in a clinical education center.

RADIOLOGIC TECHNOLOGY 180

Clinical Education in Radiologic Technology I
6 UNITS - (CSU)

Laboratory 18 hours.

Prerequisite: Radiologic Technology 160. Enrolled in the Radiologic Technology program.

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.

RADIOLOGIC TECHNOLOGY 200

(FORMERLY RAD TEC 100)
Introduction to Radiologic Technology
3 UNITS - (CSU)

Lecture 3 hours.

Students learn the history of radiography, organization of the hospital, the medical practitioner's who work in medical facilities, and careers in the radiological sciences.

RADIOLOGIC TECHNOLOGY 201

(FORMERLY RAD TEC 101)
Medical Terminology For Radiologic Technology
3 UNITS - (CSU)

Lecture 3 hours.

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.

RADIOLOGIC TECHNOLOGY 202

(FORMERLY RAD TEC 102)
Introduction to Electromagnetic Radiation Image Recording and Processing
4 UNITS - (CSU)



Lecture 3 hours. Laboratory 2 hours

Prerequisite: English 28 and 67, Radiologic Technology 200 and 201, and Math 115

Students learn atomic structure, characteristics of radiation, x-ray production, radiation protection and photon interaction with matter.

**RADIOLOGIC TECHNOLOGY 205
(FORMERLY RAD TEC 105)
Fundamentals of X-Ray Physics
4 UNITS - (CSU)**

Lecture 3 hours. Laboratory 2 hours

Prerequisite: Radiologic Technology 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.

**RADIOLOGIC TECHNOLOGY 206
(FORMERLY RAD TEC 106)
Radiographic Exposure
4 UNITS - (CSU)**

Lecture 3 hours. Laboratory 2 hours

Prerequisite: Radiologic Technology 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.

**RADIOLOGIC TECHNOLOGY 207
(FORMERLY RAD TEC 107)
Patient Care Management
4 UNITS - (CSU)**

Lecture 3 hours. Laboratory 2 hours.

Prerequisite: Radiologic Technology 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.

**RADIOLOGIC TECHNOLOGY 208
Cross Sectional Anatomy and Pathology
3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: Radiologic Technology 201.

Students learn to identify normal anatomy through a variety of imaging formats. Students learn how to identify normal and pathologic organ structures.

**RADIOLOGIC TECHNOLOGY 209
Pharmacology and Venipuncture with Basic Life Support (BLS)
3 UNITS - (CSU)**

Lecture 1 hour. Laboratory 1 hour.

Prerequisite: Radiologic Technology 207.

Students learn the concepts of pharmacology, venipuncture, contrast administration and intravenous medications used in the treatment of adverse effects from contrast agents.

**RADIOLOGIC TECHNOLOGY 210
Quality Management
3 UNITS - (CSU)**

Lecture 1 hour. Laboratory 4 hours

Prerequisite: Radiologic Technology 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.

**RADIOLOGIC TECHNOLOGY 211
Computed Tomography
3 UNITS - (CSU)**

Lecture 3 hours.

Prerequisite: Radiologic Technology 205 with satisfactory grade.

Students learn the principles and operation of CT Instrumentation, procedures, ancillary devices and radiation protection.

**RADIOLOGIC TECHNOLOGY 240
(FORMERLY RAD TEC 140)
Radiation Protection and Biology
4 UNITS - (CSU)**

Lecture 3 hours. Laboratory 2 hours

Prerequisite: Radiologic Technology 202.

Students learn the principles of radiation protection and federal and state laws pertaining to radiography.

**RADIOLOGIC TECHNOLOGY 243
Principles and
Practices of Fluoroscopy
3 UNITS (CSU)**

Lecture 2.5 hours. Laboratory 1 hour.

Prerequisite: Radiologic Technology 202.

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components and ancillary equipment.

**RADIOLOGIC TECHNOLOGY 280
(FORMERLY RAD TEC 180)
Clinical Education in Radiologic Technology
6 UNITS - (CSU)**

Laboratory 18 hours.

Prerequisite: Radiologic Technology 260. Enrolled in the Radiologic Technology program.

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.



RADIOLOGIC TECHNOLOGY 281**Clinical Education in Radiologic Technology II****12 UNITS - (CSU)**

Laboratory 36 hours.

Prerequisite: Radiologic Technology 280. Enrolled in the Radiologic Technology program.

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.

RADIOLOGIC TECHNOLOGY 282**Clinical Education in Radiologic Technology III****4 UNITS - (CSU)**

Laboratory 12 hours.

Prerequisite: Radiologic Technology 281. Enrolled in the Radiologic Technology program.

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, pacemakers, 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.

RADIOLOGIC TECHNOLOGY 283**Clinical Education in Radiologic Technology IV****12 UNITS - (CSU)**

Laboratory 36 hours.

Prerequisite: Radiologic Technology 282. Enrolled in the Radiologic Technology program.

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 ESTATE REAL ESTATE 1****Real Estate Principles****3 UNITS - (CSU)**

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 3**Real Estate Practices****3 UNITS - (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 5**Legal Aspects of Real Estate****13 UNITS - (CSU)**

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 6**Legal Aspects of Real Estate II****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: English 28 and 67.

The students learn 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 laws 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 broker's practice.

REAL ESTATE 7**Real Estate Finance I****3 UNITS - (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 9**Real Estate Appraisal I****3 UNITS - (CSU)**

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent.

The purpose of appraisals, the appraisal process, and the different approaches of valuation. The 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 ESTATE 11**Escrow Principles****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

The principles used in handling escrows involving real estate transactions and the transfer of land titles. The basic methods and techniques of escrow holders, as well as an introduction to the types of instruments and forms used by escrow holders from escrow opening through post-closing activities, will be covered. Title insurance, tax issues, prorations, vesting, securing of loans, recording of documents and settlement procedures will be examined. Students will be instructed in the completion of common forms utilized in a basic transaction.

REAL ESTATE 14**Property Management****3 UNITS - (CSU)**

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 18**Real Estate Investments I****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

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 ESTATE 21**Real Estate Economics****3 UNITS - (CSU)**

Lecture 3 hours.

Open to all students.

Advisory: English 28 and 67 or equivalent.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub-division. Also studied is 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 ESTATE 60**Real Estate Mathematics****3 UNITS - (CSU)**

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

Students study typical real estate mathematics problems which are most common in actual practice, as well as those necessary for other real estate courses and for those found in the California Real Estate Licensing examinations.

RUSSIAN**RUSSIAN 1****Elementary Russian I****5 UNITS – (UC:CSU)**

Lecture 5 hours. Laboratory 1 hour.

Advisory: English 28 and 67.

The fundamentals of pronunciation and grammar, practical vocabulary, useful phrases; basic facts on the geography, customs and culture of Russia.

RUSSIAN 2**Elementary Russian II****5 UNITS – (UC:CSU)**

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Russian 1 with a satisfactory grade or equivalent.

Completes elementary Russian I. Emphasis on reading and spoken language.

RUSSIAN 3**Intermediate Russian I****5 UNITS – (UC:CSU)**

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Russian 2 with a satisfactory grade or equivalent.

Students continue their study of Russian grammar and vocabulary, advancing their conversation and writing skills. Reading of selected texts in Russian is also included.

RUSSIAN 4**Intermediate Russian II****5 UNITS – (UC:CSU)**

Lecture 5 hours. Laboratory 1 hour.

Prerequisite: Russian 3 with a satisfactory grade or equivalent.



This course continues the review of grammar and vocabulary build-up. It continues to introduce students to Russian life through the reading of selected Russian authors.

RUSSIAN 8

Conversational Russian

2 UNITS – (UC:CSU)

Lecture 2 hours.

Prerequisites: Russian 2 with a satisfactory grade or equivalent.

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.

UC maximum credit: 4 units

RUSSIAN 10

Russian Civilization

3 UNITS – (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67.

Students learn various aspects of Russian Civilization, including historical, social and cultural developments from the early stages to the present, and Russia's contribution to the world.

SOCIOLOGY

SOCIOLOGY 1

Introduction to Sociology

3 UNITS - (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

This course is designed to acquaint students with the major principles of sociology as they are applied to contemporary social issues.

With the use of several theoretical perspectives it 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.

SOCIOLOGY 2

American Social Problems

3 UNITS -

(UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

Students apply sociological perspectives and concepts in analyzing contemporary social problems in the United States. Problems associated with drug abuse, poverty, racial, ethnic, and gender inequality, crime and violence, and the environment are some of the topics addressed.

SOCIOLOGY 11

Ethnic and Racial Minorities in the United States

3 UNITS -

(UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

Examines global racial and ethnic relations with an emphasis on the United States. There will be extensive use of several theoretical perspectives and an analysis of historical records in explaining minority/majority relations, prejudice and discrimination, and the political and economic status of various racial and ethnic groups. There will be extensive references to contemporary research findings on majority/minority group relations.

SOCIOLOGY 12

Marriage and Family Life

3 UNITS –

(UC:CSU)

Lecture 3 hours.

Advisory: ENGLISH 28 and 67.

Students learn to use theory and research to examine the family and other forms of intimate-partner relationships that exist within a diverse, multicultural society. The students analyze these structures and their functions along with historical changes, emerging variant patterns, and the influence of contemporary society on the family.

SOCIOLOGY 32

Introduction to Criminology

3 UNITS –

(UC:CSU)

Lecture 3 hours.

Advisories: ENGLISH 28 and 67; and Sociology 1

Students examine the basic elements of criminology - the scientific study of crime and criminal behavior. This will include, but not limited to, an analysis of the following concepts; social deviance, crime, delinquency, victimization, the criminal justice system, social control, and terrorism. 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. An examination of the research methods employed by criminologists in the collection and analysis of data will also be undertaken

SPANISH

One year of high school study in Spanish corresponds to one college semester or one college semester equals one full year of high school study. Required courses: Spanish 1*, 2*, 3, 4 and 8*. These courses are required only for students who plan to teach Spanish.

SPANISH 1

Elementary Spanish I

5 UNITS - (UC: CSU)

Lecture 5 hours. Laboratory 1 hour

Advisory: English 28 and 67.

Student receives practice in the pronunciation, grammar, practical



vocabulary, and useful phrases in Spanish. In addition, basic facts of the geography, customs and culture of the Spanish speaking world are presented.

UC accepts one of Spanish 1 or equivalent.

SPANISH 2
Elementary Spanish II
5 UNITS - (UC:CSU)

Lecture 5 hours. Laboratory 1 hour

Prerequisite: Spanish 1 with a satisfactory grade or equivalent

Completes elementary Spanish I with emphasis on reading and writing of elementary texts and emphasizes the spoken language.

SPANISH 3
Intermediate Spanish I
5 UNITS- (UC:CSU)

Lecture 5 hours. Laboratory 1 hour

Prerequisite: Spanish 2 with a satisfactory grade or equivalent

Students receive review of grammar, composition and vocabulary building. Introduction to Spanish and Latin-American authors.

SPANISH 4
Intermediate Spanish II
5 UNITS- (UC:CSU)

Lecture 5 hours. Laboratory 1 hour

Prerequisite: Spanish 3 with a satisfactory grade or equivalent.

Students review grammar and composition while they build their vocabulary.

SPANISH 5
Advanced Spanish I
5 UNITS- (UC: CSU)

Lecture 5 hours.

Prerequisite: Spanish 4 with a satisfactory grade or equivalent.

This course begins with an overall examination of the arts and the concept of aesthetics in preparation for the study of literature. The focus is on the narrative (short story and novel) and poetry in Spanish and Latin American literary traditions. The course also examines the translation to film of some of the works studied. Discussions generated by lectures and readings provide oral practice in the target language. Written expression and review of grammatical structures, orthography and punctuation is done through essays on selected themes.

SPANISH 6
Advanced Spanish II
5 UNITS- (UC:CSU)

Lecture 5 hours.

Prerequisite: Spanish 5 with a satisfactory grade or equivalent.

The thrust of the course is a study of theater as a literary and performing art, and the essay as a non-fictional 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 8
Conversational Spanish
2 UNITS- (UC:CSU)

Lecture 2 hours.

Prerequisite: Spanish 2 with a satisfactory grade or equivalent.

Oral expression in Spanish is the main thrust of the course.

The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in Spanish-speaking countries, or when interacting with Spanish-speaking people in the United States.

SPANISH 9
Hispanic Civilization (Same as Humanities 47)
3 UNITS- (UC:CSU) Lecture 3 hours.

Advisory: English 28 and 67.

The student learns the history, cultures, traditions and arts of Spain. Beginning with prehistory and progressing through the different epochs to the present day, an overview of the identity of Spain and its peoples will be the focus. Furthermore, comparisons to the histories and cultures of other European countries will clarify Spain's similarities to them as well as highlight its stark uniqueness. The course is taught in English.

SPANISH 10
Latin American Civilization (Same as Humanities 48)
3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67

The histories, cultures, and arts of Latin America are explored. Differences and similarities between the countries that comprise Latin America, noting forces that unify as well as divide, is the focus of the course. Students explore the relationship between Latin America and the United States throughout their histories. This course is taught in English.

SPANISH 35
Spanish for Spanish Speakers I
5 UNITS- (UC:CSU)

Lecture 5 hours. Laboratory 1 hour Advisory: English 28 and 67 (Equivalent to Spanish I)

The bilingual student practices written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment, and spelling. Addresses all four skills in Spanish, but focuses on reading and writing. Includes readings on the geography, customs and culture of Spain and Latin America.

SPANISH 36
Spanish for Spanish Speakers II
5 UNITS- (UC:CSU)

Lecture 5 hours. Laboratory 1 hour Prerequisite: Spanish 35. (Equivalent to Spanish 2)

In this continuation of Spanish 35, the student completes the study



of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization is included.

SUPERVISION

SUPERVISION 1 ELEMENTS OF SUPERVISION 3 UNITS- (CSU)

Lecture 3 hours. Open to all students.

Advisories: English 28 and 67 or equivalent.

Students develop leadership abilities used in supervisory positions in business and industry.

SUPERVISION 12 Written Communications for Supervisors 3 UNITS

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

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

TELEVISION 1 Introduction to Television 3 UNITS- (CSU)

Lecture 3 hours. Open to all students.

Students study what's on Television and why, including the history of Radio and Television Broadcasting. They also learn costs, ratings, profits, the FCC rules, cable and pay Television. Recommended elective for Journalism, Theatre and Public Relations.

TELEVISION 4 Camera Ughting and Sound for Television and Cinema 3 UNITS

Lecture 3 hours.

An introduction to Camera, Lighting and Sound for video and film in studio and on location.

TELEVISION 6 Studio and Remote Production 3 UNITS

Lecture 1 hours. Laboratory 4 hours.

Prerequisite: Television 46 with a satisfactory grade or better

Advisory: Cinema 2

Students light and shoot remote setups then edit those pieces for inclusion into a half hour live to tape production in the studio.

TELEVISION 7 Television Announcing I 3 UNITS- (CSU)

Lecture 1 hour Laboratory 4 hours.

Students create and write a number of stories as part of training in Television announcing for broadcast news, sports, weather, and commercials. They act as on-camera talent in the production of a half hour in-studio live-to-tape production.

TELEVISION 9 Introduction to TV Equipment Procedures 3 UNITS- (CSU)

Lecture 3 hours. Advisory: Television 4

A required basic course for all first semester TV majors. Open to all students.

Students learn the principles and operation of a television control room and studio equipment leading to the production of their own live-switched one-minute commercial. Sound control, studio lighting, control room procedures, video camera operation, directing, script writing, storyboarding, and production design are emphasized.

TELEVISION 25-1 Television and Film Dramatic Writing 3 UNITS- (CSU)

Lecture 3 hours. Open to all students.

Students learn professional methods and techniques of creating characters and stories to develop film and TV scripts are studied, including drama and for comedy, in both the single- and multi-camera formats. Class also deals with getting an agent and how scripts are sold.

TELEVISION 25-2 Television and Film Dramatic Writing 3 UNITS- (CSU)

Lecture 3 hours.

Prerequisite: TV 25 or 25-1 with a satisfactory grade or better

Open to all students.

Students learn professional methods and techniques of advanced television and film writing for drama and comedy for single and multiple camera. Scripts begun in TV 25-1 may be worked on for completion and/or revision.

TELEVISION 46 Television Production 3 UNITS- (CSU)

Lecture 2 hour Laboratory 2 hours.

Prerequisite: Television 9 with a satisfactory grade.

Advisory: Television 4 Required of all Television majors.

Directing, writing, performing; use of cameras, videotape recorders, switcher, character generator, lighting and audio equipment.

TELEVISION 48 Television Programming and Video Tape Production Workshop



3UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Prerequisite: Television 46 with a satisfactory grade. Required of all Television majors.

Advanced work in pre-producing, directing, producing, writing, operating remote equipment, and special effects.

TELEVISION 49**TV Production Workshop****3 UNITS**

Lecture 2 hour Laboratory 2 hours.

Prerequisites: Television 46 with a satisfactory grade.

Students train in the technical aspects of television production, including lighting, camera, videotape and character generator. No script writing or producing, this class is for studio technical crew only.

TELEVISION 55**Digital Video Production Workshop I****3 UNITS- (A)**

Lecture 1 hour Laboratory 4 hours. Prerequisite: Cinema 1, 2, and Television 4, 9.

Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s).

TELEVISION 185**Directed Study****1 UNIT**

Lecture 1 hour per unit.

Prerequisite: Television 46 with satisfactory grades or better

Note: Courses limited to advanced LACC Television Students.

Allows students to pursue directed study in Television on a contract basis under the direction of a supervising instructor.

THEATER

Note: that some courses offered may be offered every other semester, or less frequently. Students must receive a satisfactory grade in all Theater courses taken and have completed those courses within eight years to meet requirements.

NOTE: Not every class is offered each semester Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

THEATER 100**Introduction to the Theatre****3 UNITS- (UC:CSU)**

Lecture 3 hours.

Advisory: English 101 or equivalent.

A survey study and analysis of the various elements that make up the institution called the Theatre. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theatre.

THEATER 105-1 (FORMERLY THEATER 105)**Theater Survey, Literature****1 UNITS - (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater literature and is enriched through the survey and 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, Performance****1 UNITS - (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater performance by the actor and is enriched 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, Design****1 UNITS - (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater design and is enriched through the survey and 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 design through journal and essay writing assignments.

THEATER 105-4**Theater Survey, Audience Experience****1 UNITS - (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to the audience experience and is enriched through the survey and 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 their audience experience in journal and essay writing assignments.

THEATER 110

History of the World Theatre**3 UNITS- (UC:CSU)***Lecture 3 hours.**Advisory: English 101 or equivalent.*

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 in, story arc, character development throughout major artistic movements in dramatic literature and within the social and political context they were written and to express that appreciation in reasoned analyses.

THEATER 185**Directed Study****1 UNITS (CSU)**

Allows students to pursue Directed Study on a contract basis under the supervision of an instructor. Please refer to the "Directed Study" section of this catalog for additional information.

THEATER 200**Introduction to Acting****3 UNITS - (UC:CSU)***Lecture 3 hours.*

Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

THEATER 205**Actor's Orientation to Professional Theatre****2 UNITS- (CSU)***Lecture 1 hour Laboratory 2 hours. Co-requisite: Theater 270.*

The student learns about a career as a professional actor in the American entertainment industry including methodology and techniques for seeking and gaining employment in Theater, Film, Television, Commercials, and New Media, which includes all forms of electronic performance.

THEATER 210**Introduction to Oral****Interpretation of Dramatic Literature****3 UNITS- (UC:CSU)***Lecture 3 hours.*

A study of the techniques of oral interpretation including phrasing, inflection, work relish, verse scansion, tempo and rhythm-designed to develop the actor's interpretive skills.

THEATER 212**Introduction to Oral Interpretation of Shakespearean Literature****3 UNITS- (CSU)**

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- (UC:CSU)***Lecture 3 hours.**Prerequisite: Theater 270 with a satisfactory grade.*

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 232**Play Production****2 UNITS- (RPT 3) (UC:CSU)***Laboratory 6 hours.*

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming or technical theatre. Students must be prepared to work irregular hours.

THEATER 240**Voice and Articulation for the Theatre****3 UNITS- (UC:CSU)***Lecture 3 hours.**Note: Credit allowed for only one of Theater 240 or Communication Studies 111.*

Developing of voice and speech skills, emphasizing clarity, precision, tone, dynamics and imaginative use of language. Individual goals will be set for performance and standards of improvement to help the student acquire the basics of good theatre speech.

THEATER 242 -1 (FORMERLY THEATER 242)**Voice Development Workshop- Level1****3 UNITS - (CSU)***Laboratory 6 hours.*

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 & physical clarity, freedom, and strength.

THEATER 242 -2**Voice Development Workshop- Level 2****3 UNITS - (CSU)***Laboratory 6 hours.*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at a beginning level with specific emphasis on resonance, precision & dynamics, and enhanced expressiveness

THEATER 242 -3**Voice Development Workshop- Level 3****3 UNITS- (CSU)***Laboratory 6 hours.*

The student actor studies, practices, and demonstrates knowledge and 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

Voice Development Workshop- Level 4

3 UNITS- (CSU)

Laboratory 6 hours.

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an advanced level with specific emphasis on elevated speech & language, rhythm & gestural expressiveness, and stage combat.

THEATER 246-1 (FORMERLY THEATER 246)

Vocal Performance Workshop- Level 1

2 UNITS- (CSU)

Laboratory 6 hours.

The student actor learns and applies correct vocal performance skills to the acting of a role(s) in a Theatre Academy production with special focus on landing the specific meaning of the text with precision and clarity - through varied introductory vocal exercises, techniques, warm-ups, and coaching sessions.

THEATER 246-2

Vocal Performance Workshop- Level 2

2 UNITS- (CSU)

Laboratory 6 hours.

Through detailed vocal exercises, techniques, warm-ups, and coaching sessions the student actor learns and applies correct beginning vocal performance skills to the acting of a role(s) in a Theatre Academy production with special focus on building & sustaining powerful breath support which creates rich resonance and extended range for speaking and singing on stage

THEATER 246-3

Vocal Performance Workshop- Level 4

2 UNITS- (CSU)

The pre-professional student actor learns and demonstrates advanced application of vocal performance skills to the acting of role(s) in a Theatre Academy production from contemporary/modern literature such as Becket - with focus on advanced vocal exercises, techniques, and coaching sessions that create authentic 'character' voices through pitch variation, inflection, placement, physicality, tempo, and subtext

THEATER 246-4

Vocal Performance Workshop- Level 4

2 UNITS- (CSU)

Through advanced vocal exercises, techniques, warm-ups, and coaching sessions the pre-professional student actor learns and demonstrates advanced application of vocal performance skills to the acting of a role(s) in a Theatre Academy production from classical literature such as Shakespeare -with detailed focus on the unique challenge of authentically speaking heightened text with powerful, meaningful, dynamic vocal expressiveness and subtlety.

THEATER 262

Special Projects

2 UNITS- (CSU)

Laboratory 4 hours.

Prerequisite: Theater 270 with a satisfactory grade.

Advanced students are given the opportunity to plan, rehearse, stage and produce approved all student projects for presentation before an audience.

THEATER 270

Beginning Acting

3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 4 hours.

The students receive an introduction to the art and craft of acting.

This class is the first level of the Theater Academy's Professional Training Program's acting option.

Students perform 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, pay and scene study. Students receive an introductory appreciation of how an actor trains for a career in theater, film and television as they develop their own skills of physical, verbal and emotional communication.

THEATER 271

Intermediate Acting

2 UNITS- (UC:CSU)

Lecture 1 hour Laboratory 2 hours. 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- (UC:CSU)

Lecture 2 hours. Laboratory 4 hours. Requisite: Theater 270.

The student learns to apply the acting principles introduced in Theatre 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 (FORMERLY THEATER 274) Advanced Applied Acting- Level 1

3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 4 hours.

Prerequisite: Theater 272 with a satisfactory grade.

The student is engaged 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 2

3 UNITS- (UC:CSU)

Lecture 2 hours. Laboratory 4 hours.

Prerequisite: Theater 272 with a satisfactory grade.



The student is engaged 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- (CSU)

Lecture 1 hour. Laboratory 2 hours.

Prerequisite: Theater 270 with a satisfactory grade.

The student is engaged in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and techniques.

THEATER 276-1 (FORMERLY THEATER 276)

Actor's Workshop- Level 1 3 UNITS- (CSU)

Lecture 2 hours. Laboratory 4 hours.

Prerequisite: Theater 270.

The student demonstrates the ability 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

Actor's Workshop- Level 2 3 UNITS- (CSU)

Lecture 2 hours. Laboratory 4 hours.

Prerequisite: Theater 276-1.

The student demonstrates the ability 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- (UC:CSU)

Lecture 3 hours. Prerequisite: Theater 270.

The course covers the analytical steps involved in the study of a play and the development of a character preparatory to rehearsals and performances.

THEATER 285

Directed Study 2 UNITS- (CSU)

Prerequisite: Theater 270 with a satisfactory grade.

Allows students to pursue Directed Study on a contract basis under the supervision of an instructor. Please refer to the "Directed Study" section of this catalog for additional information.

THEATER 294*

MIDI Instrument Instruction IV 2 UNITS- (RPT 3)

Lecture 1 hour Laboratory 2 hours.

The student continues to develop functional skills to utilize

MIDI instruments. Emphasis is on advanced techniques in MIDI synchronization with digital audio files and their use.

THEATER 300

Introduction to Stagecraft 3 UNITS- (UC:CSU)

Lecture 3 hours.

Survey of the technical phases of play production; for scenery, properties, lighting, sound, costuming, and stage management and organization of stage activity.

THEATER 302

Introduction To Stage Management 3 UNITS- (UC:CSU)

Lecture 3 hours.

Advisory: English 28 and 67 or equivalent.

Students learn the function of stage managers in professional theater productions.

THEATER 311

Theatrical Lighting 3 UNITS- (UC:CSU)

Lecture 2 hours.

Laboratory 2 hours.

This course will create an understanding of the basic methods, physical techniques, and work ethics of the lighting designer/technician. The process will include training in the creative concepts of design, how to create a light plot as well as in the practical use and operation of the equipment used to execute the design. Specific attention will be paid to entertainment industry safety standards that will prepare the student for work in the industry.

THEATER 313

Scenic Painting for the Theatre 3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Students develop skills used in theatre scene painting, including--use of equipment and materials, preparation of paint surfaces, paint application techniques as well as safety practices. Students will paint projects that develop foundational skills-- cartooning and layout, color theory, paint mixing, brushwork (lining, lay-in, wet blend) as well as accuracy in the reproduction of paint elevations.

THEATER 314

Theatrical Sound Design: Fundamentals, Procedures and Operation 3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

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- (UC:CSU)

Lecture 2 hours. Laboratory 2 hours.

Students develop a visual graphic vocabulary in order to express



design concepts for scenic environments. Students analyze specific text or events and create graphic documentation in order to communicate ideas and visual concepts. Oass 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 325

Stage Management and Advanced Stagecraft

3 UNITS- (RPT 3) (UC:CSU)

Advisory: English 28 and 67131 or equivalent.

This course will provide the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theatre technician in all the specialty areas. The process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainment medias is covered. 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

4 UNITS- (RPT 3) (UC:CSU)

Laboratory 12 hours.

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 336

Applied Stage Management and Production Lab

1 UNITS- (RPT 3)

Laboratory 3 hours.

Co-requisite: Theater 335.

Technical Theater Students study the real and theoretical practices of theater production while mounting an actual production in a college theater venue. Production crew 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 338

Introduction to Design: Theatre, Film, and Television

3 UNITS- (UC:CSU)

Lecture 3 hours.

An introduction to the design process for theatre, film, and television. Exploration of; the relationship between text and esthetic design choices, the recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in story telling, and the creation of design presentations through collage as well as studying the architectural spaces of story telling, from the proscenium arch to the sound stage.

THEATER 345

Technical Stage Production

4 UNITS- (RPT 3) (UC:CSU)

Laboratory 12 hours.

Co-requisite: Theater 346 and 270 or 2 72

Theatre Academy Advanced 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.

THEATER385

Directed Study-Theater

3 Units

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, plus independent work is required.

THEATER 400

Costume Periods and Styles

3UNITS- (UC:CSU)

Lecture 3 hours.

A study of the changes in dress from ancient to modern times, social and political forces influencing costuming for stage, film and television.

THEATER 411

Costuming For The Theatre

3 UNITS- (CSU)

Lecture 2 hours. Laboratory 2 hours.

Intensive study of 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

Lecture 2 hours. Laboratory 2 hours.

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

Lecture 2 hours. Laboratory 2 hours.

Theory and practice of creating stage and film costumes and costume accessories through draping.

THEATER 415

Costume Design for the Theater

3 UNITS- (A)

Lecture 2 hours. Laboratory 2 hours.

Beginning study of techniques and practices of theatrical costume design and illustration. Topics include: analyzing the play script, research techniques, creating the costume plot, choice and use of media, illustrating costume design for needs of theatrical performance.

THEATER 416



Materials and Methods for the Costumer**3 UNITS- (CSU)**

Lecture 2 hours. Laboratory 2 hours.

Advisory: *English 28 and 67131 or equivalent.*

Lecture and laboratory study of the properties of various non textile materials used by the costumer including latex, leather, pastics, dyes, glues, foam, rubber and molds.

THEATER 417**Costuming for Film****3 UNITS- (CSU)**

Lecture 2 hours. Laboratory 2 hours.

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 419**Advanced Costume Illustration****3 UNITS- (RPT 1) (A)**

Lecture 2 hours. Laboratory 2 hours.

Advanced costume illustration for theatre 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**

Lecture 2 hours. Laboratory 2 hours.

Theory and practical experience costuming for film: design conferences, preparation of costumes, and working on set as a costumer for student film project.

THEATER 425**Applied Costuming for the Theatre****4 UNITS- (RPT 3) (CSU)**

Laboratory 12 hours.

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 450**Beginning Stage Make Up 2 UNITS- (UC:CSU)**

Lecture 1 hour Laboratory 4 hours.

Techniques and practices of theatrical makeup design and application. Facial analysis, glamour, aging of the face, beards, st ized, and impersonation makeups are performed by the student on their own face. Topics include the use of makeup for film and television.

The LACC Workforce Readiness Academy was voted "Best Workforce Development Program" at the LA Community Cdlgege District's Excellence in Workforce Development Awards. The District's eighth annual event also honored the program with a first

place trophy in the category

"Successful Encouragement of Special Populations." This acad emy is a vital part of LACC and its courses are taught on campus and throughout the community. The program is focused on non credit workforce education and enalles students to enter various career ladder pathways.



Angelica Ramirez
Dean of Non-Credit Programs
(323) 953-4000 ext. 2588

ENTREPRENEURSHIP SKILLS CERTIFICATE

This Skills Certificate encompasses two non-credit courses. Upon completion of this course, students will receive an Entrepreneurship Skills Certificate. Students will be given basic tools on how to start a small business.

Courses

VOCED 083 CE Young Entrepreneur

VOCED 239 CE Blueprint for Customer Service

Class Hours

Class Hrs. 36

Class Hrs. 18

IN-HOME SUPPORTIVE SERVICES SKILLS CERTIFICATE

This Skills Certificate includes one non-credit course from Workforce Education. The In-Home Supportive Services (IHSS) course is a 54-hour

program that provides training on in-home care. Students are also given CPR/FA training as part of the curricul urn. Upon successful completion of this course, students will receive an In-Home Supportive Services Skills Certificate of Competency.



Courses

VOCED 002 CE In-Home Supportive Services
 VOCED 059 CE VESL for Home Health Aide

Class Hours

Class Hrs. 70
 Class Hrs. 18

ENGLISH AS A SECOND LANGUAGE CIVICS I CERTIFICATE OF COMPLETION

This Skills Certificate packages the series of courses from our non credit ESL department. You will be assessed, then paced in the accurate course and continue through the progression of the classes at your own pace to ensure a high-level of comprehension and positive learning outcomes. Upon completion of this series of courses, you will receive an English as a Second Language Skills Certificate of Completion.

Courses

ESL 030 CE ESL 0
 ESL 031 CE ESL 1
 ESL 032 CE ESL 2

Class Hours

Class Hr. 108
 Class Hr. 108
 Class Hr. 108

This Skills Certificate all the Retail courses provided by the National Retail Federation (NRF). Upon completion of this training, you will receive a Retail Skills Certificate of Competency in addition to Certification from the NTF in either Sales/ Customer Service Skills or Supervisory/Management Skills once you pass the online exam with a 75% or higher.

JOB READINESS SKILLS CERTIFICATE OF COMPLETION

This Skills Certificate encompasses a series of specific non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace. Upon completion of these combined courses, you will receive Job Readiness Certificate of Completion which will assist you in obtaining employment. This certificate is also recognized by the City of Los Angeles Chamber of Commerce as a credential.

transactions in a Retail environment. Upon completion of these combined courses, students have the unique opportunity to take the NRF online exam, free of charge. Contingent upon a passing score, students will become certified by the NRF in Supervisory and Management. This certification is nationally recognized and will increase candidates' chances of advancement.

Discipline Courses

Class Courses Number & Title

- VOCED 238 CE Blueprint for Workplace Success
- VOCED 239 CE Blueprint for Customer Service
- VOCED 230 CE 30 Ways to Shine as a New Employee
- VOCED 236 CE Job Club
- VOC ED 231 CE Building Sales
- VOC ED 232 CE Closing the Sale
- VOC ED 233 CE Completing Sales Transactions
- VOC ED 234 CE Explaining Features and Benefits

Class Hours

Class Hrs. 36
 Class Hrs.18
 Class Hrs. 6
 Class Hrs. 6
 Class Hrs 6
 Class Hrs 4
 Class Hrs 5
 Class Hrs 7

Total

Class Hours 22

RETAIL SALES AND CUSTOMER SERVICE SKILLS

CERTIFICATE OF COMPETENCY

This Skills Certificate encompasses all of the Retail courses provided by the National Retail Federation (NRF). Upon completion of this training, you will receive a Retail Skills Certificate of Competency in addition to Certification from the NRF in either Sales/Customer Service Skills or Supervisory/Management Skills once you pass the online exam with a 75% or higher.

Courses

- VOCED 241 CE Retailing Smarts 1: Getting to Know your Customer
- VOCED 237 CE Retailing Smarts 2: Strategies in Meeting Your Customer's Needs
- VOCED 238 CE Retailing Smarts 3: Strategies in Building a Continuous Relationship
- VOCED 235 CE Retailing Smarts 4: Going the Extra Mile
- VOCED 234 CE Retailing Smarts 5: Explaining Features and Benefits
- VOCED 231 CE Retailing Smarts 6: Building Sales
- VOCED 232 CE Retailing Smarts 7: Closing the Sale
- VOCED 233 CE Retailing Smarts 8: Completing the Sales Transaction
- VOCED 079 CE Vocational English as a Second Language
- VOCED 003 CE Workplace Computing for LEP Population
- Basic Skills 007CE Review of Basic Math
- Basic Skills 006 CE Review of Basic English

Class Hours

Class Hrs. 6
 Class Hrs. 8
 Class Hrs. 6
 Class Hrs. 6
 Class Hrs. 7
 Class Hrs. 6
 Class Hrs. 4
 Class Hrs. 5
 Class Hrs. 54
 Class Hrs. 54
 Class Hrs. 36
 Class Hrs. 36

Total

Class Hours THNA

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

BASIC SKILLS 006CE Review of Basic English

0 UNITS

In this course, LEP students will review, grammar, reading, comprehension, literacy responses, writing skills and application.

BASIC SKILLS007CE Review of Basic Math

0 UNITS

In this course, students will review basic math operations, number sense, functions and applications, measurements, and geometry, and algebra. This course is modifiable for LEP students.

BASIC SKILLS 052CE

College Preparatory English A

0 UNITS

Students review material specifically designed to prepare for the

Total

Class Hours: 48



VOCATIONAL ENGLISH AS A SECOND LANGUAGE SKILLS CERTIFICATE OF COMPLETION

This Skills Certificate packages three non-credit courses. The below courses have been created to assist a student in transition from high level ESL courses to vocational education programs towards a degree or career of their choosing. These three classes provide language skills training for our Limited English Proficient (LEP) population to help them achieve success in vocational education programs. Upon completion of these combined courses, you will receive a VESL Skills Certificate of Completion which will assist them in integrating into academic departments on campus and/or securing employment.

California High School Exit Exam (CAHSEE). Students cover in depth standards of the CASEE: reading comprehension, word analysis, literary response and analysis and specific language used at the High School English level. The curriculum is modifiable to meet needs of Limited English Proficient (LEP) and Individualized Education Plan (IEP) students.

BASIC SKILLS 053CE

College Preparatory English B 0 UNITS

Students review material specifically designed to prepare for the California High School Exit Exam (CAHSEE). Students cover in depth standards of the CASEE: writing conventions, writing strategies, writing applications and specific language used at the High School

Courses

- VOCE 079CE VESL A
- VOCE 078CE VESL B
- VOCE 055CE VESL C

WORKPLACE LITERACY SKILLS CERTIFICATE

Class Hours

Class Hrs. 54

Class Hrs. 54

Class Hrs. 54

English level. The curriculum is modifiable to meet needs of Limited English Proficient (LEP) and Individualized Education Plan (IEP) students.

ENGLISH LITERACY AND CIVICS 001CE English as a Second Language Beginning I

This Skills Certificate encompasses a series of specific non-credit courses. Upon completion of these combined courses, you will receive a Workforce Literacy Skills Certificate which will assist you in obtaining employment through improvement of core competency skills, and/or advance in your current occupation.

0 UNITS

Prerequisite: None

Designed for LEP students to identify time phrases in sentences demonstrating the correct use of verb tenses. Students follow this task by locating and recognizing the parts of speech including nouns, verbs and adjectives.

Courses

• VOCE 238 CE Blueprint for Workpace Success	OassHrs.18
• VOCE 239 CE Blueprint for Customer Service	Class Hrs. 36
• VOCE 230 CE 30 Ways to Shine as a New Employee	Class Hrs. 6

ENGLISH LITERACY AND CIVICS 002CE English as a Second Language Beginning II

0 UNITS

Prerequisite: None

Students participate in basic communication and conversation exercises, providing the appropriate response to routine social situations. Students read simple passages, and formulate and write sentences describing transportation, employment, community resources, clothing, and interpersonal communication.

ENGLISH LITERACY AND CIVICS 010CE ESL AND CIVICS 1 0 UNITS

Prerequisite: None

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.

ENGLISH LITERACY AND CIVICS 011CE ESL AND CIVICS 2 0 UNITS

Prerequisite: None

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students will develop listening, speaking, reading and writing skills in preparation to the United States Citizenship and Immigration citizenship review.

ENGLISH LITERACY AND CIVICS 012CE ESL AND CIVICS 3 0 UNITS

Prerequisite: None

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

ENGLISH LITERACY AND CIVICS 013CE ESL AND CIVICS 4 0 UNITS

Prerequisite: None

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution, etc.).

ENGLISH LITERACY AND CIVICS 014CE ESL AND CIVICS 5 0 UNITS



Prerequisite: None

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

ENGLISH LITERACY AND CIVICS 015CE**ESLAND CIVICS 6****0 UNITS****Prerequisite: None**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

ENGLISH LITERACY AND CIVICS 030 CE English Literacy and Civics**0 UNITS****Prerequisite: None**

Students apply the content necessary to have a functioning understanding of the English language related to citizenship test. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 031 CE**English Literacy and Civics****0 UNITS****Prerequisite: None**

Students apply the content necessary to have a functioning of the English language related to citizenship test. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 032 CE**English Literacy and Civics****0 UNITS****Prerequisite: None**

Students apply the content necessary to have an understanding of the United States Citizenship interview and test. Students practice a variety of advanced English and grammar contexts.

VOCATIONAL EDUCATION 002CE**In-Home Supportive Service Providers****0 UNITS****Prerequisite: None**

This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of this course students will be a full functioning IHSS.

VOCATIONAL EDUCATION 003CE**Workplace Computing for United English Populations****0 UNITS**

Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare limited English proficient students to be competitive in securing employment, as well as retaining a job once they have acquired a job.

VOCATIONAL EDUCATION 054CE**VESL for Child Development 1:****Specialized Vocabulary In Developmental Theories****0 UNITS**

This course is specifically designed for LEP students who are interested in taking Child Development courses, but need additional assistance with language before and during the course. Additionally, the students will be taught study skill strategies, and test-taking tools.

VOCATIONAL EDUCATION 055CE**Vocational English as a Second Language C****0 UNITS**

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.

VOCATIONAL EDUCATION 056CE**VESL for Health Careers****0 UNITS**

This course is designed for LEP students. 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.

VOCATIONAL EDUCATION 059CE**VESL for Home-Health Aid****0 UNITS**

This course is designed for LEP students who need to improve their English and 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.



VOCATIONAL EDUCATION 078CE**Vocational English as a Second Language- 8
0 UNITS**

This short-term course is specifically designed for 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.

VOCATIONAL EDUCATION 079CE**Vocational English as a Second Language -A
0 UNITS**

A short-term vocational course designed for 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.

**VOCATIONAL EDUCATION 084CE Young Entrepreneur Training
Program****0 UNITS**

This course is designed for LEP students who need help in developing their basic and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and language used in the workforce.

VOCATIONAL EDUCATION 092CE**Workplace Communication: Leadership Skills and Team
Building****0 Units**

This course will introduce you to the skills sets that everyone needs in order to be self-directed. You can be a powerful agent for change, an influencer during the adoption of a new initiative, or a model of productivity and commitment.

VOCATIONAL EDUCATION 093CE**Workplace Communication: Team Dynamics****0 Units**

This open-entry/exit course is designed to reinforce the importance of communication in the workplace. The topics covered include but are not limited to: project communication, expectations, closeout reporting and easy templates. The curriculum is modifiable for incumbent workers and dislocated workers seeking employment.

VOCATIONAL EDUCATION 094CE**Retailing Smarts: Customer Service and Sales****0 Units**

This course is designed to introduce prospective workers to the field of retail and/or reinforce skills and strategies necessary for achieving customer satisfaction by incumbent workers in the industry. The curriculum is provided by the National Retail Federation (NRF). After completing the training, you have the option to take an online exam provided by the NRF, upon a passing score, students will receive a Certification in Customer Service and Sales which is recognized nationally.

VOCATIONAL EDUCATION 230CE**30 WAYS TO SHINE AS A NEW EMPLOYEE
0 UNITS**

onal education course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The curriculum is modifiable for the LEP student. The topics covered 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.

VOCATIONAL EDUCATION 231CE**Retailing Smarts 6: Building Sales****0 Units**

New and incumbent workers learn sales building skills and techniques is required in getting to know their customer or client. The curriculum is modifiable for the LEP students. The topics covered but are not limited to suggesting additional merchandise, creating special promotions, and taking the guesswork out of gift giving.

VOCATIONAL EDUCATION 232CE Closing the Sales**0 Units**

New and incumbent workers learn the skills and strategies required in making a sale. The curriculum is modifiable for the LEP students. The topics include recognizing buying signals, asking for the sale and suggesting helpful Add-ons.

VOCATIONAL EDUCATION 233CE**The Sale Transaction****0 Units**

New and incumbent workers gain the skills needed to efficiently complete sales transactions. The curriculum is modifiable for the LEP students. The topics covered but are not limited to accepting checks and credit cards, and completing sales transaction paperwork.

VOCATIONAL EDUCATION 234CE**Explaining Features and Benefits****0 Units**

New and incumbent workers learn strategies to explain features and benefits for a variety of products to customers. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: learning about the products you sell, identifying product features, and demonstrating product features.

VOCATIONAL EDUCATION 235CE**Customer Service Smarts: Going the Extra Mile****0 UNITS**

New and incumbent workers receive the strategies required in going the extra mile for a customer. The curriculum is modifiable for the LEP student. The topics covered but are not limited to: customer follow-up, artfully using business cards, business cards etiquette and offering personal services



VOCATIONAL EDUCATION 236CE JOB CLUB**0 UNITS**

This curriculum is an educational designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: job search planning and job market research. After competing this course the student has an option to continue their education or become gainfully employed.

VOCATIONAL EDUCATION 237CE**Strategies in Meeting your Customers Needs****0 UNITS**

New and incumbent workers receive the strategies required in understanding their customers or client's needs. The curriculum is modifiable for the LEP students. The topics covered but are not limited to making shopping an enjoyable experience, accomodating customers with disabilities, interacting with in-store and phone customers, keeping commitments to your customer, and handing special orders.

VOCATIONAL EDUCATION 238CE**Blueprint for Workplace Success****0 UNITS**

Prerequisite: None

Students receive the necessary tools and skills to create a "blueprint" for workplace success. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in depth), effective communication, contacting employers, preparing for the interview, gettig hired, and keeping your job. This course can be modified for LEP students.

VOCATIONAL EDUCATION 239CE**Blueprint for Customer Service****0 UNITS**

This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

VOCATIONAL EDUCATION ON 240CE**Strategies in Adapting to Your Customer****0 UNITS**

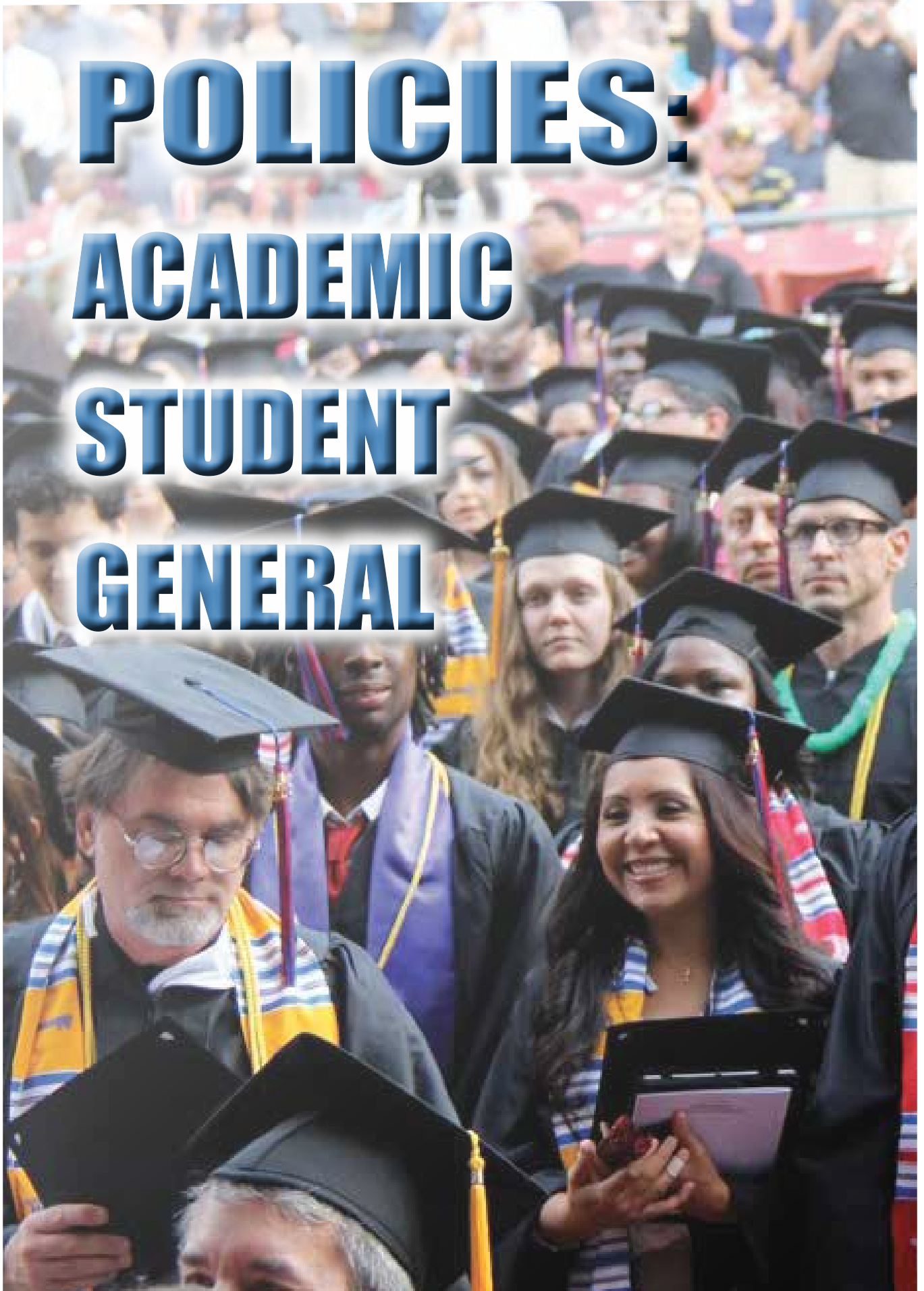
This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in getting to know their customer or client. The curriculum is modifiable for the LEP student. The topics covered but are not limited to learning how to greet customers, building relationships, determining a customer's needs. This course can be offered as a stand-alone course or coupled within the eight modules that are related to this material. After competing this course the student has an option to continue taking classes in their field of choice, or become gainfully employed.

VOCATIONAL EDUCATION 241CE**Get to Know Your Customer****0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers the methods and skills in getting to know their customer. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: greeting customers in a winning way, building relationships, and determining a customer's needs. After competing this course the student has an option to continue their education or become gainfully employed.



POLICIES: ACADEMIC STUDENT GENERAL



STUDENT RECORDS & DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the College. At the same time the LACCD 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 LACCD may release Directory Information unless the student states in writing not to release it. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the College President. The Records Officer may be contacted through the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the College Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The student may challenge the accuracy and appropriateness of the records in writing to the College 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, as distinct from "student records," should be made directly to the Office of Admissions.)

Directory Information includes the student's name, the 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 College Records Officer.

Los Angeles City College will release no student records, other than Directory Information, 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 College 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. No Directory Information will be released regarding any student who has notified the College Records Officer in writing that the College shall not release such information.

ACADEMIC RENEWAL

(See an Academic Counselor for advisement)

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for Academic Renewal action of substandard academic performance under the following conditions:

1. 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, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the student meets the above conditions, the College shall grant academic renewal, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating where Academic Renewal action has removed courses.

Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

TRANSCRIPTS/VERIFICATIONS

Upon written request, a copy of students' academic records (transcripts) shall be forwarded by United States mail to the students or their designated addresses.

Students and former students shall be entitled to two free copies of their transcripts or to two 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.

A student's transcript may be withheld if a hold has been placed on his or her record due to equipment, books, uniforms, or similar items that the student has not returned to the College or in the instance of any unpaid fees or charges due to LACC or to any LACCD college. The transcript may be withheld until the student discharges these obligations.

Requests for transcripts or verifications may be obtained in the Office of Admissions and Records, AD 100.

CONDITIONS OF ENROLLMENT IN LACC CLASSES

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

CONCURRENT ENROLLMENT

Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Kinesology 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 will be subject to disciplinary action. (See "Standards of Student Conduct," elsewhere in this catalog.) Students may be permitted to audit a class under the following conditions:



1. Payment of a fee of \$15 per unit. Fees are not refundable and they are not covered by a fee waiver. 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. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.
6. Students must be added as an auditor by the last day of the term to add classes.

Maximum and minimum unit requirements may apply, as follows:

The maximum study load is 18 units during a regular semester, 12 units during Summer Session and 7 units during a Winter Intersession. The class load for students in the Fall or Spring semester is from 12-18 units for full-time students. A college program of 15 units is equal to at least a 50-hour work week. Students who want to take 19 or more units must obtain approval from a College Counselor.

Those students who will be employed while attending LACC should consider reducing their programs accordingly. Los Angeles City College suggests that those students who are employed full-time should enroll in no more than one or two classes (nine units maximum during the Fall or Spring semester; three units maximum during the Summer Session).

Los Angeles City College defines a "full-time student" as one who is enrolled in 12 or more graded units. Los Angeles City College defines a "part-time student" as one who is enrolled in 6-11 graded units.

ATTENDANCE

Only students who have been admitted to Los Angeles City College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being excluded from class, students should contact the instructor when they are absent for emergency reasons.

IMPORTANT: Students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students are responsible for officially dropping a class that they stop attending. (See "Adding and Dropping" elsewhere in this catalog.)

INSTRUCTOR NOTIFICATION POLICY

Students should notify the instructor regarding absences by United States mail or by placing a notice in the "Student to Faculty Box," located at the Campus Mail room. Students also may inform the instructor regarding their absences upon return to the class.

ATTENDANCE DEFINITIONS

"Attendance" means attendance in at least one semester each calendar year. Los Angeles City College defines continuous attendance for the California community colleges as attendance in one semester during the calendar year before the current semester of enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.) Attendance means enrollment and completion of graded academic course work. (CR, NCR, Inc and W are acceptable.) Summer is not included in continuous attendance. Reference: California Code of Regulations, Title 5, Section 40401.

GRADES & GRADING POLICIES

Only the symbols in the grading scale given in this section will be used to grade all courses offered in fulfillment of the requirements for an Associate degree or certificate. Grades will be averaged based on the point equivalencies to set a student's grade-point-average, using the following evaluative symbols:

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

GRADE SYMBOL	DEFINITION	POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing; less than satisfactory	1
F	Failing	0
P	Pass (at least equivalent to a "C" grade or better;	
NP	Equal to "D" or "F" grade; units awarded are not counted in GPA	

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student record. The condition for removal of the "I" shall be stated by the instructor in a written record, which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the College Office of Admissions until the "I" is made up or the time limit has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" must 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.

Courses in which the student has received an Incomplete may not be repeated unless the "I" is removed and has been replaced by a grade. This does not apply to courses which are repeatable for additional credit. Petitions are available in the Admissions office.



The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is in progress, but that the assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

The "RD" symbol shall be used when the instructor has temporarily not submitted the student's assigned grade. Students receiving "RD" grades should contact their instructor immediately.

Withdrawal from a class or classes is authorized from the 4th week (or 30% of the time the class meets) through the last day of the 12th 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 during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th 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 12th week (or 75% of the time the class is scheduled, whichever is less) shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less), the student may petition to withdraw from class by demonstrating extenuating circumstances. Students may obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 12th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W."

The "W" shall not be used in calculating units attempted nor for the student's grade point average. "W" will be used as a factor in progress probation and dismissal.

DEANS' & PRESIDENT'S HONORS

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's 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 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" will not be counted in meeting the unit requirement for the Dean's or President's Honor List.

Students who have appeared on the college's full-time or part-time Dean's 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 & Leadership Development, located in the Student Union for verification.

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

For graduation with honors (Summa Cum Laude, Magna Cum Laude, Cum Laude), see "Graduation With Honors" in the Graduation Requirements section of this catalog.

GRADES & GRADE CHANGES

The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards.

- Section 76224(a) provides: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308)

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the course. If resolution is not



reached, the inquiry should be directed to the appropriate academic department chairperson and/or area Dean. If resolution is not reached at the departmental or area Dean level, inquiries should be made to the campus Ombudsperson, at (323) 953-4000 ext. 2249.

PASS/NO PASS OPTION (P/NP)

The College President may designate courses wherein all students enrolled in such courses 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 are noted elsewhere in this catalog as being eligible for the pass/no pass Option.

1. **Single performance standard.** 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 (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
2. **Acceptance of credits.** All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. **Recording of grade.** A student who is approved to be evaluated on the pass/no pass basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a No-Pass (NP) grade.
4. **Grade point calculation.** Units earned on a pass/no pass basis shall not be used to calculate grade-point-averages. Units attempted for which No-Pass (NP) is recorded shall be considered in probationary and dismissal procedures.
5. **Standards of evaluation.** The student who is enrolled in a course on a pass/no pass basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
6. **Conversion to letter grade.** A student who has received credit for a course taken on a pass/no pass basis may not convert this credit to a letter grade.
7. **Course repetition.** A student who has received a grade of No-Pass (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

PASS/ NO PASS COURSES

Pass/No-Pass Courses do not fulfill prerequisites for more advanced courses. The student must meet all class standards. A maximum of 15 units of pass/no-pass grades may be applied toward the Associate Degree. Courses offered on this basis are listed below. NOTE: Please check the appropriate academic department for confirmation. Designated courses are subject to change.

ACCOUNTING
(BUSINESS ADMINISTRATION): All courses
ADMINISTRATION OF JUSTICE: All courses except 73 and 80
AFRICAN-AMERICAN STUDIES: All courses
ANTHROPOLOGY: All courses
ARCHITECTURE: 130,131
ART: 103
ASIAN STUDIES: All courses
ASTRONOMY: 1
BUSINESS ADMINISTRATION: All courses
CHICANO STUDIES: All courses
CINEMA: 185
COMPUTER TECHNOLOGY: All courses
CORRECTIONS: All courses
CSIT: All courses
DANCESP All courses
DANCETQ All courses
DENTAL TECHNOLOGY 300, 301, 302, 303, 304, 305, 306, 308, 309, 311, 312, 313, 401, 402, 403, 404
EARTH SCIENCES: All courses, except 185, 285 and 385
ENGLISH: All Courses, except 101, 102, and 103
ECONOMICS: 1
ELECTRONICS: All courses
ENGINEERING: All courses
ENVIRONMENTAL STUDIES: All courses
ESL: 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B
FINANCE: All courses
FOREIGN LANGUAGES: All courses
GEOGRAPHY: All courses
GEOLOGY: All courses
HISTORY: 11, 12 and 13
JOURNALISM: 5, 17, 18 and 19
INTERNATIONAL BUSINESS: All courses
LAW: All courses
LEARNING SKILLS: All courses
LIBRARY SCIENCE 101
MANAGEMENT: All courses
MARKETING: All courses
MATHEMATICS: All courses
METEOROLOGY: All courses
MUSIC: 101, 111, 135, 137, 152, 161
OCEANOGRAPHY: All courses
OFFICE ADMINISTRATION: All courses
PHILOSOPHY: All courses
Kinesology
POLITICAL SCIENCE: 1
PSYCHOLOGY: 1, 2, 3, 12, 13, 14, 18, 21, 24, 32, 41, 43 and 52 and 72
RADIOLOGIC TECHNOLOGY: 160 and 180
REAL ESTATE: All courses
SOCIOLOGY: 1
SPEECH COMMUNICATION: 60 (A-D), 61, 101, 102, 104, 106, 111, 113, 122, 130
SUPERVISION: All courses
TELEVISION: 911
THEATRE ARTS: 200, 271, and 273; Non-Academy Students (100, 243, 300, 315, 413 and 450)



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 six 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. Please 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.

GRADE REPORTS

Any drops or exclusions that occur between the 5th and the 12th week of the Los Angeles Community College District does not mail grades to students. Students may receive information on their grades through the Student Telephone Enrollment Process (STEP). (See elsewhere in this catalog for additional information about STEP.) To receive grade information, follow these procedures:

Step One: Dial one of the following numbers: (323) 226-1999; (213) 689-8888; (310) 605-0505; (818) 988-2222. STEP's voice response will guide you with each entry. Press * to correct any mistakes.

Step Two: Press 1 for Los Angeles City College.

Step Three: Press 1 for Spring, 2 for Summer, or 3 for Fall semester

Step Four: Enter your social security number without dashes (or student identification if it is different from your social security number)

Step Five: Enter your Personal Identification Number (PIN).

Step Six: Press 3 to hear your grades.

Step Seven: Press 9 to exit the system.

You may obtain a printed copy of your grades from the LACC Admissions Office. This printed copy is not a transcript or a Verification of Enrollment. If you need a transcript or a Verification of Enrollment, you may order it from the Admissions Office. Refer to "Transcripts/Verification" elsewhere in this catalog.

ADDING/DROPPING CLASSES AND COLLEGE WITHDRAWAL

LACC policies regarding adding and dropping classes are listed below. These policies are subject to change. Refer to the current Schedule of Classes for current information.

Only students who have been admitted to the College and are in approved active status may add or attend classes. Registered students who are on a waiting or standby list must obtain permission from the instructor to add the class.

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 Center are available to add by telephone.

Students wishing to drop one or more classes must do so through the Office of Admissions by filing a drop card or through the telephone (STEP) or web site.

It is the student's responsibility to drop from class if he or she decides not to attend or stops attending. Students might not be automatically dropped and/or excluded and will be accountable for any fees due.

The following schedule applies to dropping classes.

Any drops or exclusions that occur before the end of the 2nd week of the semester will not be noted on the student records.

After the last day of the 12th week of the semester (or 75% of the time the class is scheduled, whichever is less) will result in a "W" ("Withdrawal") on the student's record, which will be included in the determination of progress probation.

Drops are not permitted beyond the end of the 12th week. A grade (A, B, C, D, F, P, I, or NP) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances. Petitions may be obtained from the Office of Admissions.

It is recommended that students consult with a College Counselor when withdrawing (dropping all classes). Clearance of the record in courses where equipment has been issued is required when students separate from such classes.

PROBATION & DISMISSAL

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.

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

Academic Probation: The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

Progress probation: The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent (50%).

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

Students shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal from Los Angeles City College shall disqualify students from admission to any college in the Los Angeles Community College District (LACCD).

Academic Dismissal: Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of three consecutive semesters.

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

Progress Dismissal: Students who are on progress probation shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of W, I and NP are recorded is less than fifty percent (50%).

Students who are subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Students who have been dismissed may request reinstatement after two (2) semesters have elapsed. They shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students must file a petition to return prior to the day for new and returning students to register in person. Refer to the College Calendar in the current Schedule of Classes for effective dates.

COURSE REPETITION

See an Academic Counselor For Advisement

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

Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than "C") were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the cumulative grade-point-average and the student academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ. Students planning to transfer to another college or university should contact that institution regarding its policy.

•Student may also repeat certain activity, performance, and skills courses as stated below:

Legally mandated training requirement: Courses necessary to meet legally mandated training requirements as a condition of continued paid or volunteer employment may be repeated for credit any number of times.

Content differs each time the course is offered: The course outline of record must clearly differentiate how the content changes each time. Applied courses, such as production and studio courses, may also qualify as activity courses (see below). Courses where students apply theory may also fall under the category of content changing each time. Examples of these types of courses are poetry writing creative writing or conversational Spanish. Other examples of courses where content changes each time are: directed study, field work, special topics, or current events. Theory courses should not be repeatable.

Activity courses: are defined as those where the students meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated, provided : (A) skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained. Examples of activity courses that qualify as repeatable courses include but are not limited to the following: Kinesology courses or visual or performing arts courses in music, fine arts, theater, dance, or career technical education courses. Foreign language and ESL courses are not considered "activity courses".

CREDIT BY EXAMINATION

Some courses in listed in this catalog are eligible for credit by examination.



1. Methods of obtaining credit by examination.
 - a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
 - b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
 - c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.
2. Determination of Eligibility to Take College Administered Examinations.

Students who qualify:

 - a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of "C" (2.0) in any work attempted at Los Angeles City College.
 - b. May petition for credit by examination if they
 - 1) Are eligible to take such course for credit under existing regulations;
 - 2) Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.

3. Maximum credit allowable for credit by examination:

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

Limitations :

- a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
- b. Recording of Credit: Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the course posted on their cumulative record indicating "Credit" in the grade column. The number of units of credit recorded for any course may not exceed those listed in the College catalog.

4. Acceptance Towards Residence

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

5. Recording of credit:
 - a. If a student passes the examination, the course shall be based on his/her cumulative record indicating "Credit" in the "Grade" column.
 - b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTION

Students transferring from institutions not accredited by the Western Association of Schools and Colleges may, after successful completion of 30 units with a "C" or better grade-point-average, petition for credit in courses which parallel the offerings of the College.

The following exceptions for currently enrolled students may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing. The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter a Los Angeles Community College District college:
 - A. Thirty semester units of credit will be awarded to graduates of Diploma Schools of Nursing under the following conditions:
 - i. The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - ii. The student has completed at least 12 units of credit at the College to which application is made.
 - B. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given although the license was obtained by reciprocity with another state rather than by examination.
 - C. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
 - D. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. 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.

3. 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 will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- B. A single block of credit will be given and identified as academy credit.
- C. One unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.

5. Recording of Grade Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the record of such examination entered on their record as "CRX" (Credit by Exam), as provided by the LACCD Grading Symbols and



Definitions Policy.

*The exception being foreign languages.

EVALUATION OF FOREIGN AND INTERNATIONAL TRANSCRIPTS

Students who wish to receive course credit for college and university work completed in a foreign country or outside of the United States must have their transcripts evaluated if the transcript is in foreign language.

It is also recommended that course descriptions be submitted along with the evaluated transcript, for courses that the student would like to receive credit. The process for receiving credit for Foreign/International Transcripts is as follows:

1. A petition must be submitted to the Admissions Office in AD-100 to request credit for the courses in question along with the evaluated transcripts. If you don't know where to take your Foreign/International transcripts to be evaluated, the Admissions Office will provide you with a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.
2. It is advisable that you provide the Admissions Office with course descriptions, where possible, of the evaluated course work, or any catalog information that may expedite the evaluation process. Please refer to the university or college the course work was completed, to request course descriptions.
3. After your petition and transcripts have been evaluated, you will be informed of the outcome. If you do not agree with the outcome of your petition, you may petition the appropriate Department Chair. The decision of the Department Chair is final.

CANCELLATION OF CLASSES

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

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

STANDARDS OF STUDENT CONDUCT

Board Rules website: lacc.edu/board_rules

Students 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.

Students 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.

Student conduct must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, include, but are not limited to, the following:

BOARD RULE 9803.10

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

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.

BOARD RULE 9803.12

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

BOARD RULE 9803.13

Unauthorized entry to or use of the College facilities.

BOARD RULE 9803.14

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

BOARD RULE 9803.15

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

BOARD RULE 9803.16

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

BOARD RULE 9803.17

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

BOARD RULE 9803.18

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

BOARD RULE 9803.19

Alcohol and Drugs. Any possession of controlled substances which



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

BOARD RULE 9803.20

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

BOARD RULE 9803.21

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

BOARD RULE 9803.22

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

BOARD RULE 9803.23

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

BOARD RULE 9803.24

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

BOARD RULE 9803.25

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

BOARD RULE 9803.26

Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. (b) Unauthorized transfer of a file. (c) Unauthorized use of another individual's identification and password. (d) Use of computing facilities to interfere with the work of a student, faculty member, or college

official, or to alter college or district records. (e) Use of unlicensed software. (f) Unauthorized copying of software. (g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

BOARD RULE 2803.27

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

BOARD RULE 9804

Interference with Classes. Every person who, by physical force, willfully obstructs or attempts to obstruct, 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 to exceed one (1) 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 or concert with others, to impede access to or movement within which the premises are devoted.

BOARD RULE 9805

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

BOARD RULE 9805.10

Assault or abuse of an Instructor. Assault or abuse of 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.

BOARD RULE 9806

Unsafe Conduct. Conduct which poses a threat of harm to the with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative



Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

STUDENT DISCIPLINE PROCEDURES

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct .

The LACCD has adopted Board Rule 91101, "Student Discipline Procedures," to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

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

STUDENT GRIEVANCE PROCEDURES-OMBUDSPERSON

ADMINISTRATIVE REGULATION E-55

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from the Ombudsperson in the Office of Student Life & Leadership Development, located in the Student Union. The ombudsperson can be reach at ombudsperson@lacity.college.edu. The purpose of this 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 a student, or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

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. If the matter cannot be resolved informally, the student may request a formal grievance hearing. 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."

This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, 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. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and the College Catalog. Procedure may be obtained from the Ombudsperson, located in in the Office of Student Life & Leadership Development, located in the Student Union . For assistance, call (323) 953-4000 ext. 2453 or email ombudsperson@lacity.college.edu.

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 aid shall be fully open to enrollment and participation by any person who has been admitted to Los Angeles City College and who meets the prerequisites established according to the regulations contained in California Code of Regulations Title 5 §§55200-55202.

DRUG-FREE CAMPUS

Los Angeles City College 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.

The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits: 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 is 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. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

The LACCD Board of Trustees policy on the Drug-Free Workplace restates these prohibitions.

Legal Sanctions

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



Health Risks

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

Other Risks

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

Counseling, Treatment and Rehabilitation

Students should contact the LACC Counseling Office for assistance and referrals.

Disciplinary Action

Violation of the above Board Rules shall result in student discipline, imposed in accordance with the Student or termination of financial aid;

suspension; withdrawal of consent to remain on campus; expulsion subject to reconsideration; and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and Federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

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

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.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

See Student Records and Directory Information, elsewhere in this catalog.

HEALTH FEE WAIVERS (STUDENT)

LACCD policy exempts the following students from paying the student health fee: a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect; c) students attending classes under an approved apprenticeship training programs; d) non-credit education students; e) students enrolled exclusively at District sites where health services are not provided; f) students enrolled exclusively through Instructional Television or distance education classes; g) students enrolled exclusively through contract education. Students exempted under the provisions of a), c) and d) 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.

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 administrator.

WORKFORCE DIVERSITY

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 Los Angeles City College should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

ADDITIONAL POLICY**INFORMATION SECTIONS**

Please see Table of Contents:

Equal-Opportunity Policy
Compliance Procedure
Sexual Harassment Policy
Limited English Proficiency

SERVICES & PROGRAMS**ADMISSIONS & RECORDS**

Cesar Chavez Administration Building 100 • (323) 953-4000 ext. 2104

<http://www.lacitycollege.edu/citymain/admissions.html>

For information, see the catalog section on Admissions, page 6.

ASSESSMENT

Appointments: Cesar Chavez Administration Building, Room 103. Assessment Lab: AD318
(323) 953-4000 ext. 2264

<http://www.lacitycollege.edu/services/matriculation/>

For information, see the catalog section on Admissions, page 7

ASSOCIATED STUDENT GOVERNMENT (ASG)

Student Union • (323) 953-4000 ext. 2475

<http://aso.lacitycollege.edu/>



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 - 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 Student Activities Center (SAC). 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 9 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, is available in the Office of Student Life & Leadership Development in the Student Union, or by calling (323) 953-4000 extension 2450. All students are encouraged to get involved and get more out of college.

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 (323) 953-4000 ext. 2140

<http://www.lacitycollege.edu/resource/bookstore/>

Hours posted outside store. (Normal Business Hours are M-Th, 7:30am to 7:00 pm Friday 7:30 am to 3:00pm)

The Los Angeles City College Bookstore offers a wide variety of textbooks, supplies and materials that help LACC students succeed in their classes. Faculty provide information to the Bookstore concerning textbooks, supplies and material needs for courses. The bookstore provides these items for purchase by LACC students. In addition, there is the opportunity

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

—Please see cashiers for refund policy and more information—

REFUNDS

Cash register receipt **MUST** accompany all refunds and exchanges

— **NO EXCEPTIONS.**

TEXTBOOKS

Required textbooks are arranged alphabetically by subject within their respective departments and numerically by course number. The instructors name will be listed under the book. Used books, if available are on the shelves with the new books. They are clearly marked USED. You should not purchase your textbooks until you are officially enrolled.

Full refunds on textbooks will be allowed during the first 10 school days of the Fall and Spring Semesters and the first 5 days of the Summer, Winter and short-term classes (5 weeks or longer). [see requirements below]. Refunds for books purchased for 8-day courses or courses shorter than 5 weeks will only be allowed during the first day of class.

Refunds for textbooks purchased after the first 10 school days of the Fall and Spring semesters and the first 5 days of the Summer, Winter or short-term classes **MUST** be made within 24 hours of purchase and will only be allowed if the book is wrong or defective.

NO Refunds or Exchanges will be granted on books during the Final



Examination period (i.e. last ten days) of any semester or session.

New Books: Must be returned in same condition as when purchased, free of markings, underlining, soil marks or erasures. Otherwise, the book will be classified as "USED" and refundable at a maximum of 50% of the purchase price. Final determination will be made by Bookstore Management. Water damaged books will not be accepted.

Computer Software: May not be refunded if the package is open. This includes textbooks with software if the shrink-wrap has been opened.

Special Orders: Not eligible for refund.

Shrinkwrapped Textbooks : Packages without software may be refunded if all items in the bundle are in new, sellable condition (to be determined by Bookstore staff). A \$5.00 restocking fee will be charged.

Packages that include cd's, computer disks, cassettes or supplemental booklets etc. must be returned in original, UNOPENED packaging for a refund. Otherwise, they do not qualify for a refund.

SUPPLIES

All clothing and non-textbook items are refundable only if they are in their original package, in new sellable condition, unworn, accompanied by the original sales receipt and returned within 24 hours of purchase.

Cassette tapes, computer disks, paperback books, magazines, catalogs, dictionaries, reference books, dental tools, dissecting kits, compact disks, video tapes, calculators and related items are NOT returnable. Swimwear, goggles, lab glasses, lab smocks and socks are NOT returnable as governed by the California State Health Laws.

CHECK PURCHASING POLICY

Current LACC (or other LACCD campus) Student Registration Fee Receipt and current Associated Student Organization Card or Valid California I.D. or Drivers License are REQUIRED to pay by check.

No temporary, third party or out of state, money orders or checks accepted. Checks must be imprinted with correct name and address and written for the amount of purchase only. No postdated checks are accepted. Customer must have valid California Drivers License or ID and original/current registration printout(from business office) Check writing privileges may be permanently denied after one returned check.

There is a 30-day waiting period for a cash refund on merchandise purchased by check. Merchandise must be returned by return deadline to qualify. A credit slip will be issued and a return date given to pick up refund (30 days from date of purchase). If upon return the check has cleared the district bank (tangible proof required) or the canceled check is presented (both sides) cash will be refunded at time of return.

NOTE- AFTER JULY 1, 2006 IF YOU MAKE A PURCHASE WITH A CHECK, your student id number will be written on your check. if you

do not wish to have your student id number appear on your check, you must use an alternate form of payment!

CREDIT CARD ACCEPTANCE POLICY

Credit cards are only accepted with valid California Drivers License ID that match the name on the card and the card holder must be present. The LACC Bookstore accepts MasterCard, VISA, Discover, and American Express.

NO CASH REFUNDS will be issued on a credit card purchase. Merchandise must be returned by return deadline to qualify. A credit will be issued and forwarded to the credit agency and a copy given to the customer. **

Please note: refunds are sent to our bank each night...your bank may take up to 3 weeks to credit your account.

CASH PURCHASING POLICY

Merchandise must be returned by return deadline to qualify. Cash refunds will be issued at time of return if all other refund policy qualifications are met.

BOOK BUYBACK

No refunds on textbooks purchased during finals. Books may be sold back to the Bookstore at the end of each semester (during finals). The Bookstore will make an effort to Buy Back as many texts as possible from LACC students. It is not an obligation on the part of the Bookstore, but a special service we perform to help keep the cost of books down. How books qualify for buyback– for a book to be bought back by the LACC Bookstore, all of the following conditions must be met. The book will then be purchased at 50% of the purchase price. Check posted signs for dates and times the bookstore will often offer buyback at the beginning of each major term.

1. A signed adoption by the department.
2. Needed for the LACC Bookstore inventory for the next semester.
3. The book is in the correct edition, volume, etc. and in good condition (limited writing and underlining are permissible in most texts). No water damaged books will be accepted.

- The LACC Bookstore will not buy back workbooks, study guides, syllabi or supplementary related materials.

- Final determination of the condition and resale value of a textbook shall be made by Bookstore Management

- Textbooks not bought back by the Bookstore may be purchased by the company conducting the buyback, at a lesser price, subject to that companies buying policy. The Bookstore regrets it cannot buy back all books.

BUSINESS OFFICE

Cesar Chavez Administration Building 111
(323) 953-4000 ext. 2172

The College Business Office handles all college fund collections, club accounts, and Associated Student Organization funds in accordance with LACCD Board rules and is subject to audit.



COLLEGE READINESS ACADEMY

CRA assists students to strengthen their English and/or math foundations. The academy provides basic skills English and Math courses designed to help students prepare for the CAHSEE, GED, and Basic Skills assessments. In addition to providing courses, a wide variety of support services are available to students who qualify. Some of the services include free class materials, in-class tutors, computer literacy, and job placement assistance.

To receive information, please call Coordinator, Juliana Medina at (323) 953-4000 X 2582 or E-Mail at medinaj@lacitycollege.edu

CAL WORKS

Life Science 107 • (323) 953-4000 ext. 2597

Cub Center 209A (next to Bookstore) • (323) 953-4000 ext. 2586

<http://www.lacitycollege.edu/services/calworks/>

Our office provides CalWORKs students with comprehensive support to enable them to be successful in their Welfare to Work (WTW) activity and take positive strides towards self-sufficiency.

The California Work Opportunity and Responsibility to Kids (CalWORKs) Program is part of the Office of Economic & Workforce Development in Academic Affairs. CalWORKs is a comprehensive effort by the State of California and the County of Los Angeles Department of Public Social Services (DPS) to provide education, skills assessment, short/long term training, counseling, job development, child care, resource and referral, and other supportive services to eligible welfare recipients. CalWORKs students are referred to LACC by their county offices to participate in program including: English as a Second Language (ESL); Adult Basic Education (ABE) or Remedial Education (REM); General Education Diploma (GED); Self Initiated Participant (SIP); Vocational Training (VOC); Job Services Training (JST); and/or Work Experience (WEX). Our office also provides students with: important information about the changes in Welfare to Work (WTW) policies; verifications; progress reports; and assistance with other county paperwork or issues regarding GAIN participation.

CAMPUS CHILD DEVELOPMENT CENTER

(323) 953-4000 ext. 2220

The Campus Child Development Center offers a preschool program for children 3 to 5 years of age and an evening program for school age children. The Center provides a developmentally appropriate curriculum that responds to the individual needs of the children, incorporating the learning domains of social, physical, cultural, cognitive and emotional growth. Enrollment is available for the children of LACC student/parents to assist them in completing their educational goals. Priority is given to low-income families. Applications for enrollment are available at the Campus Child Development Center. Applicants are encouraged to apply early because enrollment is limited. A fee may be charged, based upon the family size and income. Many families qualify for the grant program and receive subsidized child care.

CAREER & JOB DEVELOPMENT CENTER

Administration Building 109 • (323) 953-4000 ext. 2210

<http://www.lacitycollege.edu/services/career/index.html>

The Career and Job Development Center provides students with career assessment (testing), career counseling, and information on career choices. The Center offers vocational testing to identify

interests, abilities, personality type, and work values related to career options. In addition, there is a career resource library and internet accessible computers with software programs (i.e. EUREKA) to assist in the career exploration process. The Career Center offers workshops, resume assistance and has information on internships. Services are provided by appointment and on a walk-in basis when available.

COMPLIANCE OFFICER

Cesar Chavez Administration Building 208C • (323) 953-4000 ext. 2249

<http://www.lacitycollege.edu/resource/complianceoffice/index.htm>

Los Angeles City College 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 & 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.

CONTRACT EDUCATION

Cesar Chavez Administration Building 208 • (323) 953-4000 ext. 2062

(Academic Affairs) ext. 2595 (Workforce Education)

Contract Education is designed to enhance the economic development of the State of California. All courses and programs are taught by qualified faculty and meet the same standards of academic rigor as does the traditional, campus-based program. For additional information, contact the Office of Economic & Workforce Development in Academic Affairs.

Through its Contract Education program, LACC provides credit courses and complete lower division transfer programs as well as not-for-credit workshops and customized seminars, for business, industry, and government agencies. The course offerings may be



provided on company or agency premises or on campus. Contract Education course work is paid for by the contracting company or agency.

COMMUNITY SERVICES

Administration Building 112 • (323) 953-4000 ext. 2650

www.lacitycollege.edu/comsvcs/

The Los Angeles City College Community Services Program provides a full range of not-for-credit classes and programs designed to meet the educational, social, recreational, cultural, and civic needs of residents in the college community. Fee and grant funds are received for programs to make them self-supporting.

Educational programs offer the community an opportunity to explore a variety of personal interest areas of learning and to update individual knowledge and skills. Moreover, recreational, cultural, and social programs offer opportunities for community residents to participate in such activities as not- for-credit, short-term programs in dance, martial arts, physical fitness, gymnastics, and sports as well as a variety of self- directed activities.

COUNSELING DEPARTMENT

Cesar Chavez Administration Building 108

(323) 953-4000 ext. 2250

www.lacitycollege.edu/services/counsel/index.html

Academic counseling services are available for all students in the Counseling Department. Students are encouraged to make an appointment to consult with a college counselor. If students need to review their records, appointments should be made in person several days in advance.

No appointments are available the first week of the semester. Walk-in counselors are available to answer quick questions or to provide emergency help for students.

The services available include counseling and guidance on educational, career, and personal goals as well as problems that may interfere with a successful adjustment to college life. The experienced and professionally trained counseling faculty works with students concerning transfer, educational goals, career planning, choice of college or universities, and other decisions involving a direction in life. Counselors also help students select and plan their academic majors, explore future college or other educational choices, and develop specific plans to meet their transfer and graduation goals. Students should consult with a college counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are, and where these abilities and interests may lead. Personal Development courses offered through the department have been structured to prepare and help students complete their college education in a timely manner. The courses are highly recommended for new and returning students.

ENGLISH LITERACY & CIVICS

Van de Kamp Innovating Center (VDK) (323) 953-4000 Ext. 3534

www.lacitycollege.edu/services/citizenship/index.html

also see the “Programs & Courses: Citizenship” section

The LACC English Literacy Program and Citizenship Center are part of the Office of Economic & Workforce Development in Academic Affairs. The English Literacy Program provides eligible students with instruction in non- credit English as a Second Language (ESL), Vocational ESL, Basic Skills, and Tutoring Services, while the Citizenship Center is focused on providing students with all services necessary for completing the citizenship process. These services are available to any permanent resident who has lived in the United States for five years. The Center assists with the N400 form, provides information, takes photographs, sponsors test preparation workshops, and administers the CASAS approved Citizenship Examination.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S) COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

SSV119 • (323) 953-4000 ext. 2300 & 2301

<http://eops.lacitycollege.edu/>

EOP&S is a state-funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic, career and personal counseling, individualized tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

CARE- The CARE Program is a supplement program with EOP&S that provides additional support services for single parents receiving TANF/CalWORKs subsidies. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, parking permits, auto gas card (if funding permits), parenting and job preparation seminars. CARE offers personal and professional support while assisting participants to meet their educational goals.

Bring your registration receipt showing 12 or more active units to Clausen Hall 111B to find out if you qualify. OSS students must be enrolled in 6 or more active units to apply.

EXTRA- & CO-CURRICULAR ACTIVITIES

In addition to the regular academic offerings of the College, various departments make noteworthy contributions to the cultural life of LACC students and its community. Listed below are College-authorized “extra- curricular” (outside or supplemental to course work) activities available to LACC students.

The Art Department presents exhibitions of interest to the diverse community served by the College. The gallery in DaVinci Hall features drawing, painting, graphics, photography, sculpture, and ceramics by artists of local and international reputation, as well as offering a first-time gallery exhibition experience to students.

Forums, guest speakers, and art demonstrations are presented throughout the year and are open to the general student body. Student work is prominently displayed in the first and second floor cases in DaVinci Hall.

The Annual Art Competition and subsequent scholarships reward



outstanding department students with cash awards based on submitted portfolios.

The Citadel is the creative arts and literary journal of Los Angeles City College, presented through the English department. The Citadel publishes works of art, photography, fiction, novels-in-progress, essays, manifestos, and poetry by LACC students. The Citadel publishes work that reflects the socio-cultural changes taking place on campus, in the city, as well as in the world.

The Citadel addresses issues that reflect changes due to America's growing diversity; reviews and illuminates LACC's understanding, respect, and eager embrace of the many cultural aspects of its students from around the world.

The Music Department presents noontime concerts twice weekly during the academic year. The concerts feature outstanding student soloists, ensembles, and guest artists. The department also presents several evening concerts, given by the musical organizations of the department. The concert experiences are designed to keep students informed about current developments in various phases of the music profession.

The Theatre Arts department and the Theatre Arts Academy present several plays each semester utilizing up to three theatres located on campus: the Camino, the Caminito, and the Cameo. In existence since 1929, the department has built a reputation for excellence that is nationally recognized. Scores of its graduates have been invited to Washington, D.C. as part of the Kennedy Center/American College Theatre Festival.

In 1965 the department was designated by the Community College Board of Trustees as the professional theatre training school for the Los Angeles Community College District. It is the largest, most comprehensive professional theatre training institution in the West. As with extra-curricular activities, various departments make noteworthy contributions to Los Angeles City College students and its community through their "co-curricular" (related to course work) activities. Listed below are College-authorized co-curricular activities available to LACC students.

The "Collegian" is the official student newspaper for Los Angeles City College. It is published twice a month during the academic year. Its purposes are to disseminate information of interest to the college students, faculty, staff and administrators and to offer a means for practical application of the journalistic principles and techniques taught through the Media Arts department.

The "Collegian" is published as a learning experience, offered under the College's journalism instructional program of the Media Arts department. The editorial and advertising materials published, including any opinions expressed, are the responsibility of the student newspaper staff, free from prior restraint under the First Amendment to the United States Constitution. Accordingly, material published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, Los Angeles City College, or any LACCD or LACC officer or employee.

The Department of Speech Communication provides opportunities for students to compete in intercollegiate debate tournaments as well as individual Forensics events. Having existed at LACC since the 1930's, the Forensics squad participates in local state, and national competitions throughout the academic year. Established on a strong winning foundation, the current student competitors continue the tradition in speaking events ranging from debate to oral interpretation of literature.

FINANCIAL AID

Student Services Village Rm. 117 • (323) 953-4000 ext. 2010
<http://www.lacitycollege.edu/stusvcs/finaid/>

For more information, see the section on Financial Aid at the beginning of the catalog.

FIRST YEAR EXPERIENCE

AD 108

The First Year Experience Learning Community is a program that allows freshmen students an alternate approach to learning that encourages relationships with peers and their instructors. Participants will enroll in selected classes as a group. Peer mentors will be assigned to assist in the classroom. Academic counseling will be provided for all participants, helping to ensure the students' academic needs are met. Such reinforcement helps student retention, encourages student partnerships, and creates an encouraging learning environment. Interested students should apply as soon as possible because space is limited.

THE FOUNDATION

LOS ANGELES CITY COLLEGE FOUNDATION

LACCF • (323) 953-4000 ext. 2490

www.laccfoundation.org 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 devises 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; and (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 tax payer ID# is 95-6207819.

FOSTER & KINSHIP CARE EDUCATION AND THE INDEPENDENT LIVING PROGRAMS



Student Services Village Rm. 127C (323) 953-4000 ext. 2335
Los Angeles City College offers various educational programs, ranging from basic to advanced levels, to help caregivers meet the complex and unique needs of the children placed in their homes. The Foster Care Education program trains Foster, Adoptive, and Kinship caregivers to improve the lives of families in crisis by promoting teamwork and sensitivity.

All classes are free and open to various types of Foster Care providers. We offer classes in English and Spanish.

Available workshops include: Foster & Kinship Care Education (FKCE); Medical or Specialized FKCE Pre-Service (F- Rate or D- Rate); Model Approach to Partnerships in Parenting (PS-MAPP); Kinship Orientations. Certificate provided upon completion of the requirements.

LOS ANGELES CITY COLLEGE

GUARDIAN SCHOLARS

EOPS/CARE - SSV 127 (323) 953-4000 ext. 2300

The LACC Guardian Scholars (GS) Program is a comprehensive program that supports current and former foster youth from 16-24 years of age as they pursue their educational/vocational goals. GS provides a seamless integration of student support services including admissions, financial aid, counseling, OSS and EOPS/CARE. The program is conducted under the auspices of the EOPS/CARE program which has the primary function of supporting and assuring that each Foster Youth student is adequately guided and mentored throughout the entire educational process.

HEALTH & WELLNESS CENTER

Life Science 101 • (323) 953-4000 ext. 2485

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. (For information on Health Fee Waivers, see "Policies: General.")

HEALTHY ADVOCACY RESPONSE TEAM (HART)

(323) 953-4000 ext. 2450

The College has trained staff to assist students who may be victims of rape, sexual assault and/or stalking. Students who have been assaulted should immediately go to the College Sheriff Office to report the incident -

(323) 662-5276. Or, from any campus pay phone, dial #3.

Inquiries about this team should be directed to the Chair of HART at (323) 953-4000 ext. 2450 or 2280.

HONORS PROGRAM (The Ralph Bunche Scholars Program)

(323) 953-4000 ext. 2340, AD 205B

http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html

The Ralph Bunche Scholars Program is designed to prepare the highly motivated student for transfer. Honors students who complete a minimum of 15 units (5 classes) of Honors credit will receive certification in the Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University.

For more information see the "Transfer Information" section.

INSTRUCTIONAL TELEVISION (ITV)

www.lacitycollege.edu/ITV • (818) 833-3594 (Mission College Office)

<http://www.lamission.edu/itv/>

ITV allows the students to take general education classes which meet transfer and graduation requirements at their own pace through videos and the internet. The award winning videos provide course content, the internet provides an online community for class discussions, virtual tours and online quizzes. Exams are taken on campus, there are on campus seminars on the weekends (approximately once a month). Students may attend seminars and take exams on campus. All classes are three units, except Math 125 which is five units. The tuition is the same as on-campus classes.

INTERNATIONAL STUDENT CENTER

Cub Center • (323) 953-4000 ext. 2470

<http://intl.lacitycollege.edu/>

The LACC International Student Center is a one-stop office that provides admissions, testing, academic counseling, registration, adding and dropping of classes, letters of certification, transcripts, intent to transfer letters and on-campus and off-campus work authorization. The Center also assists students with paperwork to apply to the Immigration and Naturalization Service for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning. Los Angeles City College is authorized under Federal law to enroll nonimmigrant alien students.

International Students: Eligibility For Admission to LACC

To be eligible for admission to Los Angeles City College, the student must:

- Have a score of four-hundred-fifty (450-paper based/133-computer based/45-internet based/) or more on the TOEFL (Test of English as a Foreign Language).
- Show the ability to pay the nonresident tuition, currently \$169 per unit.
- Have earned a high school diploma from a high school in the United States or the equivalent education from a foreign country. (Immigration requires students to be enrolled in 12 semester units to maintain visa status.) The student must also show the ability to pay living and personal expenses for twelve (12) months, which are estimated to be \$10,000. If you are currently living outside the United States, the deadlines are May 30 for the Fall semester and November 15 for the Spring semester. For additional information, write to:

Director, International Student Program

Los Angeles City College

855 North Vermont Avenue

Los Angeles, CA 90029



JOB PLACEMENT SERVICES

Cesar Chavez Administration Building 109 • 953-4000

Current and graduated LACC students are entitled to use the job placement services of the College and those at all Los Angeles Community College District colleges. A job board listing current offerings in the LACC service area is located outside the Student Assistance Center.

LEARNING SKILLS CENTER

Learning Resource Center, lower level.

(323) 953-4000 ext. 2770 or 2772

The Learning Skills Center (LSC) provides the opportunity for students to improve their basic study skills in mathematics and language arts. Students may register for classes in the LSC up through the first fourteen weeks of the semester. One-unit classes are offered on an open entry/ open exit basis and can be taken as pass/no-pass. (Credit for individualized, self-paced, open entry/open exit courses may not be counted as part of a student minimum load in qualifying for benefits until the courses have been completed.)

Programs are individualized and developed on the basis of diagnostic tests administered to each student to determine his or her academic needs. A student's program is designed to include self-paced instruction, instructor-student conferences, and peer tutoring sessions. Emphasis is placed on the improvement of basic skills in reading, vocabulary, study skills, writing, grammar, basic mathematics, and algebra. Tutoring in most subjects is available. The LSC also offers small group classes in conversation, speech, resume writing, and math anxiety.

LIBRARY

Martin Luther King, Jr., Library • (323) 953-4000 ext. 2400

www.library.lacitycollege.edu

The library features:

- ▣ Reference Center with Faculty Librarians for Research Assistance
- ▣ Circulation/Periodicals Desk with Textbooks, Reserve Material, Magazines, and Newspapers
- ▣ 170 Computers for Students
- ▣ 2 ADA Stations
- ▣ 2 Tables with low/high adjustability
- ▣ Wireless Access
- ▣ Photocopy Center
- ▣ 2 Print Station Desks with B&W and Color Copying & Printing
- ▣ 17 Group Study Rooms
- ▣ 180,000 Books (11,000 eBooks)
- ▣ 100 Magazine and Newspaper Subscriptions plus historical issues
- ▣ Online Databases with Remote Access

A library brochure and instructor-requested orientations are available through the Reference Center. Two one-unit courses are offered: LS 101 Library Research Methods and LS 102 Internet Research Methods. 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 115 • (323) 662-5276

Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office.

OFFICE OF SPECIAL SERVICES

Clausen Hall 109 • (323) 953-4000 ext. 2270 • TDD (323) 667-0812
www.lacitycollege.edu/services/DSPS/

The Office of Special Services (OSS) is one of the student services at Los Angeles City College designed to provide educational support and access to programs for currently enrolled students. A variety of programs and services are available to eligible students with disabilities, providing them the opportunity to fully participate in Los Angeles City College's programs and activities through appropriate and reasonable academic accommodations. Provision of these accommodations allow students with disabilities equal access to all aspects of their education, however students must master all competencies required by Title B of the California Educational Code and comply with the Student Code of Conduct adopted by Los Angeles City College.

The following OSS offices are located in Clausen Hall 109: Counseling, ACL, Tutoring, the High Technology Center, and Learning Disabilities Services. Additional counseling is available in the main Counseling Office.

Services provided include but are not limited to: information and referral, advocacy and liaison, academic counseling, learning disability assessment, special education and learning skills classes, high technology center, sign language interpreter, readers, note takers, captioning and Braille transcription.

RELATED INFORMATION (NOT HANDLED BY OSS)**Disabled Parking**

Disabled parking spaces are available in all college designated parking lots. Any vehicle parking in a college disabled parking space must display a State of California issued Disabled Parking Placard or they will be issued a citation.

Closed Captioning

Federal laws require that all instructional videos be closed captioned to ensure that all students have full access to instructional material. Academic Departments needing to close caption existing videos should contact OSS. Any new instructional videos purchased by the college must meet this requirement.

SATELLITE LOCATIONS**NORTHEAST CAMPUS**

LACCD Van De Kamp Innovation Center (VDK)

2930 Fletcher Drive - 2nd floor

(323) 953-4000 ext. 2230

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and on-line courses.

Office Of Student Life & Leadership development Located in the Student Union

(323) 953-4000 ext. 2450



The Office of Student Life & Leadership Development are dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to supporting and preparing LACC's student's development through training workshop, and access to resources. We are dedicated to meeting each individual student's needs so they are equipped with skills that can be transferable in their personal, academic and professional lives .

STUDENT ASSISTANCE CENTER

Cesar Chavez Administration Building 105
(323) 953-4000 ext. 2455

The Student Assistance Center is the first stop for students who want to register for classes. A multilingual staff assists students in completing applications for admission to LACC. The Center provides a wide range of support systems, including general campus information as well as a confidential evaluation and referral service. The Center offers community referrals for employment, child care, medical treatment, family planning, county public assistance, housing, legal aid, and psychological counseling.

TRIO/STUDENT SUPPORT SERVICES

Clausen Hall 116 • (323) 953-4000 ext. 2468/2466

www.lacitycollege.edu/services/trioss/

TRIO/Student Support Services is a federally funded program designed to serve 160 students who have identified transfer to a four-year university as their academic goal. To meet eligibility requirements, students should be low income, first generation college students and/or students with disabilities evidencing academic need. Eligibility requirements also include having a GPA in the "C" range and students who have not completed an Associate's degree. Participants must be U.S. Citizens or permanent residents. Services provided include academic, career and personal counseling, full financial aid package consideration, tutoring referrals, educational workshops, (eliminate priority registration), free cultural events & field trips, computer lab usage, and laptop/calculator loan program. Interested students should apply as soon as possible because space is limited.

TRANSFER CENTER

Cesar Chavez Administration Building 109 • (323) 953-4000 ext. 2215

<http://www.lacitycollege.edu/services/transfer/>

At LACC, you can complete the first two years of a Bachelor's degree then transfer to a 4-year university as a Junior. Representatives from the University of California and California State University campuses, as well as private universities, visit the Center on a regular basis to provide up-to-date transfer information to students. Questions on the transfer process, admission requirements and procedures, financial aid, majors and student services are answered. UC, CSU and USC applications are available, and workshops on various aspects of transferring are scheduled throughout the year. Also, catalogs from every accredited college and university in the United States are available in the Center and on websites and CD Rom. For more information see the "Transfer Information" section.

UPWARD BOUND

Administration Building 100J • (323) 953-4000 ext. 2315

<http://www.lacitycollege.edu/services/upwardbound/ubprogram1.htm>

The Upward Bound Program is a federally-funded program designed to prepare high school students for success in college and professional careers. It is one of 500 such programs funded nationwide, all of which

are working to increase representation of low-income students in higher education. The program serves students from Belmont, Fairfax, Hollywood, and Manual Arts High Schools, and provides academic support and career guidance services to students from their tenth grade until they graduate from high school, and enter a post-secondary education program. Students qualify for the program by being from low-income families where the parents have not earned a B.A./B.S. degree.

During the academic year, the Upward Bound Program provides participants with tutoring and advising services at their high schools and conducts Saturday Academy sessions on the LACC campus. Every summer, participants attend an intensive 6-week Summer Academic Program at LACC, where they enroll in courses and earn credits towards high school graduation. Instruction includes courses in Math, English Composition, Laboratory Sciences, Computers, Languages, Social Studies, and various Visual and Performing Arts. Throughout the year, the program provides tutoring services, instruction in college-level study skills, exposure to professional careers, and guidance through the college application and financial aid processes. The program also conducts trips to four-year colleges and universities, theatre performances, leadership conferences, and other enriching experiences.

OFFICE OF STUDENT LIFE & LEADERSHIP DEVELOPMENT

Located in the Student Union

(323) 953-4000 ext. 2450

The Office of Student Life & Leadership Development are dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to supporting and preparing LACC's student's development through training workshop, and access to resources. We are dedicated to meeting each individual student's needs so they are equipped with skills that can be transferable in their personal, academic and professional lives .

VEHICLES ON CAMPUS

See The Current Schedule of Classes For Additional And Current Parking Information

Board Rule 7400. Parking And Movement Of Vehicles

Parking and movement of vehicles on District-owned property shall be controlled by the College President, who shall prepare, post, and make available any special regulations. The LACCD Chancellor shall make these regulations available at the District office. Vehicle Code 21113.

Board Rule 7401: Damage Or Loss Of Property

Neither the Board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

Board Rule 7402: Injury



Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in which the District would be liable under the Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

VETERANS' RESOURCE CENTER

Student Union • (323) 953-4000 ext. 2024

Veterans, service members, and their survivors and dependents may apply for their VA Educational Benefit Programs through the Veterans' Resource Center. To initiate the VA Certification Process, Veteran students must complete a VA Application form and submit it with their DD-214, Verification of Enrollment, and Veteran Educational Plan to the Veterans' Affairs Office. Veteran students who had previously attended another post-secondary institution

must submit a transcript from the institution (civilian and military) for evaluation by an academic counselor prior to certifying for a second enrollment period. Los Angeles City College, as required by the Department of Veterans' Affairs (DVA) policy, conducts an evaluation of all prior postsecondary education, experience and training (civilian and military) before certifying for a second enrollment period. As required, Los Angeles City College grants the appropriate credit, shortening the training period proportionately, and notifies both the DVA and the student of the amount of credit allowed towards their declared program.

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon Los Angeles City College 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.





Build Your Future!

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X-Ray Tech

Dental Tech

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Registered Nursing

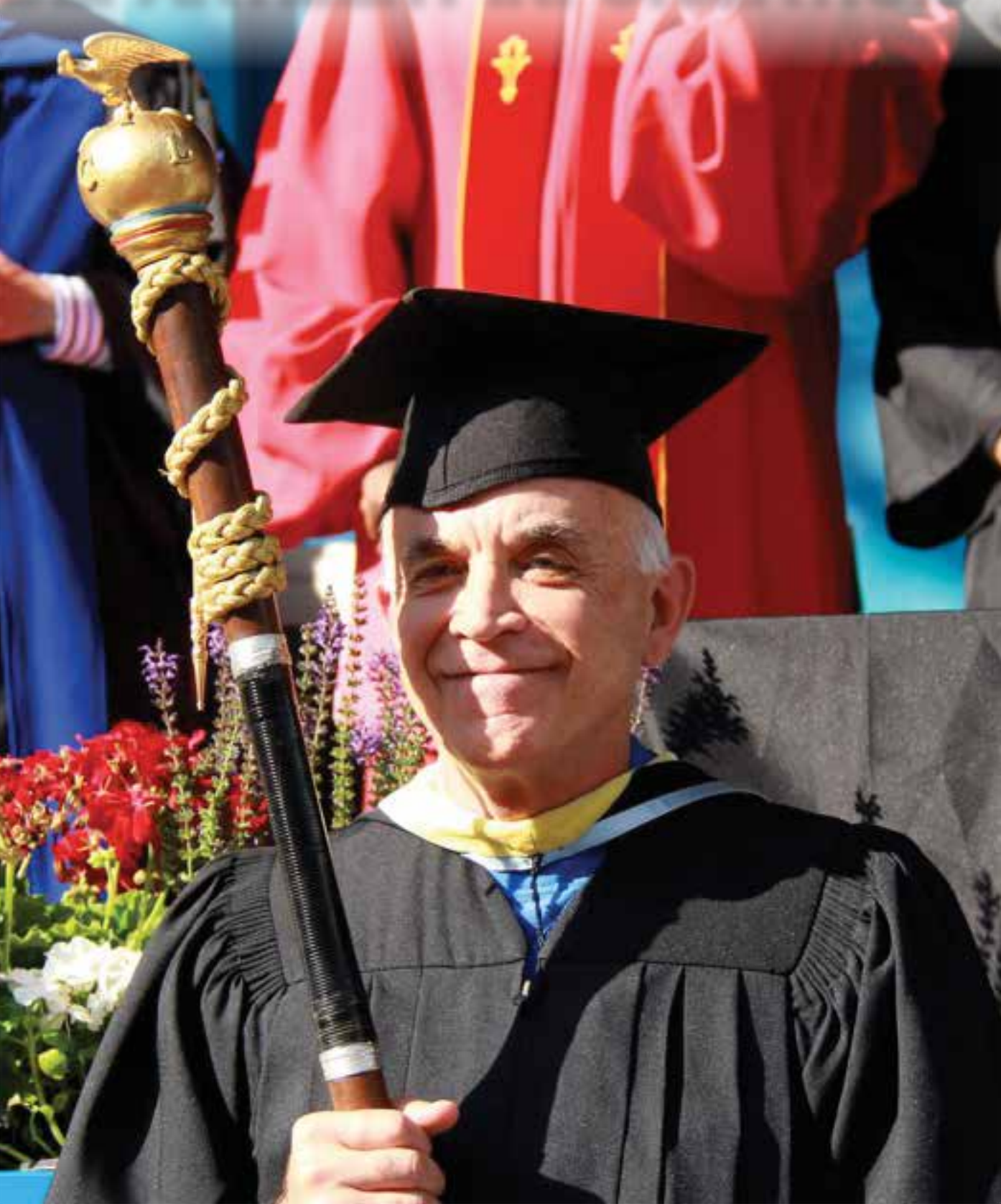
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online
Today!**

LACC

lacitycollege.edu



DEPARTMENT INFORMATION



Business/(CAOT).....	Britt Hasteley	Cesar Chavez Admin. Bldg. 316B / ext. 2549
Computer Science - Information Technology / Computer Technology.....	Roger Wolf.....	Franklin Hall 103 / ext. 2810
Counseling (Personal Development).....	Reri Pumphrey.....	Cesar Chavez Admin. Bldg. 108 / ext. 2250
Communication.....	Kathleen Beaufait	Communications / ext. 2964
Dental Technology	Dana Cohen	SCI 324A/ ext. 2502
Electronics	Roger Wolf.....	Franklin Hall 103 / ext. 2810
Engineering	Dr. Jayesh Bhakta	SCI 222D/ ext. 2923
English/ESL.....	Bernadette Tchen	JH 301B / ext. 2703
Foreign Language & Humanities	Eiko Chatel	Da Vinci Hall 312B / ext. 2737
Earth Sciences & Chemistry.....	Michael Farrell.....	SCI 324G / ext. 2600
Humanities.....	Eiko Chatel	Da Vinci Hall 312B / ext. 2737
Journalism (Media Arts).....	Daniel Marlos.....	Chemistry Basement / ext. 2835
Law/Administration of Justice	Wilhelm Vargas.....	Holmes Hall 200F / ext. 2754
Learning Skills	Maryanne Des Vignes	Learning Resource Center 103 / ext. 2770
Library Science.....	Barbara Vasquez.....	Library 216 / ext. 2407
Life Science (Biology/Anatomy).....	Sean Phommasaysy.....	SCI 222I / ext. 2795
Math.....	Roger Wolf.....	Franklin Hall 103 / ext. 2810
Music	Christine Park.....	Clausen Hall 244 / ext. 2880
Nursing	Jocelyn Simpson Turk	SCI 218 / ext. 2065
Philosophy	Dr. Rochellee Sechooler.....	Holmes Hall 200 / ext. 2763
Photography (Media Arts).....	Daniel Marlos.....	Chemistry Basement / ext. 2835
Kinesiology	Dan Cowgill	Men's Gym 104 / ext. 2660
Psychology	Dr. Rochelle Sechooler.....	Holmes Hall 100 / ext. 2930
Physics/Astronomy/Engineering.....	Dr. Jayesh Bhakta	SCI 222D / ext. 2923
Radiologic Technology (X-Ray).....	John Radtke	Radiologic Technology Bldg. / ext. 2942
Social Science	Dr. Wendel Eckford.....	Franklin Hall 219E / ext. 2561
Theater	Kevin Morrissey.....	Theatre Arts Bldg. 117 / ext. 2992



ADMINISTRATORS AND FACULTY LISTINGS

Aaron, Melvin C. (2001)
Associate Professor of History
B. A., University of California,
Santa Barbara
M.A., University of Washington
Ph.D. Candidate, Howard University

Abayachi, M. A. (1998)
B.A., San Diego State University
B.S., San Diego State University
M.A., San Diego State University

Adeniyi, Adeleye (1993)
Associate Professor of Mathematics
B.S., M.S., Indiana State University

Aguilar, Hector R. (1988)
Associate Professor of Counseling
B.A., University of California,
Los Angeles
M.Ed., California State University,
Dominguez Hills

Alfaro, Arturo (2009)
Assistant Professor of
Radiologic Technology

Allen, Joyce Faye (1989) Professor of
Learning Skills B.A., Pitzer College
M.A., California State University,
Dominguez Hills

Almurdaah, Ashraf (2001)
Professor of Finance & Economics
B.A., American University of Beirut
M.A., University of Kansas

Anderson, Randy (2007)
Dean of Student Services,
Special Programs
B.S., M.S. University of Utah
Ed.D., Argosy University

Anderson, Robert (2005)
Assistant Professor of Real Estate
B.A., St. Lawrence University,
Canton M.B.A. Wayne State University
California Real Estate Broker

Armour, Kresse (2011)
Professor of Political Science
B.A., California State University,
Bakersfield
M.A., California State University,
Bakersfield

Arvidson, Dean (1995)
Associate Professor of Physics/Astronomy
B.A., University of California, San Diego
M.S., California State University, Los Angeles

Asfaw, Ephrem (2007)
Adjunct Professor of Chemistry
B.S., University of California, Los Angeles
M.S., University of California, San Diego

Atkinson, Pamela (2000)
Instructor, CSIT/CT
A.A., Los Angeles City College
B.S., California State University, Los Angeles
M.B.A., University of La Verne

Auza, Enrique A. (1977) Professor of
Economics
B.A., University of the Pacific
M.A., Sacramento State University

Ayuyao, Elenita (1984)
Professor of Business Administration
B.S.C., University of Santo Tomas
Certified Public Accountant,
State of California

Badalian, Raymond (1995)
Associate Professor of Mathematics
B.S., M.S., Claremont

Baghdasarian, Glen (2007)
Assistant Professor of Chemistry

Bae, Youngmin (2001) Associate Professor of
Foreign Language and Humanities
B.A., University of California, Los Angeles
M.A., University of California, Davis

Baek, Young (2003)
Adjunct Faculty of CAOT
Education, M.A., Cal State University, Pomona

Baldwin, Amy
Associate Professor of Psychology

Beaufait, Kathleen (1989) Associate Professor
of Speech B.A., M.Ed., Marygrove College

Beckett, Andrea Mara (1989)
Adjunct Associate Professor English/ESL
B.A., Humboldt State University
M.A., University of Southern California
Ph.D. University of Southern California

Bell, Brenda (2001)
Professor of Business Administration
B.B.A., Albany State University
M.A., Claremont Graduate University

Belviz, Mely M. (1988)
Associate Professor of Counseling
B.S.E., University of the East
M.A., University of St. Thomas; University of
California, Los Angeles

Berkowitz, Dalit (2004)
B.F.A., Carnegie Mellon University
M.A., Teachers College, Columbia University

Bernard, Guy R. M. (1989)
Associate Professor of English/ESL
B.A., M.A., University of California, Los
Angeles TESL Certificate, University of
California, Los Angeles

Bhakta, Jayesh (2005)
Associate Professor of Physics/Engineering
B.S., Ph.D., University of Birmingham U.K.

Bimber, Kathleen (1996) Professor of Child
Development
B.A., California State University, Northridge
M.A., Pepperdine University

Blake, C. Marc (1979)
Professor of Music
B.A., B.M., University of Redlands
M.M., Ph.D., University of California, Los Angeles

Bledsoe, John (1993)
Associate Professor of Theater
B.S., Woodbury University
B.A., University of California, Los Angeles
M.F.A., University of Southern California

Blum, Jeffrey S. (1996)
Associate Professor of Psychology
B.A., M.A., Ph.D., University of California,
Los Angeles

Boan, Terry A. (2001)
Associate Professor of Chemistry
B.S., M.S., University of California,
Santa Barbara



- Brady, Reginald (1989)
Assistant Professor of Counseling
B.A., M.A., California State University,
Dominguez Hills
Ph.D., California School of
Professional Psychology
- Bunn, Helen (2001)
Assistant Professor of Speech
- Caballero, Jesse (2000)
Associate 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
- Cairns, Nancy J. (2000)
Associate Professor of Kinesology /
Health
B.S., M.S., California State University,
Northridge
- Cano, Thomas (1996)
Professor of Kinesology/Health
B.A., California State University, Los
Angeles
M.A., Azusa Pacific University
- Carter, Elaine (1991) Professor of
Chemistry B.S., Tufts University
M.S., Boston University
- Caufiled, Patricia (2001) Associate
Professor of Art
B.A., Cal State Dominguez Hills
M.F.A., Cal State Long Beach
- Genquizca, Lee (2005)
Assistant Professor of Life Science
- Chatel, Eiko Kitajima (1990)
Associate Professor of Foreign
Languages
B.A. Kumamoto Women's University
M.A., California State University, Long
Beach
- Chiu, Wayne (2004)
Assistant Professor of Architecture
B.A., University of Southern California
- Choi, Hye Jin (2010)
Assistant Professor of Counseling
B.A., M.Ed., University of California,
Los Angeles
- Clark, Anthony (2005)
Assistant Professor of Sociology
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Northridge
- Cofer, Christopher W. (2007)
Political Science
B.A., California State University, Northridge
M.P.P.A., Baylor University
- Cohen, Arax (1997)
Associate Professor of Dental Technology
C.D.T., National Board of Certification of Dental
Technology
B.S.B.M., University of Phoenix
- Cohen, Dana (1978)
Associate Professor of Dental Technology
C.D.T., National Board of Certification of Dental
Technology
B.S.B.M., University of Phoenix
- Colombo, Gary (1989)
Professor of English
B.A., M.A., C. Phil., Brown University
- Conta, Mark
Associate Professor of Administration of
Justice
A.A., Grossmont College, San Diego
- Cortez, Luisa Y.
Associate Professor of Counseling
B.A., California State University, Long Beach
M.S., California State University, Long Beach
- Cowgill, Daniel P (1989)
Associate Professor of Health/Kinesology
B.A, Kinesiology, Pepperdine University
M.A.T., Sport Medicine, Pepperdine University
- Cuevas, Gloria Nora (2009)
Adjunct Professor of Engineering
B.S., Cal Poly, San Luis Obispo
M.S., University of California, Los Angeles
P.E., Professional Engineer, State of California
- Dakduk, Shawki (1999)
Professor of Computer Science
B.S., Texas A&M University
M.S., California State University, Northridge
- Daniel, Blythe (1991)
Associate Professor of Psychology
- Dauzat, Brian P. (1996)
Associate Professor of Computer Science
B.A., University of California, Los Angeles
Davis, Alex (2008)
Dean, Economic Development and Workforce
Education
B.S., California State University, Long Beach
M.B.A., University of Phoenix
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Adjunct/Speech Department
B.S., Kent State University
M.S., Emerson College
Ed. D Long Beach State University
- Day, Thelma (1988)
Dean, Academic Affairs
B.S., M.S., Jackson State University
Ed.D., Pepperdine University
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Professor of Mathematics
B.S., American University of Beirut
M.S., Claremont Graduate University
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Professor of Learning Skills B.A., Howard
University
M.A., California State University, Los Angeles
- Dminick, Robert (2010)
Professor of Counseling
B.A., M.A., CSU, Los Angeles
Grad Studies: Azusa Pacific University
- Duffy, Thomas E., Jr. (1989)
Professor of Business Administration and Law
B.S., Miami University, Oxford, Ohio
J.D., Ohio State University
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Associate Professor of Speech
B.A., M.A., Arizona State University
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Assistant Professor of Counseling
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B.S., California State University, Los Angeles
M.S., California State University, Los Angeles
- Eckford, Wendel (2005)
Ralph Bunche Professor African American &
U.S. History
B.Arch., University of Texas
M.A., California State University, Dominguez
Hills
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M.A., University of Notre Dame (in progress)
Ph.D., Claremont Graduate University
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Assistant Professor of Business
- Eisenstein, Samuel A. (1961)
Professor of English
A.B., M.A., Ph.D., University of California, Los Angeles
M.A., Goddard College
- Emmons, Ronald (1996)
Associate Professor of English
- Farrell, Michael (2009)
Assistant Professor of Geography
B.S., University of California, Santa Barbara
M.A., San Diego State University
- Ferreira, Leslie (1997) Professor of Theatre Arts
B.A., University of California, Berkeley
M.F.A., Carnegie-Mellon University
- Fiazi, Kiormas (1972)
Associate Professor of Psychology
B.A., University of California, Los Angeles
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Associate Professor of Radiologic Technology
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C.R.T., Certified Radiologic Technologist
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Registered in Radiology (R) and Mammography (M)
- Flores, Luis (1985)
Associate Professor of Computer Science
B.A., University of Southern California M.S., University of California, Los Angeles
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Professor of Chemistry
B.S., California State University, Sacramento
C.Phil., Ph.D., University of California, Los Angeles
- Friedlander, Carl A. (1980) Associate Professor of English
B.S., California Institute of Technology
M.A., Stanford University
M.A., California State University, Northridge
- Fuhrmann, Dorothy (1985)
Associate Professor of Library Science
B.S., Northern Montana College
M.L.I.S., University of Southern California
- Garcia, Martin
Associate Professor of Life Science
- Garcia, Rogelio (2010)
Adjunct Professor of Political Science
B.A., California State University, Northridge
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M.A., California State University, Northridge
- Gelsi, Hye Jin (2010)
Assistant Professor of Counseling
B.A., University of California, Los Angeles
M.Ed., University of California, Los Angeles
- Gengaro, Christine (2006) Associate Professor of Music
B.A., M.A., Hunter College, City University of New York
Ph.D., University of Southern California
- Geuens, Jean-Pierre (1972) Professor of Cinema
B.A., M.A., University of California, Los Angeles
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Master Teacher at CDC/Adjunct Professor of Child Development
B.A., Pacific Oaks College, Pasadena
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Professor of Kinesiology
B.A., San Francisco State University
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Assistant Professor of Library Science
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- Goddard, Rosalind K. (1998)
Associate Professor of Library Science
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- Gonsalves, Gregory (2001)
Associate Professor of Life Science
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- Gordon, Elizabeth (2001)
Associate Professor of English/ESL B.A., University of South Florida
M.A., University of California, Los Angeles
- Gray, Kamale E. (2010)
Assistant Professor of Counseling
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M.S.W., University of Southern California
- Guerrero, Carlos (2002)
Associate Professor of Chicano Studies
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Ph.D., Claremont Graduate University
- Guess, Rhonda D. (2005)
Associate Professor of Journalism
Certificat D'Etudes Francaises, Institut de la Touraine—L'Universite de Poitiers
B.A., San Francisco State University
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Certificate, Professional Designation in Journalism, UCLA Extension
- Guirguis, Menes (1989)
Professor of Foreign Languages
B.A., M.S., M.A. Cairo University
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Associate Professor of Counseling
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M.S., California Lutheran University
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Associate Professor of Business Administration B.A., California State University, Fullerton
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Assistant Professor of World History
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Professor of Mathematics
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- Hicks, Donald R. (1992)
Professor of Microbiology
B.S., Auburn University
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Associate Professor of Computer Technology
B.S., California State University, Los Angeles
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Associate Professor of Economics
B.A., M.A., California State University, Long
Beach
- Hong, Mickey (1999)
Professor of Korean
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- Hsia, Mary (1987)
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- Jones, Allison F. (2002)
Dean, Academic Affairs
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- Kaviani, Kian (1992)
Associate Professor of Mathematics
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- Kelly, Kevin (2006)
Associate Professor of Music
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- Kendall, Evan (2006)
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Associate Professor of Life Science
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Professor of Administration of Justice/Law
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- Lewis, Richard P. A. (2001)
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Adult Education Certificate, U.C.L.A.
- Magee, Iris (2000)
Professor of Mathematics
B.A., University of Redlands
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Professor of Nursing
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B.S.N. RN, Cornell University
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Associate Professor of Mathematics
B.S., University of Southern California
M.S., Mathematics, Claremont Graduate School
- Mardirussian, Galust (1984)
Associate Professor of English
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles (pending)
- Marlos, Daniel (2004)
Associate Professor of Photography
Certificates of Color & Commercial Photography,
Los Angeles City College
B.F.A., Youngstown State University
M.F.A., Art Center College of Design
- Marmolejo, William A. (2004)
Dean, Student Services Enrollment
A.A., Don Bosco Technical Institute
B.A., M.B.A., Loyola Marymount University
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Professor of English/ESL
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M.A., University of Michigan, Ann Arbor
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Professor of Disabled Student Services
B.A., University of California, Berkeley
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Professor of Kinesology
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B.A., Loyola University
M.A., University of Southern California
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Ed.D., Pepperdine University
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Adjunct Associate Professor
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Professor of Cinema and Television
A.A., Cerritos College
B.A., University of California, Los Angeles
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- Meyer, Joseph N. (1991)
Associate Professor of Political Science
B.A., M.A., Marquette University
- Mezynski, Andrzej (2001)
Associate 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)
Associate Professor of English
B.A., University of California, Irvine
M.A., Ph.D., University of Southern California
- Miller, Kelli (2002)
Assistant Professor of Child Development
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Associate Professor of Geography
A.A., Los Angeles City College
B.A., M.S., California State University, Northridge
B.S., O.D., Southern California College of Optometry
- Modisett, Noah F. (1958)
Professor of Speech Communication
B.S., Purdue University
M.A., University of California, Los Angeles
Ph.D., University of Southern California
- Moody, James (2002)
Associate Professor of Theatre Arts
B.S., Southern Illinois University
M.F.A., University of California, Los Angeles
- Mora, Fabiola (2008)
Faculty/Director
B.A., California State University, Northridge
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Professor of CAOT
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B.S., M.A., California State University, Los Angeles



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Associate Professor of Spanish
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M.A., University of California, Los Angeles
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- Morrissey, Kevin (2005)
Associate Professor of Theater
B.F.A, DePaul University
M.F.A., New York University
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Adjunct Associate Professor
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B.S., California State University, Los Angeles
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Associate Professor of English
B.A., University of California, Santa Barbara
M.A., Ph.D., University of Southern California
- Murray, Bryan P. (2011)
Lecturer, Geology
B.S., University of California, Los Angeles
M.S., University of California, Los Angeles
- Niemeyer, Susan (2001)
Associate Professor of English/ESL
B.A., Iowa State University
M.A., University of Illinois at Urbana Champaign
- Nikolaychuk, Anatoliy M. (2000)
Professor of Mathematics
B.S., Kiev University, Kiev
M.S., Ph.D., Odessa University Institute of Technology, Odessa
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Professor of Kinesology
A.A., Los Angeles City College
B.A., M.A., California State University, Los Angeles
- Nishimura, Jeffrey (2005)
Associate Professor of English/ESL
B.A., University of California, Santa Barbara
M.A., University of California, Davis
- O'Boyle, Christina (2004)
Associate Professor of Earth Science
B.S., M.S., Kent State University
- O'Connor, Christi (1986)
Bookstore Manager
B.S., Cal Poly, Pomona
C.C.R., Certified Collegiate Retailer 2011
- Okamura, Linda (2001)
Associate Professor of Photography
B.A, University of Southern California
B.F.A, Art Center
- Okpara, Nerukakobule (2001)
Associate Adjunct Professor
B.S., Minnesota State University, Mankato
M.B.A., University of Central Oklahoma, Edmond
D.P.A., University of La Verne, La Verne
- Oliver, Amy (2007)
Adjunct Associate Professor of Photography
B.A., Tufts University, Medford
M.F.A., California Institute of the Arts, Valencia
- Pahl, Juergen (1971)
Professor of Mathematics
B.S, M.S., University of Hamburg
Ph.D., University of Bern
- Pai, Edward (2010)
Dean, Institutional Research
B.A., Yale
M.L.S., Ph.D., University of California, Los Angeles
- Pak, Joseph (2010)
Assistant Professor of Philosophy
- Paley, Laurel (2009)
Assistant Professor of Art and Design
B.A., Smith College
M.F.A., Claremont Graduate University
- Parada, Yelgy (1995)
Associate 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)
Associate Professor of Music
B.M., M.A, California State University, Northridge
Dalcroze Eurhythmics Certificate, The Juilliard School
- Parsakar, Sandy (1999)
Associate Professor of Counseling
B.A., M.A., California State University, Northridge
- Partlow, Gayle (2000)
Associate Professor of Art
B.A., University of California, Los Angeles
M.F.A., University of California, Los Angeles
- Pashazadeh Monajem, Mohamad (1989)
Professor of Computer Science
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M.S., Stanford University
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Associate Professor of English and ESL
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Postdoctoral Fellow, National Academy of Education
- Pavlik, April (2008)
Assistant Professor of Psychology
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Associate Professor of Mathematics
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Masters of Arts, Cal State, Los Angeles
- Petitto, Jacqueline (1999)
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Associate Professor of Life Science
- Piday, Mary L. (1995)
Associate Professor of Theatre Arts
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Assistant Professor of Psychology
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Professor of Kinesology/Dance
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Professor of Nursing
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Associate Professor of Sociology
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Associate Dean, Student Services
B.A., University of California, Irvine
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Professor of Theater Arts
B.S., Loyola University, Chicago
M.A., University of Kansas
Ph.D., University of Minnesota
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Associate Professor of Theater
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Associate Professor of Health
Rozenkopf, Francine (1989)
Associate Professor of French
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B.A., M.A., C. Phil, University of California, Los Angeles
- Rueda, Mary (1989)
Professor of Counseling
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Assistant Professor of English
- Ryan, Joseph (1989)
Associate Professor of English/ESL
- Salazar, Juliet
Assistant Professor of Mathematics
- Sambrano, Robert (2005)
Associate Professor of CAOT B.A., Trinity University
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- Samplewala, Robert
Associate Professor of Computer Science
- Sanchez, David J. (2005)
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- Schwab, Norman, W. (1995)
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California Real Estate Broker Deputy County Assessor, Los Angeles County
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Associate Professor of Theater Arts
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Assistant Professor of Kinesology/Health
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B.A., M.A., Loyola Marymount University
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Member State Bar of California, New York, Colorado, and Washington, D.C.
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D.M.A., Columbia University
- Ward, Jerold M. (2001)
Associate 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
- Wiesendeld, Alexandra (2010)
Associate Professor of Art
B.F.A., Pomona College
M.F.A., Montana State University
- Williams, Kourt D. (2010)
Adjunct Assistant Professor of Business Administration
B.A., University of California, Los Angeles
M.B.A., National University, San Diego
Ph.D., University of Nebraska, Lincoln
- Windsor, Kevin R. (2000)
Associate Professor of Mathematics
B.A., California State University, Stanislaus
M.S., California State University, Northridge
- Wolf, Roger (1977)
Associate Professor of Mathematics
B.S., United State Military Academy
M.A., University of California, Los Angeles
- Yazdanian, Mahmood (2006)
Assistant Professor of Electrical Engineering
M.S., University of Southern California



Helen B. Bussell Music, 1971-1995	Renato S. Colantoni Computer Technology, 1974-2007	Kinesology, 1968-1992
Lucy Ann Cade-Wilson Counseling, 1969-1994	John H. Cook Business Administration, 1956-1978	Edward T. Duda Kinesology, 1953-1967
Virginia L. Campos English, 1947-1983	James N. Cox English, 1963-1983	Henry L. Ealy, Jr. American Cultures, 1972-2004
Canales, Carrie J. Psychology, 2002	Charles Cramer Business Administration 1969-	Randall L. Edwards Theatre Arts, 1966-1995
Russell Cangialosi Art, 1956-1983	Michael J. Critelli Philosophy, 1971-2011	Samuel Eisenstein English
Lang L. Cantrell Economics, 1948-1973	Mary Crockett American Cultures, 1979-1999	Arther L. Eller Engineering, 1949-1983
Richard A. Carl Electronics, 1973-1976	Elizabeth Jane Crowe Family & Consumer Studies, 1959-1985	George L. Elliott Computer Science & Electronics, 1966-2004
Luis A. Carlos Foreign Languages, 1974-1994	Laszlo J. Cser Music, 1978-2005	Dennis B. Ellmore Art, 1979-2001
Charlene C. Carnahan Office Administration, 1970-1993	Paul D. Cummings Law, 1979-2004	John M. Erdhaus Kinesology, 1987-2011
Henry Catalado Mathematics, 1968-1995	Ruth Cushman Admissions, - 1975	Ruth Evans Health, 1969-1986
Caquese Chaffin Nursing; Counseling, 1963-1995	Milton E. Davis Life Science; Counseling, 1968-1989	Guin Porter Ewing History, 1955-1989
James S. Charness English 1966-2008	Raoul A. de La Sota Art, 1968-1997	Donald V. Farrand Physics, 1956-1989
Robert Cheng Law, 1974-1999	Thomas A. Devine Sociology, 1971-1973	Robert Fredrick Fate Theatre Arts, 1978 - 2012
Tung Cheng Foreign Languages, 1959-1995	Harold C. Dippre History, 1967-1985	Nina George Fedan (Seegman) Art, 1961-1976
Barbara Ching Business Administration 1976 -2008	Domonick A. Di Sarro Music, 1958-1983	Catherine Persi-Gish Child Development, 2001-2005
Penelope K. Choy English, 1975-2007	Joseph R. Dojcsak Media Arts, 1971-2005	Lucille Paradela Fernandez Nursing, 1972-1987
Armando Cisneros Mexican-American Studies, 1971-2002	Michael Dombrowski Physics, 1979-2007	Bruce Ferrell Library Services, 1968-1985
Howard D. Cohen Political Science, 1986-2004	Jeanne Donahue	Stelle Feuers President, 1977-1989
Mildred Collins Dean of Academic Affairs, 1969-1991	Frank F. Doig Kinesology, 1938-1973	Ann Fogel Psychology, - 1995
	Elmer W. Douglas	



Paul H. Fischer Psychology, 1958-1979	Business Administration, 1972-1991	Henry T. Hikida Dental Technology, 1956-1988
Ann Jarvis Fogel Psychology, 1973-1995	Kenneth J. Griffin Kinesology, 1946-1977	Phyllis C. Hirsh Life Science, 1987-1989
Helen R. Fogelquist English, 1959-1983	John D. Griffith Physics, 1966-2002	Jeanne Hoeck Dean, LACCD, 1961-1983
Horacio Fonseca History, 1975-2010	Luther C. Guynes Business Administration, 1971-2005	Thelma E. Holdridge Secretarial Sciences, 1954-1970
John Formsma Mathematics, 1969-2001	Marcus Haile Chemistry, 1968-1994	G. Truett Hollis Music, 1979-1989
June Forrester Counseling, 1973-1989	Dolores Hamilton Foreign Language, 1946-1974	Roberta E. Holt Computer Applications & Office Technology, 1965-02
Ruth Frank	Lee Hancock	Ora M. Hook Psychology, 1966-1992
Sooren Frankian Social Sciences, 1929-1963	Milton N. Hand Kinesology, 1932-1972	Barbara Joe Hoshizaki Biological Sciences, 1959-1988
J. Celeste Frey Microbiology, 1973-1992	Mary E. Hanley Assistant Dean of Administrative Services, 1962-1984	Douglas M. House Business Office, 1956-1987
Paul R. Furguson English, 1946-1975	LaDine C. Hanson Secretarial Sciences, 1949-1976	Ann S. Hoxie Office Administration, 1972-1989
Ruth L. Funk History, 1956-1973	J. Robert Harper Chemistry, 1946-1971	Mary Hsia English/ESL, 1987-2006
Constantino C. Gabrie Dental Technology, 1995-2010	Freddie Harris English/ESL, 1978-2012	Joan R. Hudiburg Family & Consumer Studies, 1973-1995
Elizabeth W. Gallagher Anthropology & Counseling, 1965-2004	Dwight T. Harrison Political Science, 1948-1977	Paul Ichnio Radiologic Technology
Wallace F. Garner Dental Technology, 1972-1993	Tiiu Parli Harunk Kinesology, 1962-1995	Jackie Ireland Vice President of Academic Affairs, 1997 - 2007
Rebecca Gavaldon Child Development, 1978-2010	Helen Hayes Anthropology, 1965 - 2003	Garrett Jackson English/ESL, 1970-1998
Benjamin K. Gold Research Director, 1947-1982	Luther Hayes Counseling, 1972-2002	David L. Jennings Geography, 1948-1980
Donald Garrett Geology, 1969-2001	Jerry Hendrix Cinema/TV, -2004	Carol L. Johnson Mathematics, 1981-2002
Carolyn Z Glasier Kinesology, 1967-1995	Eugene Hess Life Science, 1950-1987	David L. Jones
John Grasham	Atila B. (Gwen) Hill Humanities, 1972-2002	
F.O. Greene		



Cinema-TV, 2006-2010	Michael L. Lazare Psychology/Counselor 1979 -2007	Estelle M. Marer Mathematics, 1953-1981
Eve S. Jones Psychology, 1966-1992	Randal H. Lease Law, 1947-1974	Marsha B. Mark Life Sciences, 1967-
Harold K. Jordan Photography, 1939-1973	George M. Lebecki Russian, 1967-1995	Horacio Martinez English/ESL, 1974-2007
George W. Kaliones Political Science, 1948-1984	Sheng L. Lee Mathematics, 1974-2011	Harry Matison Mathematics, 1946-1976
Rosella Kanari Mathematics, 1953-1974	Melvin Paul Lesser History, 1962-1988	Andrew L. Maverick Engineering/Computer Technology, 1955-1993
Alexander C. Keith Kinesology, 1975-2004	Celeste Lindgren Life Science	Emily Maverick Chemistry, 1964-1989
Elizabeth Keller Chemistry, 1994-2001	Joseph Lingrey Photography, 1980-1994	Virginia Maxim English
George J. Kelly English, 1969-2002	Rose M. Lint Family & Consumer Studies, 1947-1972	Anatol Mazor Life Science
David S. Kinnory Chemistry, 1964-1989	Donald N. Lipman English, 1966-2004	Thomas J. McCarthy English, 1966-1982
Jeannette Harris Klose English, 1966-1995	Alice F. Logrip Life Sciences, 1976-2003	Ethel McClatchey Psychology & ITV Director, 1989-1995
Marien K. Knight Secretarial Sciences, 1968-1973	Robert Lott Sociology, 1966-1995	James R. McCloskey Theatre Arts, 1950-1982
Olga S. Kooyman Art, 1968-1983	David Lowe Architecture, 1976-1999	Edward J. McDonnell Business Administration, 1970-2001 Betty J. McKiver Counseling 1988 -2007
Josephine Kopenhaver Art, 1948-1973	Dick E. Lowry Architecture, 1975-1996	Fern L. McNeal Dental Assisting, 1956-1978
Robert L. Kort Psychology, 1965-1995	Lucille Lowry Kinesology, 1949-1965	Margaret S. Meacher Kinesology, 1938-1973
Shirley Krauthamer Psychology, 1973-1995	Donald J. Lund Dental Technology, 1965-1982	Norman Mennes Theatre Arts, 1955-1985
Marilyn Ladd Kinesology, 1987-1989	James G. Luter Speech, 1964-2002	Leo P. Mesner English, 1966-1969
Frank V. laFeriere English, 1961-1995	Manning MacDonald History, 1966-1983	David G. Miller Physics, 1976-1995
Lucille G. Lanz Family & Consumer Studies, 1961-1975	Robert MacDonald Music, 1964-1974	Jess Millman Psychology, 1948-1978
Melba B. Lawrence Speech Communication, 1969-1989	Evelyn S. Malueg Counselor, 1935-1971	



Armando Missadin Foreign Languages, 1967-1983	Florence C. Niles History, 1959-1977	Henrietta B. Quattrocchi Anthropology, 1969-1985
Dennis K. Mitchell Chemistry, 1980-2009	Vaughn Obern Cinema, 1980-2012	Violet C. Randall Office Administration, 1968-1983
Franklin Modisett Speech Communication, 1973-1995	Wallace U. Olson Art, 1949-1974	Maria A. Reichenbach Philosophy, 1949-1974
Margaret Modlish Music, 1962-1986	Tsuyoshi Osumi Mathematics, 1981-2004	Harriet D. Rice Business Administration, 1977-1995
William Monroe Real Estate, 1977-2002	Pat Owen English/ESL, 1977-2000	Robert Rivera Speech Communication, 1979-1981
David Moody Speech	Bennie James Padilla Counseling, 1970-1995	Charles R. Robinson Graphic Arts, 1970-1980
Moon, Mattie, C. History, 1975-2011	Juergen Pahl Mathematics, 1971-2012	Tammy Robinson English, 1996-2012
Gilbert Moore	John R. Park Chemistry, 1947-1978	Martha Jo Roff Theatre Arts, 1967-1984
L. Joyce Moore Associate Dean/ Academic Affairs, 1999-2011 CAOT, 1979-1999	Ronald K. Pelton History, 1969-2004	Howard A. Rogers Social Science, 1968-1988
Margaret B. Moore Family & Consumer Studies, 1968-1989	Audrey Peterson	Charles I. Romero Speech, 1976-2004
Nita Moots-Kincaid English 1997 - 2009	E.L. Peterson	Gertha Rosario CAOT, 1993-2007
Phyllis S. Muldavian Art 1973 -2008 Janet Naim (1988) Media Arts, 1988 - 2006	Marian E. Petit Kinesology, 1930-1962	Sharon S. Rose CAOT 1989 - 2007
Remedios P. Nazareno Counseling, 1998-2011	Alice W. Philleo Kinesology, 1933-1962	Elnora A. Ross Family & Consumer Studies, 1976-1989 Donald W. Rowe Music/Counselor, 1935-1975
Beverly N. Nelson English, 1974-1995	Harold H. Pokras Chemistry, 1966-1988	Burell B. Rudolph Law, 1948-1979
Dorothy A. Nelson Kinesology, 1958-1979	Robert W. Pollyea Counseling, 1971-1992	Evangalina Ruiz Child Development, 2000-2012
Verner N. Nelson Accounting, 1948-1982	Ronald Portillo Counseling, 1993-2006	Eudora Russell Developmental Communications, 1971-1987
Mark Shepard Newton Earth Sciences, 1965-1993	Phillip M. Pote Kinesology, 1977-1989	Jacqueline H. Russo Humanities, 1976-2004
Donald Newmeyer Kinesology, 1930-1967	Margaret Preininger Transportation, 1929-1956	Marylou W. Saich Counseling, 1994-2003
	Michael L. Prichard Engineering/Industrial Technology, 1979-	
	Stephen Pritko Kinesology, 1955-1986	



James Sandoval Biology, 1966-1995	Donald J. Simpson Music, 1974-1995	Counseling, 1967-1993
Koji Sato Computer/Electronics Technology, 1966-1994	Martha Sklar Mathematics/ Dean, Academic Affairs, 1976-2004	Frank M. Thometz Architecture, 1976-1989
Analya Sater Library Science, 1989-2009	Andrea Smith Learning Skills, 1986-2010	Carson F. Thomson Engineering, 1954-1979
Pauline E. Schatz	Rita L. Smith Kinesology, 1954-1986	Miguel Tirado Foreign Languages, 1946-1987
Stanley L. Schall Administration of Justice/Law, 1972-1989	Robert G. Smith Architecture, 1946-1976 Jacob Somerman Hebraica-Judaica, 1968-1983	Lucy G. Toberman Journalism, 1966-1975
John D. Schellkopf Speech, 1976-2004	Salvatore P. Spano Music, 1967-1985	Donna L. Tollefson Theatre Arts, 1968-1995
Linda Scher-Padilla CAOT, 1975-2004	Clarence Spear Mathematics, 1967-1977	John Tonkovich Transportation, 1955-1992 Peter Tripodes Math, 1976-1999
Phillip J. Schlessinger Political Science, 1949-1985	Jane B. Spillos Speech Communication, 1946-1984	Ursula Ulrich Foreign Languages, 1966-1986
Patricia S. Schmolze Child Development, 1978-2011	J. Robert Stahley Radio-TV-Film, 1973-1995 Rochelle E. Stein Nursing, 1965-1979	Robert Dean Upp Law, 1949-1979
Laura Schoor Child Development, - 2011	Fleur Walton Steinhardt Speech Communication, 1961-2009	Caro Van Stryk Nursing, 1966-1987
Kenneth L. Schuster Media Art/Photography, 1973-2001	Thomas R. Stempel Cinema-TV, 1971-2011	Walter C. Varnum Psychology, 1931-1965
Harice L. Seeds Business Administration, 1968-1984	Lois R. Stiles Learning Skills, 1968-1989	Ed Vasquez Radiologic Technology, 1979-2007 Bernice G. Vincent Office Administration, 1954-1989
John M. Seely Kinesology, 1968	Hal C. Stone Assistant Dean of Instruction, 1956-1983	Adrienne M. Wagner Photography, 1970-2003
John William Shaw Sociology, 1946-1977	Jack B. Stutesman Mathematics, 1955-1993	William A. Wagner Electronics/Cable Television, 1981-1995
Ruth R. Sherman Chemistry, 1972-1995	Zona G. Swan Library Services, 1966-1985	Kayoko Wakita American Cultures/Counseling, 1971-1989
Sarah M. Shuldiner Nursing, 1969-1975	Marie H. Tauber Foreign Languages, 1966-1975	Thelma E. Ward Kinesology, 1955-1971
Gayle E. Sides Kinesology, 1973-2002	William F. Thayer	Leanna Watts Child Development/Dean, Student Services, 1974-2009
Gerald A. Silver Business Administration, 1961-1995 Jo Ann Simmons English, 1960-1986		John C. Weaver Law, 1971-2004



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M.B.A., University of Phoenix, Fountain Valley
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Registered Dietitian, American Dietetic Association
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Adjunct Associate Professor, English Department
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ABD: Ed.D., University of Southern California
- Zarate, Susana
- Zingo, Nicholas (2013)
Instructor Administration of Justice
A.A., University of Detroit-Mercy
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M.P.A., California State University, Long Beach
- Sburlan, Aura Felicia (2001)
B.A., Elementary Teaching Credential,
California State University, Los Angeles
- Geuvjehizian, Ripsime (2011)
- EMERITI F A C U L T Y**
- Wesley C. Abbott
Music, 1975-2005
- John Acken
Cinema-Television, 1975-1997
Dewey D. Ajioka
English, 1954-1979
- David Alexman
Architecture, 1964-1993
- Blanca L. Alquijay-Swiat
Foreign Languages, 1992-1996
- Henry V. Alvarez
Counseling, 1978-2010
- Elizabeth Reed Annis
Foreign Languages, 1946-1965
- Victor E. Arai
Life Science, 1973-2005
- Darwin Aronoff
Library, 1970-1994
- Barbara C. Azar
CAOT 1992 -2007
James B. Badcon
Economics, 1957-1977
- Mary Bauman
Child Development, 2005-2010
- Gwendolyn R. Balitzer
Library, 1953-1970
- Carment F. Baprawski
Counseling, 1988-2010
Gary Baran
Philosophy, 1974-2001
- Mary J. Barber
Counseling, 1975-1989
- Forrest L. Barker
Electronics, 1962-1989
- Shirley H. Barker
Psychology, 1969-1988
- Hobart Barnett
English, 1946-1975
- Bernice Bedford
Life Sciences, 1989-2005
- Benedict Beit-Ishoo
Foreign Languages/Humanities,
1991-2002
- Barbara C. Benjamin
Foreign Languages, 1974-1995
- James W. Bentley
Radio-TV-Film, 1974-1989
- Dorothy Bess
Radiology Technology, 1967-1987
- Augusto J. Bissiri
Counseling, 1955-1989
- Rosa L. Blackiston
Mathematics, 1971-2004
- Frances R. Blemker
Family & Consumer Studies, 1981-1993
- Jane Blomquist
Music, 1979-2009
- Armida Bolton
Journalism, - 1995
- Elia Bonino
Kinesology, - 1982
- Franklin L. Booth
Counseling, 1975-2003
- Marianne S. Boretz
English/ESL, 1975-2003
- Elia Dora Bonino
Kinesology, 1953-1982
- Alfred Bornstein
Philosophy, 1969-1991
- Ronald L. Botchan
Kinesology, 1966-2001
- George Bowden
Television, 1975-1995
- Bernard J. Brennan
Chemistry, 1974-1983
- Kerry S. Brooks,
Counseling, 1979-2010
- Rose B. Brooks
Music, 1969-2001
- Louise Brown
Foreign Languages, 1967-1989
- George R. Buckner
Dental Technology, 1971-1978
- Henderson G. Burns
Psychology, 1949-1979
- John Burns
Mathematics, - 2005
- Ronald Burton
Media Arts, 1971-1995



Heather Weber
Life Science, -2005

Anita Weintraub
Biology, 1958-1976

Carlotta Welles
Occupational Therapy, 1968-1978

Cheryl L. Werble
Child Development, 1975-2012

LaMonte E. Westmoreland
Art, 2000-2008

Lucille D. White
Mathematics, 1958-1979

Vera W. White
Mathematics, 1977-2002

Lee A. Whitten
Art, 1976-2007

Robert Pike Whitten
Speech Communication, 1938-1973

Donald D. Wickenkamp
Dental Technology, 1982-2000

Robert Wilkinson
Music, 1961 -

Edwin W. Williams
Speech Communication, 1961-1989
Don Wilson
Political Science, 1969-1999

Maxine Wilson
Business Administration, 1981-1989

Robert Creed Winters
Economics, 1959-1995

William R. Woodworth
Dental Technology, 1967-1988

Harvey S. Wright
Coordinator, Instruction, 1949-1983

Gail B. Wyatt
Kinesology, 1947-1981

Lillian M. Yamaoka
Health, 1973-2007

Edwin A. Young
President/Psychology/Counseling, -1991

Mattie Young
Radiology Technology, 1972-1999

Sonia Younglove
Mathematics, 1975-2005

Francis Zielinski
Counseling, 1989-

Arlene Zimmerly
CAOT, 1983 -2007

Mae Lee Ziskin
Psychology, 1969-1982

Robert H. Zuber
Men's Kinesiology, 1966-1995



GLOSSARY

Academic Probation - After attempting 12 units, a student whose cumulative grade point average (Effective Fall 1981) falls below 2.00 is placed on academic probation.

Academic Renewal - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

Add Permit - A form issued by an instructor which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the add permit is processed by the office of Admissions and Records.

Advisory, Enrollment - An advisory is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

Application for Admission - A form provided by the Office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

Articulation Agreement - The community colleges work together with the University of California, the California State University and private postsecondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

Assessment - Assessment is the process the college uses to evaluate student skills in areas such as reading, writing and mathematics and English as a Second Language (ESL).

A.S.G. - Organization which all enrolled students are eligible to join is called the Associated Students Government.

Associate Degree - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

Audit - A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

CalWORKs Program - CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an LACC Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

CAN - The California Articulation Number System, known as CAN, is a means of identifying comparable courses offered at LACC and other colleges in California. CAN is a system that uses the same prefix and number to identify a course on every participating campus. Each campus has its own number; the CAN is added to denote courses that can be used in lieu of each other at participating colleges.

Catalog Rights - Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for LACC graduation or for certification to transfer to UC or CSU. The continuing student may select the catalog which was in effect when the student initially enrolled at LACC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Certificate Programs - Program designated for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion students may request the issuance of a certificate of completion.

Certification of CSU General Education Requirements - Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

Concurrent Enrollment - A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both LACC and a high school or another college.

Cooperative Education - An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Co-requisites - A condition of enrollment consisting of what course is required to be taken simultaneously in order to enroll in another course.

Counseling - Guidance provided by professional counselors in academic, vocational, and personal matters.

Course - A subject of study. Identified by Title and Number; for example: Accounting 1.

Credit by Examination - Credit granted for proficiency previously accomplished through testing.

Cross-Referenced - Course content is the same as another course, e.g. HIST 7 and PHIL 23.

CSU - California State University.



Dismissal – A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Drop – A student's official withdrawal from a class.

Elective – Courses which a student may choose without restriction of a particular major program-curriculum.

Full-Time Student – A student enrolled and active in 12 or more units, during the Fall or Spring Semester.

General Education Requirements – A group of courses from several subject areas which are required for graduation by state law.

Grade Points – The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An A in a 5 unit course equals 20 points.

Grade Point Average (GPA) – The GPA is determined by dividing the total grade points earned by the number of attempted units.

Honors Program – The LACC Honors program is designed for students with a 3.0 GPA or higher who plan on transferring to a four-year college or university.

IGETC – Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California.

INC – Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP – In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division – College courses at the freshman and sophomore levels.

Major – A concentration of study in a specified discipline.

Matriculation – A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

NDA – Non degree applicable Credit courses that do not apply toward a degree and are not transferable.

Non-penalty Drop Period – The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Pass/No Pass – A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent to a C or above. "NP" denotes work below a grade of C.

Permit to Register – A form listing an appointment day and time at which the student may register.

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

Progress Probation – After enrolling in 12 units, a student whose total units for which a W, NCR or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

RD – Report Delayed. A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student – A previously enrolled student who did not attend the college during the previous two semesters. Attendance during the summer session is not included in this determination.

Satisfactory Completion – Completion of a course with a grade of "C" or better.

Schedule of Classes – A schedule, giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

Section Number – A four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

Semester – One-half of the academic year usually 15 weeks.

SEP – Student Educational Plan

Student Learning Outcome – a clear statement that describes the knowledge, skills, abilities, and/or attitudes that student should obtain by the end of any set of college experiences – classes, occupational programs, degrees and certificates and even encounters with Student Services and the library.

Subject Deficiency – Lack of credit for a course or courses required for some particular objective such as graduation or acceptance by another institution.

Substandard Grade – An earned grade of D or F.

Transcripts – A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer – A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses – Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units – College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

UC – University of California.



Units – The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted – Total number of units in courses for which a student was ever actively enrolled.

Units Completed – Total number of units in courses for which a student received a grade of A, B, C, D, F, or CR.

Units Enrolled – Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W – An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but by the last day to drop.

Withdrawal – The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.



NOTES



CAMPUS SERVICES

Academic Affairs	ext. 2052	AD 208
Admissions	ext. 2104	AD 100
Assessment	ext. 2264	AD 103
ASG	ext. 2475	SU
Bookstore/ Cub Store	ext. 2140	SU 1st floor
Business Office	ext. 2180	AD 111
Coffee Shop		TULLY's
CalWORKS	ext. 2586	LS 107
Career Center	ext. 2210	AD 109
Child Development	ext. 2220	CDC
Community Services	ext. 2650	AD 112
Counseling	ext. 2250	AD 108
Computer Center		SU
Convenience Store	ext. 2140	SU
Cub Card Office	ext. 2456	AD 105
Employment Development Dept.	ext. 4002	4311 Melrose
English Literacy Program	ext. 2230	EWD
EOP&S	ext. 2300	SSV 119
Facilities Management	ext. 2416	FM
FASTLAB	ext. 2023	SSV 125
Financial Aid	ext. 2010	SSV 117
Foster & Kinship Care Ctr.	ext. 2335	SSV 127c
Foundation	ext. 2490	SU
Health and Wellness Ctr.	ext. 2485	LS 101
Honors Program	ext. 2340	AD 205B
International Students	ext. 2470	EWD
Learning Skills Center	ext. 2770	LRC 103
Martin Luther King Jr. Library	ext. 2400	MLK Library
Lost & Found	ext. #3	AD 115
Matriculation	ext. 2463	AD 105
Office of Special Services	ext. 2270	SSV 100
Receiving	ext. 2495	Lot 3
Recruitment & Outreach	ext. 2325	AD 207A
Sheriffs Office	ext. #3	AD 116
Student Assistance Center	ext. 2455	AD 105
Student Life & Leadership Dev.	ext. 2450	SU
Student Services	ext. 2460	AD 207
Teaching & Learning Center	ext. 2480	AD 300
The Hungry Cub	ext. 2140	SU 1st floor
Transfer Center	ext. 2215	AD 109
TRIO	ext. 2466	SSV 116
Upward Bound	ext. 2316	AD 100
Veterans Center	ext. 2024	SU

ACADEMIC DEPARTMENTS

Academic Affairs Office	ext. 2052	AD 208
American Cultures	ext. 2505	FH 217
Art/Architecture	ext. 2510	DH 220
Business Administration	ext. 2549	AD 304
Chemistry/Earth SCI	ext. 2600	SCI 324
Child Development Center	ext. 2220	CDC
Cinema-Television	ext. 2620	CC 181
Computer Ap-Office Tech	ext. 2549	AD 316
CSIT/Computer Tech	ext. 2810	FH 103
Dental Tech	ext. 2501	SCI 324
Electronics	ext. 2810	FH 103
English/ESL	ext. 2700	JH 301
Economic and Workforce Dev	ext. 2230	EWD
Family & Consumer Studies	ext. 2290	AD 200
Foreign Language/ Humanities	ext. 2737	JH 111
Gate Way to College	ext. 1523	AD 320A
Journalism	ext. 2835	CHEM 208
Law/Administration of Justice	ext. 2753	CHEM 119
Learning Skills	ext. 2770	LS 208
Life Science	ext. 2795	SCI 222E
Math	ext. 2810	FH 103
Music	ext. 2880	DH 312
Nursing	ext. 2534	SCI 218
Philosophy	ext. 2761	CHEM 210D
Photography	ext. 2835	CHEM BASEMENT
Kinesiology	ext. 2860	MG
Psychology	ext. 2930	CHEM 111
Physics/Engineering	ext. 2923	SCI 222D
Radiologic Tech (X-Ray)	ext. 2942	RT
Social Science	ext. 2561	FH 219E
Communication Studies	ext. 2964	CC 187
Speech Lab Office	ext. 2963	LS 105
Teaching Learning Center	ext. 2480	AD 300
Theater Arts	ext. 2992	THEA
Writing Center	ext. 2230	JH 318

**Los Angeles County Sheriffs Office
(Campus Police)**
Dial (323) 662-5276 or dial #3 on
any campus phone

STUDENT SERVICES VILLAGE MAP

Located at north east of campus.

- EOP&S: EXT. 2300
- CARE: EXT. 2313
- TRIO: EXT. 2466
- FINANCIAL AID: EXT. 2010
- OSS: EXT. 2270

