

ADMINISTRATION OF JUSTICE

Chair: Wilhelm I. Vargas, J.D.

(323) 953-4000 Ext. 2754 | HH 200H

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

PROGRAMS OFFERED

Associate of Arts:

Administration of Justice

Associate of Science (AS-T):

Administration Of Justice

Certificate of Achievement:

Administration of Justice

Skills Certificates:

Evidence Specialist
Fingerprint Expert
Private Investigation

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ADMINISTRATION OF JUSTICE

Associate of Arts Degree

(Program: 210500 State Code: 02759)

Program Student Learning Outcomes:

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.
3. Recognize the responsibilities and requirements of law enforcement careers.

MAJOR + ELECTIVES: 12 COURSES | 36 UNITS | AA

ADM JUS 1	ADM JUS 180
ADM JUS 2	ADM JUS 382
ADM JUS 4	
ADM JUS 5	PLUS 18 UNITS OF ELECTIVES

REQUIRED

ADM JUS 1 Intro Administration of Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 4 Principle & Proc Justice System	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 180 Intro to Forensics	3
ADM JUS 382 Intro to Firearms Training	3
Total	18 units

Also, students must complete a total of 18 semester units from one of the following options: Evidence; Investigations, Fingerprint Classification. See below:

Evidence Option:

ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 53 Forensic Fingerprint Evidence	3
ADM JUS 62 Fingerprint Classification	3
ADM JUS 379 Advanced Criminalistics Forensics I	3
ADM JUS 391 Firearms Evidence Analysis	3

Investigations Option:

ADM JUS 14 Report Writing for Law	3
ADM JUS 60 Arrest, Search and Seizure	3
ADM JUS 62 Fingerprint Classification	3
ADM JUS 180 Intro to Forensics	3
ADM JUS 396 Traffic Collision Investigation	3
ADM JUS 413 Financial Crimes Investigations	3

Fingerprint Classification Option:

ADM JUS 53 Forensic Fingerprint Evidence	3
ADM JUS 62 Fingerprint Classification	3

Additional Electives to choose from:

ADM JUS 6 Patrol Procedures	3
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ACADEMIC PROGRAMS

ADM JUS 8 Juvenile Procedures	3
ADM JUS 14 Report Writing for Law	3
ADM JUS 16 Recruitment Selection Process.....	3
ADM JUS 60 Arrest, Search and Seizure.....	3
ADM JUS 180 Intro to Forensics	3
ADM JUS 379 Advanced Criminalistics-Forensics I.....	3
ADM JUS 381 Law Enforcement Internship	3
ADM JUS 382 Intro to Firearms Training.....	3
ADM JUS 391 Firearms Evidence Analysis	3
ADM JUS 396 Traffic Collision Investigation	3
ADM JUS 413 Financial Crimes Investigations	3
CORR 1 Introduction to Corrections	3
Total.....	36 units

ADMINISTRATION OF JUSTICE

Associate of Science (AS-T)
(Program: 210500 State Code: 33121)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- A. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

- B. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical Forensic techniques to successfully complete a criminal investigation
3. Recognize the responsibilities and requirements of law enforcement careers.

MAJOR: 6 COURSES | 18-19 UNITS | AS-T

ADM JUS 1
ADM JUS 2

Select 2 courses from: ADM JUS 3, 4, 5, 8; CORR 1
Select 2 courses from: SOC 1 or MATH 227; PSYCH 1

Required Core (6 units):

ADM JUS 1 Intro to Admin of Justice	3
ADM JUS 2 Concepts of Criminal Law	3

List A

Select 2 courses (6 units) from the following:

ADM JUS 3 Legal Aspects of Evidence.....	3
ADM JUS 4 Principle & Proc Justice System.....	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 8 Juvenile Procedures	3
CORR 1 Intro to Corrections	3

List B

Select 2 courses (6 units) from the following:

SOC 1 OR MATH 227	3/4
PSYCH 1	3

TOTAL MAJOR **18-19 units**

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ADMINISTRATION OF JUSTICE

Certificate of Achievement
(Program: 210500 State Code: 19591)

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.

Program Student Learning Outcomes:

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.
3. Compare and contrast the role of security in preventing crime.
4. Analyze how law enforcement, private investigations, and security coalesce in the judicial system.

REQUIRED

ADM JUS 1 Intro to Admin of Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 4 Principle & Proc Justice System.....	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 180 Intro to Forensics	3
ADM JUS 382 Intro to Firearms Training	3
Total	18 units

Plus 18 semester units of Electives:

ADM JUS 6 Patrol Procedures.....	3
ADM JUS 8 Juvenile Procedures	3
ADM JUS 14 Report Writing for Law	3
ADM JUS 16 Recruitment Selection Process.....	3
ADM JUS 60 Arrest, Search and Seizure.....	3
ADM JUS 180 Intro to Forensics	3
ADM JUS 379 Advanced Criminalistics Forensics I....	3
ADM JUS 381 Law Enforcement Internship.....	3
ADM JUS 382 Intro to Firearms Training	3
ADM JUS 391 Firearms Evidence Analysis	3
ADM JUS 396 Traffic Collision Investigation.....	3
ADM JUS 413 Financial Crimes Investigations.....	3
CORR 1Intro to Corrections	3
Total.....	36 units

EVIDENCE SPECIALIST

Skills 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.

Program Student Learning Outcomes:

1. Conduct a thorough search of a crime scene for forensic evidence, collect the evidence using proper techniques and write a forensic report.
2. Locate, evaluate, and collect trace blood and blood spatter evidence from a crime scene.
3. Conduct a firearms analysis investigation and write an investigative report.

REQUIRED

ADM JUS 5 Criminal Investigation	3
ADM JUS 53 Forensic Fingerprint Evidence.....	3
ADM JUS 62 Fingerprint Classification	3
ADM JUS 180 Intro to Forensics.....	3
ADM JUS 379 Advanced Criminalistics Forensics... ..	3
ADM JUS 391 Firearms Evidence Analysis	3
Total.....	18 units

FINGERPRINT EXPERT

Skills 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.

Program Student Learning Outcomes:

1. Categorize fingerprint records by identifying the different types of fingerprint patterns in the three basic groups, i.e., arches, loops, and whorls.
2. Use the six divisions of the Henry classification system to categorize ten-print fingerprint records.
3. Locate latent or other type fingerprints from a crime scene.

REQUIRED

ADM JUS 53 Forensic Fingerprint Evidence.....	3
ADM JUS 62 Fingerprint Classification.....	3
Total.....	6 units

PRIVATE INVESTIGATIONS

Skills 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.

Program Student Learning Outcomes:

1. Write a detailed, descriptive, and accurate crime report.
2. Conduct a criminal investigation by interviewing witnesses, conducting background checks, and writing an investigative report.
3. Conduct an accident investigation by interviewing witnesses, analyzing accident debris, and writing an investigative report.

REQUIRED

ADM JUS 5 Criminal Investigation	3
ADM JUS 14 Report Writing for Law	3
ADM JUS 180 Intro to Forensics.....	3
ADM JUS 396 Traffic Collision Investigation.....	3
ADM JUS 413 Financial Crimes Investigation	3
Total.....	15 units

ACADEMIC PROGRAMS

ART (VISUAL & MEDIA ARTS)

Chair: Alexandra Wiesenfeld

(323) 953-4000 ext. 2515 | CHEM 119C

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

PROGRAMS OFFERED

Associate of Arts:

- Art - General
- Art - Graphic Design

Associate of Arts (AA-T):

- Art History
- Studio Arts

Certificate of Achievement:

- Art Graphic Communication

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. Our faculty of working professionals teaches 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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ART - GENERAL

Associate of Arts Degree

(Program: 100200 State Code: 02735)

Program Student Learning Outcomes:

1. *Acquire and integrate visual art concepts and/or technical skills.*
2. *Practice and learn visual art concepts by performing skill-based exercises.*
3. *Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery.*
4. *Engage in inquiry and critical thinking and evaluation.*

MAJOR: 9 COURSES | 27 UNITS | AA

ARTHIST 110	ART 501
ARTHIST 120	ART 502
ART 201	ART 202 OR 204

Plus three electives from the list below

First Semester

Art History 110 or 120	3
Art 501.....	3
Art 201.....	3

Second Semester

Art History 110 or 120	3
Art 202 or 204	3
Required Elective.....	3

Third Semester

Art 502.....	3
Required Elective.....	3
Required Elective.....	3

Total.....27 units

**Students should plan to develop a portfolio with instructor guidance.

**Courses may be substituted under special circumstances with departmental approval.

Required Electives - Select two courses from:

Art 250.....	3
Art 300.....	3
Art 304.....	3
Art 307.....	3
Art 400.....	3
Art 700.....	3
Art 708.....	3
Cinema 10.....	3
Photo 10.....	3

Required Elective - Select one course from:

Art History 130	3
Art History 139	3
Art History 140	3
Art History 151	3
Art History 171	3

ART - GRAPHIC DESIGN

Associate of Arts Degree

(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.

Program Student Learning Outcomes:

1. Apply fundamental art and art historical terminology and appreciation of process to analyze works.
2. Articulate the historical, social and aesthetic functions of art.
3. Discuss major works and cultural shifts in art history from pre-history to the modern world.
4. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
5. Conduct research and use visual evidence and reason to construct and examine theories.
6. Analyze, compare and contrast works of art with appropriate methodology and terminology.
7. Solve various art and art history related problems using creative and critical thinking skills.

MAJOR: 12 COURSES | 36 UNITS | AA

ART 201	ART 604	ART 633*
ART 204	ART 605	ART 634
ART 209	ART 606	ART 639*
ART 501	ART 620	ART 110 or 120 or 171

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.....36 units

* Art 250 is equivalent to both Art 633 & 639

ART HISTORY

Associate of Art (AA-T)
(Program:101000 State Code: 32832)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- C. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- D. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Apply fundamental art and art historical terminology and appreciation of process to analyze works.
2. Articulate the historical, social and aesthetic functions of art.
3. Discuss major works and cultural shifts in art history from pre-history to the modern world.
4. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
5. Conduct research and use visual evidence and reason to construct and examine theories.
6. Analyze, compare and contrast works of art with appropriate methodology and terminology.
7. Solve various art and art history related problems using creative and critical thinking skills.

MAJOR: 6 COURSES | 18 UNITS | AA-T

ARTHIST 110, 120, 171; ART 201
Choose One Course: ARTHIST 130, 140, 151
Choose One Course: ART 204, 300, 304, 501

ACADEMIC PROGRAMS

Required Core (9 units):

ARTHIST 110	3
ARTHIST 120	3
ART 201	3

List A

SELECT 1 course (3 units) from the following:

ARTHIST 130	3
ARTHIST 140	3
ARTHIST 151	3

List B

SELECT 1 course (3 units) from the following:

ART 204	3
ART 300	3
ART 304	3
ART 501	3

List C

SELECT 1 course (3 units) from the following:

ARTHIST 171	3
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TOTAL MAJOR 18 units

STUDIO ARTS

Associate of Art (AA-T)

(Program: 100200 State Code: 33120)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- E. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- F. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Display technical and conceptual competence in 2 and 3D media art.
2. Examine, analyze and evaluate works of art and design through critical discussion and writing.
3. Analyze cultural and aesthetic values to understand art's contribution to the human experience.

MAJOR: 8 COURSES | 24 UNITS | AA-T

ARTHIST 120; ART 201, 501, 502

**Select one course from: ARTHIST 110, 130, 140
Select three courses from: ART 202 or 204; 300, 400, 604, 700; PHOTO 10**

Required Core (12 units):

ARTHIST 120.....	3
ART 201.....	3
ART 501.....	3
ART 502.....	3

List A

SELECT 1 course (3 units) from the following:

ARTHIST 110.....	3
ARTHIST 130.....	3
ARTHIST 140.....	3

List B

SELECT 3 courses (9 units) from the following:

ART 202 or 204	3
ART 300.....	3
ART 400.....	3
ART 604.....	3
ART 700.....	3
PHOTO 10.....	3

Total Major 24 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ART GRAPHIC COMMUNICATION

Certificate of Achievement

(Program: 050400 State Code: 21610)

Students develop basic and advanced skills in layout, design and drawing while using variety of 2 and 3D graphics software. Students receive a balance of instruction that includes, visual arts and graphic design courses that are designed to produce a well-rounded, trained graduate with sufficient expertise to be employable in

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ACADEMIC PROGRAMS

an ever-expanding job market.

Program Student Learning Outcomes:

1. Students will understand the design process from sketching to final presentation.
2. Students will be able to create unique graphic designs that communicate ideas to others.

REQUIRED COURSES

Art 501.....	3
Art 250 (now Art 633 and 639).....	3
Art 604.....	3
Art 605.....	3
Art 606.....	3
Art 645.....	3
Total.....	21 units

Required Electives - Select one course from:

Art History 103	3
Art History 120	3
Art History 130	3
Art History 139	3
Art History 151	3
Art History 171	3
Total.....	3 units

Required Elective - Select one course from:

Business 1	3
Marketing 21	3
Communications 101 or 121	3
Journalism 101 or 105	3
Total.....	3 units
TOTAL UNITS	27 units

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)

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. 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

Associate of Science (AS-T):

- Business Administration

Certificates of Achievement:

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

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

ACADEMIC PROGRAMS

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

BUSINESS ADMINISTRATION AS-T

**Associate of Science (AS-T)
(Program: 050500 State: 33156)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

- G. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- H. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Prepare a business plan.
2. Analyze and explain human relations and their implication for management and their employees
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of a business organization from the following: management, marketing, finances, human resources, economics, legal forms of business ownership and international/global environments.
5. Demonstrate an industry standard skill-set when

using relevant technology resources.

MAJOR: 8 COURSES | 30 UNITS | AS-T

ACCTG 1	MATH 227
ACCTG 2	CO SCI 101
ECON 1	BUS 1
ECON 2	LAW 1

Required Core (19 units):

ACCTG 1	5
ACCTG 2	5
ECON 1	3
ECON 2	3
LAW 1	3

List A

SELECT 1 course (4 units) from the following:

MATH 227	4
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List B

SELECT 2 courses (7 units) from the following:

CO SCI 101	4
BUS 1	3

TOTAL MAJOR 30 units

ACCOUNTING

**Associate of Arts Degree
(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>.

Program Student Learning Outcomes:

1. Prepare a set of financial statements for a sole proprietorship form of business.
2. Complete a job order cost accounting practice set for a manufacturing company using a general ledger accounting software.
3. Complete a comprehensive, computerized accounting project for a merchandising business.
4. Assemble a comprehensive payroll project, utilizing a given scenario and data set.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

MAJOR: 13 COURSES | 40 UNITS | AA

ACCTG 1	ACCTG 23	BUS 1	ACCTG 31 OR BUS 38
ACCTG 2	ACCTG 27	BUS 15	
ACCTG 15	ACCTG 55	BUS 17	
ACCTG 17	SUPV 1	FINANCE 2	

First Semester

Accounting 1	5
Accounting 55.....	1
Business 1	3
Accounting 31 or Business 38.....	3

Second Semester

Accounting 2	5
Accounting 17	2
Supervision 1.....	3
Accounting 23.....	3

Third Semester

Accounting 27	3
Finance 2.....	3
Business 17.....	3
Accounting 15.....	3
Business 15.....	3

Total.....40 units

*Suggested Electives: Management 2; Finance 8, 15; Law 1.

BOOKKEEPING

**Associate of Arts Degree
(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.

Program Student Learning Outcomes:

1. Complete an accounting project for a sole-proprietorship business.
2. Assemble a comprehensive payroll project, utilizing a given scenario and data set.

3. Prepare an income tax return for a taxpayer following the appropriate regulations, when given a set of data and the criterion of a federal or state tax return.
4. Complete an accounting project utilizing the concepts of Notes Payable, Notes Receivable, and Uncollectible Accounts in a merchandising business.
5. Write a short essay in response to a given topic on the major concepts of Business Organization from the following: Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.

MAJOR: 14 COURSES | 37 UNITS | AA

ACCTG 15	ACCTG 21&41	FINANCE 8
ACCTG 17	ACCTG 22&42	SUPV 1
ACCTG 23	BUS 1	MGMT 13
ACCTG 27	BUS 17	ACCTG 31 OR BUS 38

First Semester

Accounting 21 & 41	4
Business 1	3
Business 17	3
Accounting 31 or Business 38.....	3

Second Semester

Management 13.....	3
Accounting 17	2
Accounting 22 & 42.....	4
Accounting 23.....	3

Third Semester

Accounting 27	3
Finance 8.....	3
Accounting 15.....	3
Supervision 1.....	3

Total.....37 units

*Suggested Electives: Finance 2, 15; CAOT 1; Management 2, 31

BUSINESS ADMINISTRATION

**Associate of Arts Degree
(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.

ACADEMIC PROGRAMS

Program Student Learning Outcomes:

1. Prepare a business plan.
2. Analyze and explain human relations and their implications for management and their employees.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of business organization from the following: Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

MAJOR: 14 COURSES | 40 UNITS | AA

ACCTG 21	FINANCE 8	MGMT 31
ACCTG 55	SUPV 1	MGMT 33
BUS 1	MGMT 2	MARKET 11
BUS 15	MGMT 13	MARKET 21
BUS 17		ACCTG 31 OR BUS 38

First Semester

Business 1	3
Accounting 31 or Business 38.....	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
Accounting 55.....	1

Fourth Semester

Accounting 21	3
Management 13.....	3
Supervision 1.....	3
Total.....	40 units

FINANCE & BANKING

Associate of Arts Degree

(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.

Program Student Learning Outcomes:

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of Business Organization from the following: Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.
5. Construct and format a presentation slide and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

MAJOR: 13 COURSES | 38 UNITS | AA

ACCTG 21	FINANCE 2	MGMT 2
ACCTG 22	FINANCE 8	MGMT 31
ACCTG 17	FINANCE 15	REAL ES 1
BUS 1	SUPV 1	ACCTG 31 OR BUS 38
BUS 17		

First Semester

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

Second Semester

Accounting 21	3
Accounting 31 or Business 38	3
Business 17	3
Supervision 1	3

Third Semester

Accounting 17	2
Accounting 22	3
Management 2.....	3
Management 31.....	3
Real Estate 1	3

Total..... 38 units

MANAGEMENT

**Associate of Arts Degree
(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.

Program Student Learning Outcomes:

1. Analyze and explain human relations and their implications for management and their employees.
2. Create a business plan.
3. Research and analyze job analysis data for the job descriptions and job specifications of an occupation.
4. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

MAJOR: 13 COURSES | 38-39 UNITS | AA

MGMT 2	ACCTG 17	SUPV 1
MGMT 13	ACCTG 21	FINANCE 8
MGMT 31	ACCTG 22	INTBUS 1
MGMT 33	BUS 1	CO SCI 101 OR BUS 17
	BUS 38	

First Semester

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

Second Semester

Supervision 1	3
Management 33	3
Accounting 17	2
Accounting 21	3
CO SCI 101 or Business 17	4/3

Third Semester

Finance 8	3
International Business 1	3
Business 38	3
Accounting 22	3
Total	38-39 units

MARKETING

**Associate of Arts Degree
(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 Marketing 21 - Principles of Marketing.

Program Student Learning Outcomes:

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities and threats).
2. Research a product on the internet, conduct a field observation in a retail store where the product is sold, and evaluate the retail sales interactions of a product.
3. Prepare an Advertising Plan for a product or a service.
4. Illustrate a standard overall retail merchandising strategy.
5. Solve a business word problem, using a knowledge of business concepts, terminology, and rules of equations.

MAJOR: 12 COURSES | 36 UNITS | AA

MARKET 1	MGMT 2	BUS 1
MARKET 11	MGMT 13	BUS 17
MARKET 21	MGMT 31	BUS 38
MARKET 31	MGMT 33	SUPV 1

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

Third Semester

Management 13	3
Business 38	3

ACADEMIC PROGRAMS

Management 2	3
Supervision 1	3
Total.....	36 units

REAL ESTATE

Associate of Arts Degree
(Program: 051100 State Code: 02726)

The Real Estate curriculum has been designed 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. Education and experience requirements for the broker license are set by the California Department of Real Estate. For more information please visit: <http://www.dre.ca.gov>

Program Student Learning Outcomes:

1. Prepare a Purchase Agreement for a given scenario: Selling Agent Representing a Buyer in Single Family Residence.
2. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients.
3. Prepare Agency Disclosures for agent/buyer, agent/seller, and dual agency.
4. Prepare a worksheet for appropriate loan programs to purchase a single family home.
5. Create an investment plan for the purchase of an apartment or commercial building.

MAJOR: 12 COURSES | 36-39 UNITS | AA

REAL ES 1	REAL ES 7	REAL ES 18
REAL ES 3	REAL ES 9	REAL ES 21 OR ACCTG 1
REAL ES 5	REAL ES 11	MARKET 1
REAL ES 6	REAL ES 14	CO SCI 101 OR BUS 17

First Semester

REAL ES 1	3
REAL ES 5	3
REAL ES 7	3
MARKET 1	3

Second Semester

REAL ES 3	3
REAL ES 9	3
CO SCI 101 or BUS 17.....	4/3
ACCTG 1 or REAL ES 21.....	5/3

Third Semester

REAL ES 6	3
REAL ES 11.....	3
REAL ES 14.....	3
REAL ES 18.....	3
Total.....	36-39 units

*Suggested Electives: Real Estate 60; Marketing 21.

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

AUTOMATED ACCOUNTING TECHNICIAN

Certificate
(Program: 050201 State Code: 08211)

Program Student Learning Outcomes:

1. Complete a comprehensive, accounting project for a merchandising business applying the concepts of Notes Payable, Notes Receivable, Plant and Equipment, Inventory, and Billing and Payroll, as appropriate, by utilizing Peachtree Accounting software.
2. Complete a comprehensive, accounting project for a merchandising business by utilizing QuickBooks accounting software.
3. Prepare a federal tax return as it relates to a given case for a federal or state income tax return.

REQUIRED COURSES

Accounting 21/41	4
Accounting 22/42	4
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.....	26 units

BUSINESS ADMINISTRATION

Certificate

(Program: 050100 State Code: 21609)

Program Student Learning Outcomes:

1. Prepare a business plan.
2. Survey business opportunities based on the chosen activity, location, demand potential and demographic details.
3. Recommend the ideal form of business organization, financial and capital requirements, personnel, managerial and marketing prospects.

REQUIRED COURSES

Business 1	3
Business 17	3
Business 38	3
Finance 2 or 8	3
Management 2 or 31 or Supervision 1	3
Supervision 12	3
International Business 1	3
Marketing 21	3
Accounting 21	3
Accounting 55	1
Total	28 units

FINANCE & BANKING

Certificate

(Program: 050400 State Code: 21610)

Program Student Learning Outcomes:

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Prepare a personal Budget Worksheet detailing monthly projected versus actual income and expenses.
3. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.

REQUIRED COURSES

Finance 2	3
Finance 8	3
Finance 15	3
Business 1	3
Accounting 21	3
Accounting 17	2
Business 38 or Accounting 31	3
Business 15	3
Business 17	3
Total	26 units

MANAGEMENT

Certificate

(Program: 050600 State Code: 21611)

Program Student Learning Outcomes:

1. Write a research paper using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to analyze an occupation and gather job analysis data for the job descriptions and the job specifications for that occupation.
2. Develop employee training programs for various job positions
3. Differentiate between strategic and operational planning when setting departmental goals.
4. Design an organizational chart that represents job positions, lines of communication, and management hierarchy.

REQUIRED COURSES

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	27 units

MANAGEMENT - RETAIL

Certificate

(Program: 050951 State Code: 14232)

Program Student Learning Outcomes:

1. Design a comprehensive shopping center plan with a team.
2. Prepare a written SWOT analysis (strengths, weaknesses, opportunities and threats) based on findings from visiting and researching a given business.
3. Create a business plan by working as a fully-participating member of a class team

REQUIRED COURSES

Marketing 21	3
Marketing 31	3
Management 2	3
Management 31	3
Management 33	3
Supervision 12 or CAOT 32	3
BUS 17 or CAOT 82	3

ACADEMIC PROGRAMS

Accounting 21	3
Accounting 55	1
Total	25 units

MANAGEMENT - SMALL BUSINESS

Certificate

(Program: 050640 State Code: 21612)

Program Student Learning Outcomes:

1. Complete a comprehensive computerized accounting project with a merchandising business.
2. Write a research paper about an occupation using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to gather job analysis data for the job descriptions and the job specifications of an occupation.
3. Write a formal paper evaluating the retail sales interactions after researching a product on the Internet, and conducting a field observation in a small business where the product is being sold.

REQUIRED COURSES

Management 13.....	3
Management 33.....	3
Business 1	3
Accounting 21 or 23.....	3
Business 38 or Accounting 31.....	3
Business 17	3
Supervision 12.....	3
Marketing 21	3
Finance 8.....	3
Total.....	27 units

MARKETING

Certificate

(Program: 050900 State Code: 21613)

Program Student Learning Outcomes:

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities and threats) in writing.
2. Evaluate the retail sales interactions of a product, after researching the product on the internet, and conducting a field observation in a retail store where the product is being sold.
3. Develop a strategic advertising plan for a new or existing product or service.

REQUIRED COURSES

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.....	24 units

REAL ESTATE

Certificates of Achievement

These certificates satisfy 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>

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

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..... 18 units

All students pursuing a Real Estate certificate of achievement must complete the CORE courses plus additional courses indicated below.

REAL ESTATE: FINANCE SPECIALIZATION

Certificate of Achievement

(Program: 051101 State Code: 10770)

Program Student Learning Outcomes:

1. Prepare Purchasing Agreements and Listing Agreements accurately.
2. Create an investment plan for the purchase of an apartment or commercial building.
3. Select and analyze loan programs to purchase a single family home.

ADDITIONAL REQUIRED COURSES

Real Estate 6	3
Real Estate 21	3
Finance 8.....	3
Sub-Total	9 units

Total (Core + Specialization) 27 units

REAL ESTATE: INVESTMENT SPECIALIZATION

Certificate of Achievement
(Program: 051102 State Code: 10771)

- Program Student Learning Outcomes:**
1. Create an investment plan for the purchase of an apartment or commercial building.
 2. Prepare an annual operating budget for a residential investment property including debt service and cash flow before income taxes.
 3. Select and analyze loan programs to purchase a single family home as an owner occupant and/or as an investment.

ADDITIONAL REQUIRED COURSES

Real Estate 14	3
Real Estate 18	3
Real Estate 21	3
Finance 2.....	3
Sub-Total	12 units
Total (Core + Specialization)	30 units

REAL ESTATE: MARKETING SPECIALIZATION

Certificate
(Program: 051103 State Code: 10772)

- Program Student Learning Outcomes:**
1. Create a marketing plan to schedule daily, weekly, and monthly real estate activities in order to obtain Purchasing and/or Listing clients.
 2. Prepare California Purchasing and Listing Agreements using conventional and/or Zipform electronic mediums.
 3. Select and analyze loan programs to purchase a single family home as an owner occupant and/or as an investment.

ADDITIONAL REQUIRED COURSES

Real Estate 14	3
Marketing 1.....	3
Marketing 11	3
Marketing 21	3
Sub-Total.....	12 units
Total (Core + Specialization)	30 units

CAOT

Computer Application and Office Technologies
Chair: Kian Kaviani
(323) 953-4000 Ext. 2811 | FH 1010

<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 of Achievement:**
 Administrative Medical Office Assistant
 Administrative Office Assistant
 Clerical Office Assistant
 Computer Applications Specialist
 Legal Office Assistant

- Skills Certificates**
 Basic Administrative Office Assistant
 Basic Computer Applications
 Basic Legal Office
 Basic Medical Office
 Basic Medical Transcription
 Basic Web Page Design

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 programs 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.

DEGREE PROGRAMS
ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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

REQUIRED CORE COURSES

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

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

ADMINISTRATIVE OFFICE ASSISTANT

**Associate of Arts Degree
(Program: 051400 State Code: 02727)**

Program Student Learning Outcomes:

1. Demonstrate proficiency in English grammar (parts of speech) punctuation, spelling, and writing skills.
2. Produce a business style report using a computer and MS Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in MS Word.
4. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
5. Produce a professional business letter, in response to a given business communication task.

MAJOR: 12 COURSES | 36 UNITS | AA

CAOT 1	CAOT 32	CAOT 79 or 112
CAOT 2	CAOT 43	CAOT 88
CAOT 3	CAOT 84	CAOT 97
CAOT 31	CAOT 85	CAOT 98

First Semester

CAOT 1.....	3
CAOT 31.....	3
CAOT 84.....	3
CAOT 98.....	3

Second Semester

CAOT 2.....	3
CAOT 32.....	3
CAOT 85.....	3
CAOT 97.....	3

Third Semester

CAOT 3.....	3
CAOT 43.....	3
CAOT 88.....	3
CAOT 79 or 112.....	3

Total..... 36 units

* Suggested Electives: CAOT 9, 34, or 64

COMPUTER APPLICATIONS SPECIALIST

**Associate of Arts Degree
(Program: 051403 State Code: 08216)**

Program Student Learning Outcomes:

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
2. Create and format a presentation with transitions, custom animations, graphics, video, and audio, using Microsoft PowerPoint.
3. Produce a business style report using a computer and MS Word.

4. Type a business letter and an envelope from unformatted copy in the Block Style Letter format within 25 minutes time using Microsoft Word.
5. Utilize the Windows Security Center to protect a computer against computer security risks.

MAJOR: 12 COURSES | 36 UNITS | AA

CAOT 1	CAOT 79	CAOT 88
CAOT 2 or 3	CAOT 82	CAOT 97
CAOT 31	CAOT 84	CAOT 98
CAOT 32	CAOT 85	CAOT 112

First Semester

CAOT 1.....	3
CAOT 31.....	3
CAOT 84.....	3
CAOT 98.....	3

Second Semester

CAOT 2 or 3.....	3
CAOT 32.....	3
CAOT 82.....	3
CAOT 85.....	3

Third Semester

CAOT 79.....	3
CAOT 88.....	3
CAOT 97.....	3
CAOT 112.....	3

Total..... 36 units

* Suggested Electives: CAOT 9, 34, or 64

LEGAL OFFICE ASSISTANT

**Associate of Arts Degree
(Program: 051410 State Code: 08218)**

Program Student Learning Outcomes:

1. Produce a professional legal pleadings document, in response to a given legal communication task.
2. Investigate, analyze and write a report on the legal issues presented by a legal situation with which the student is familiar, focusing on those areas of law presented.
3. Identify the appropriate legal document for a case, and professionally prepare the document using the correct content, style, and format, given a case scenario requiring the preparation of a legal document.
4. Prepare professional legal pleadings and forms, given a set of circumstances requiring the preparation of a legal case.
5. Produce a business style report using a computer and MS Word.

MAJOR: 12 COURSES | 37 UNITS | AA

CAOT 1	CAOT 31	CAOT 82 or 85
CAOT 2	CAOT 32	CAOT 84
CAOT 3	CAOT 43	CAOT 93
CAOT 23	CAOT 49	LAW 1

First Semester

CAOT 1	3
CAOT 31	3
CAOT 84	3
CAOT 82 or 85	3

Second Semester

CAOT 2	3
CAOT 23	5
CAOT 32	3
CAOT 93	2

Third Semester

CAOT 3	3
CAOT 43	3
CAOT 49	3
LAW 1	3

Total..... 37 units

* Suggested Electives: CAOT 9, 34, or 64

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

**Associate of Arts Degree
(Program: 051420 State Code: 08219)**

Program Student Learning Outcomes:

1. Utilize medical terminology in reading and writing medical reports.
2. Transcribe a medical report from computer dictation using a standard medical record format for transcription practices to a 97-100% accuracy level.
3. Analyze and complete a variety of insurance claims for government and private medical insurance claims using OCR Guidelines and electronic transmission to ensure prompt reimbursement.
4. Assess the situation and describe what actions they would take to serve the client(s), when provided with a medical office scenario.
5. Research and write a comprehensive paper describing 1 of the 12 human body organ systems with established college-level formatting.

MAJOR: 12 COURSES | 36 UNITS | AA

CAOT 1	CAOT 20	CAOT 46
CAOT 2	CAOT 31	CAOT 84
CAOT 3	CAOT 32	CAOT 126
CAOT 9	CAOT 44	BIOLOGY 25

First Semester

CAOT 1	3
CAOT 31	3
CAOT 44	3
CAOT 84	3

Second Semester

CAOT 2	3
CAOT 20	5
CAOT 32	3
CAOT 126	3

Third Semester

CAOT 3	3
CAOT 9	1
CAOT 46	3
BIOLOGY 25	3

Total..... 36 units

* Suggested Electives: CAOT 34 or 64

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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. 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).

ACADEMIC PROGRAMS

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

Certificate of Achievement

(Program: 051420 State Code: 21618)

Program Student Learning Outcomes:

1. Create a letter of application and a resume including medical background, education, and job-related skills.
2. Propose orally and in writing, using correct medical terminology, spelling, abbreviations, format and protocol.
3. Evaluate electronic transmission of medical reports, appointments, laboratory and x-ray procedures.

REQUIRED

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.....	26 units

ADMINISTRATIVE OFFICE ASSISTANT

Certificate of Achievement

(Program: 051400 State Code: 21614)

Program Student Learning Outcomes:

1. Create a flyer, newsletter, brochure, business cards, forms, and letterhead with a designed logo for a small business, hobby, or interest and conduct online research effectively using Web search.
2. Research travel options and recommend (via memo) the optional travel plan for an executive's business trip.
3. Create a worksheet, add and modify headers and footers, and apply custom graphs and tables to the worksheet.
4. Create, maintain, and publish a Web site containing hyperlinks, a marquee, graphic hotspots, and tables on a live LACC server.
5. Implement Windows security measures to protect a computer system.

REQUIRED

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.....	24 units

CLERICAL OFFICE ASSISTANT

Certificate of Achievement

(Program: 051402 State Code: 08215)

Program Student Learning Outcomes:

1. Demonstrate proficiency in English grammar (eight parts of speech), punctuation, spelling, and writing skills through an hour long writing assignment
2. Complete an hour long business letter writing assignment using professional business communication and vocabulary, correct format, grammar, and spelling.
3. Type a business letter and an addressed envelope from unformatted copy in the Block Style Letter formatting using Microsoft Word within 25 minutes.

REQUIRED

CAOT 2.....	3
CAOT 7.....	3
CAOT 31.....	3
CAOT 32.....	3
CAOT 33.....	2
CAOT 47.....	2
CAOT 82.....	3
CAOT 105.....	2
CAOT 106.....	3
Total.....	24 units

COMPUTER APPLICATIONS SPECIALIST

Certificate of Achievement

(Program: 051403 State Code: 21615)

Program Student Learning Outcomes:

1. Create a multi-page report, add page numbering, add and modify footnotes, and apply custom styles to all headings using Microsoft Word.
2. Create a flyer, newsletter, brochure, business cards, forms, and letterhead for a small business, hobby or interest.
3. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.

REQUIRED

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

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CAOT 112	3
Total.....	29 units

LEGAL OFFICE ASSISTANT

**Certificate of Achievement
(Program: 051410 State Code: 21617)**

Program Student Learning Outcomes:

1. Understand how law offices vary in size; explain the different types of law practiced; list the desirable personal qualities of the law office staff; and explain the different professions and careers represented in the law office.
2. Differentiate between word-processing systems by creating, naming, saving, retrieving, and producing short files. Students will be able to prepare certified mailings, certificate of service, endorsements; Acknowledgments, Jurats; create directories and subdirectories by clients name, case number, forms, correspondence, or area of law.
3. Use equipment required in the electronic office such as copiers, fax machines, scanners, and calculators.
4. Operate a transcribing unit efficiently with intermittent listening and continuous keying.
5. Given a set of circumstances requiring the preparation of a legal case, the student will prepare professional legal pleadings and forms.

REQUIRED

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.....	25 units

BASIC ADMINISTRATIVE OFFICE ASSISTANT

Skills Certificate

Program Student Learning Outcomes:

1. The student will create a business report with a cover sheet, table of contents, and a bibliography.
2. The students will create a worksheet, chart data, perform calculations and make comparisons by using a pie chart.
3. Prepare a multi-column newsletter containing desktop publishing elements in MS Word.

REQUIRED

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

BASIC COMPUTER APPLICATIONS

Skills Certificate

Program Student Learning Outcomes:

1. Use Microsoft PowerPoint to create and format a presentation with transitions, custom animations, graphics, video, and audio.
2. Create a travel brochure from effective web searches.
3. The student will utilize the Windows Security Center to protect a computer against computer security risks.

REQUIRED

CAOT 82.....	3
CAOT 97.....	3
CAOT 98.....	3
Total.....	9 units

BASIC LEGAL OFFICE

Skills Certificate

Program Student Learning Outcomes:

1. The student will prepare professional legal pleadings and forms for a given a set of circumstances requiring the preparation of a legal case.
2. The student will prepare professional legal forms and pleading documents.

REQUIRED

CAOT 23.....	5
CAOT 93.....	2
Total.....	7 units

BASIC MEDICAL OFFICE

Skills Certificate

Program Student Learning Outcomes:

1. The student will analyze, assess and communicate what actions are needed to serve clients when given various medical office scenarios.
2. The student will utilize medical terminology in

ACADEMIC PROGRAMS

reading and writing medical reports.

- The student will analyze and complete a variety of insurance claims for government and private medical insurance claims using OCR Guidelines and electronic transmission to ensure prompt reimbursement.

REQUIRED

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

BASIC MEDICAL TRANSCRIPTION

Skills Certificate

Program Student Learning Outcomes:

- Create a business report with a cover sheet, table of contents, and a bibliography.
- Utilize medical terminology in reading and writing medical reports.
- Transcribe a medical report from computer dictation using a standard medical record format for transcription practices to a 97-100% accuracy level.

REQUIRED

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

BASIC WEB PAGE DESIGN

Skills Certificate

Program Student Learning Outcomes:

- Prepare a multi-column newsletter containing desktop publishing elements in MS Word.
- Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.

REQUIRED

CAOT 84.....	3
CAOT 112	3
Total.....	6 units

CHEMISTRY AND 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

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, Pre-Pharmacy, Nursing, Anthropology, Biology, Chemistry, Geology, Engineering, and Physics.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

CHEMISTRY

Associate of Science Degree

(Program: 070800 State Code: 08221)

This Associate of Science degree provides the student with preparatory course work, allowing transfer to a four-year university in chemistry or related physical sciences. Individuals who earn the degree with a major in chemistry will find many desirable entry-level jobs in chemistry and manufacturing.

Program Student Learning Outcomes:

- Describe chemical and physical structures and reactions.
- Solve problems with algebra, analyze graphical data, and convert between scientific units.
- Apply the scientific method by forming hypothesis based on observation.
- Design and implement simple experiments, work independently, and draw reasonable conclusions.
- Communicate scientific processes by writing laboratory reports that include data in tabular and graphical format and summarize results to explain the phenomena studied.

MAJOR: 8 COURSES | 40 UNITS | AS

CHEM 101	MATH 261
CHEM 102	MATH 262
CHEM 211	PHYSICS 101
CHEM 212	PHYSICS 102

REQUIRED

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

*CHEM 60 is a prerequisite for CHEM 101

CHILD DEVELOPMENT

Chair: Keli Miller
(323) 953-4000 ext. 2290 | CD 201

Vice Chair: Nancy Washburn
(323) 953-4000 ext. 2296 | CD 204

Director, Child Development Center: Dorian Harris
(323) 953-4000 ext. 2220 | CD 117

www.lacitycollege.edu/academic/departments/child-dev/index.html

PROGRAMS OFFERED

Associate of Arts:
 Child Development

Associate of Science (AS-T):
 Early Childhood Education

Certificates of Achievement:
 Child Development Associate Teacher
 Child Development Teacher
 Child Development Master Teacher
 Child Development Site Supervisor

Skills Certificates:
 Infant & Toddler Studies
 Children with Special Needs

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 the 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, and the California Early Childhood Mentor Teacher Program.

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.

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.

ACADEMIC PROGRAMS

- 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.
- 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: Mary Skousen Radford, 323-953-4000, Ext. 2297, skouseme@lacitycollege.edu.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

CHILD DEVELOPMENT

Associate of Arts

(Program: 130501 State Code: 10783)

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

Program Student Learning Outcomes:

1. Integrate understanding of the needs, the characteristics and multiple influences on all areas of development of children birth to age eight that support optimal development.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, applying the skills of observation and assessment.

MAJOR + ELECTIVES: 12 COURSES | 36 UNITS | AA

CH DEV 1	CH DEV 11	Plus Electives
CH DEV 2	CH DEV 22	
CH DEV 7	CH DEV 23	
CH DEV 10	CH DEV 65	

REQUIRED

Child Development 1	3
Child Development 2	3
Child Development 7	3
Child Development 10.....	3
Child Development 11.....	4
Child Development 22.....	4
Child Development 23.....	2
Child Development 65.....	3
Subtotal - Core	25 units

Plus 11 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

*Some courses may be offered every other semester, or less frequently, or alternating day and evening.

*Consult with the department regarding specialization options to satisfy AA degree and Certificate 3 requirements.

First Semester

Child Development 1	3
Child Development 2	3

Second Semester

Child Development 7	3
Child Development 10.....	3

Third Semester

Child Development 22.....	4
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Fourth Semester

- Child Development 23.....4
- Child Development 65.....2
- *Note: English 28 is an advisory for CD 2

EARLY CHILDHOOD EDUCATION

**Associate of Science (AS-T)
(Program: 130500 State Code: 31030)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

- I. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- J. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. *Integrate understanding of the needs, the characteristics and multiple influences on all areas of development of children to age eight that support optimal development.*
2. *Promote partnerships between programs, teachers, family, and communities, applying ethical standards and culturally sensitive professional behavior.*
3. *Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, applying the skills of observation and assessment.*

MAJOR: 8 COURSES | 25 UNITS | AS-T

CH DEV 1	CH DEV 11
CH DEV 2	CH DEV 22
CH DEV 7	CH DEV 34
CH DEV 10	CH DEV 42

REQUIRED

- Child Development 13
- Child Development 23
- Child Development 73
- Child Development 10.....3
- Child Development 11.....3
- Child Development 22.....4
- Child Development 34.....3
- Child Development 42.....3

Sub-Total..... 25 units

*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.

*Note: English 28 is an advisory for many Child Development courses.

First Semester

- Child Development 13
- Child Development 23
- Child Development 11.....3

Second Semester

- Child Development 10.....3
- Child Development 73

Third Semester

- Child Development 22.....4
- Child Development 34.....3

Fourth Semester

- Child Development 42.....3

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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 higher in order to qualify for most certificates.

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.

ACADEMIC PROGRAMS

ASSOCIATE TEACHER - Certificate 1

Certificate of Achievement

(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.

Program Student Learning Outcomes:

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal development in all areas of development for children from birth to age eight.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.

REQUIRED

Child Development 1	3
Child Development 2	3
Child Development 7	3
Child Development 11	3
English 28	3

Total..... 15 units

*Advisory of English 28 for most classes.

**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

Certificate of Achievement

(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.

Program Student Learning Outcomes:

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal development in all areas of development for children from birth to age eight.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply effective guidance and interaction strategies that support a child's social learning, identity and self-confidence in an early childhood classroom setting.
5. Create and utilize a professional portfolio to demonstrate career readiness and enhance marketability.

REQUIRED

Certificate 1 course requirements	15
Child Development 10.....	3
Child Development 22.....	4
Child Development 23 or any CD elective*	3-4
Child Development 34 or 42.....	3

Total..... 28-29 units

*See Electives listed in the Master Teacher certificates for specialization options.

* 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

Certificate of Achievement

(Program: 130501 State Code: 08238)

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. 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 The Associate in Arts Major in Child Development.

Program Student Learning Outcomes:

1. *Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal development in all areas of development for children from birth to age eight.*
2. *Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.*
3. *Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.*
4. *Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.*
5. *Apply effective guidance and interaction strategies that support a child's social learning, identity and self-confidence in an early childhood classroom setting.*

REQUIRED

Certificate 1 and 2 course requirements	28-29
Child Development 65.....	2
Specialization courses (refer to options below).....	6
Total.....	36-37 units

Choose 2 courses from the same sequence below:

Child Development 30 and 31.....	6
Child Development 44 and 45.....	6
Child Development 48 and FCS 31.....	6
Child Development 42, 44, and 45	6
Child Development Elective and FAM & CS 21	6

**CHILD DEVELOPMENT SITE SUPERVISOR - Certificate 4
Certificate of Achievement
(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.

Program Student Learning Outcomes:

1. *Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal development in all areas of development for children from birth to age eight.*
2. *Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.*
3. *Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.*
4. *Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.*
5. *Analyze and apply the financial and legal rules and regulations pertaining to administration of an early childhood program.*

REQUIRED

Certificate 1 and 2 course requirements	28-29
Child Development 38.....	3
Child Development 39.....	3
Child Development 65.....	2
Total.....	36-37 units

CHILD DEVELOPMENT SPECIALIZATION SKILL CERTIFICATES

**INFANT & TODDLER STUDIES
Skills 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.

ACADEMIC PROGRAMS

Program Student Learning Outcomes:

1. Integrate and demonstrate knowledge of the needs, characteristics, and the multiple influences that support optimal development in all areas for children from birth through 2 ½ years of age.
2. Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the development of infants and toddlers.
3. Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and infants/toddlers, while applying the skills of observation and assessment.

REQUIRED

Child Development 1	3
Child Development 10 or 34.....	3
Child Development 11.....	3
Child Development 30.....	3
Child Development 31.....	3
Total.....	15 units

*Note: English 28 is a prerequisite for CD 34

CHILDREN WITH SPECIAL NEEDS

Skills 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.

Program Student Learning Outcomes:

1. Integrate and demonstrate knowledge of the needs, the characteristics, and the multiple influences that support optimal development in all areas for differently abled children.
2. Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the development of children with special needs.
3. Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and differently-abled children,
4. while applying the skills of observation and assessment.

REQUIRED

Child Development 1	3
Child Development 11.....	3

Child Development 44.....	3
Child Development 45.....	3

ADD one elective chosen from the following courses:

Child Development 10, 34, 42 or 48	3
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Total..... 15 units

CINEMA / TELEVISION

Chair: Joni Varner

(323) 953-4000 ext. 2627 | CC181

<http://cinematv.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Arts:

Cinema Production
Television Production

Certificates of Achievement:

Cinema Production
Television Production
Cinema / Video Production

Skills Certificates:

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

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 pursue 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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

CINEMA PRODUCTION

Associate of Arts Degree

(Program: 061220 State Code: 02729)

This curriculum in the Cinema/Television Department is designed for the student who wishes training in motion

ACADEMIC PROGRAMS

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 30 units in Cinema.

Program Student Learning Outcomes:

1. Students demonstrate knowledge of the historical, cultural, and economic influences on the motion picture, both narrative and documentary.
2. Students demonstrate knowledge and command of the processes of writing, direction, production, post-production, and distribution of motion pictures.
3. Students demonstrate knowledge of the job market pathways into motion pictures.

MAJOR CORE + ELECTIVES: 12 COURSES | 36 UNITS | AA

CINEMA 1	PLUS 24 ELECTIVE UNITS FROM BELOW
CINEMA 2	
CINEMA 3	
CINEMA 4	

REQUIRED CORE

Cinema 1.....	3
Cinema 2.....	3
Cinema 3.....	3
Cinema 4.....	3
Subtotal - Core.....	12
Total (Core + Electives).....	36 units

Required Electives: Select additional courses from below to complete 24 additional units in the major (Select at least 18 units from Cinema electives):

- Cinema** 5, 6, 7, 9, 10, 18, 20, 25, 32, 33-1, 33-2, 38-1, 38-2, 185, 911;
Television 1, 4, 9, 25-1, 25-2;
Law 33
 *Prerequisites may apply and must be followed.
 **Courses may be substituted under special circumstances and approval from the department.

TELEVISION PRODUCTION

**Associate of Arts Degree
 (Program: 060420 State Code: 08220)**

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.

An Associate of Arts degree 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.

Program Student Learning Outcomes:

1. Demonstrate awareness of the historical, cultural, and economic influences on television.
2. Demonstrate knowledge and command of the processes of writing, production, direction and distribution of both live-switched television productions, including news programs, interview, format shows, and awards shows and location television production.
3. Demonstrate an awareness of the job market pathways into motion pictures and television.

MAJOR CORE + ELECTIVES: 12 COURSES | 36 UNITS | AA

TV 1	PLUS 24 ELECTIVE UNITS FROM BELOW
TV 4	
TV 9	
TV 46	

REQUIRED CORE

Television 1.....	3
Television 4.....	3
Television 9.....	3
Television 46.....	3
Subtotal - Core.....	12
Total (Core + Electives).....	36 units

Required Electives: Select additional courses from below to complete 24 additional units in the major (Select at least 3 units of TV electives):

- Television** 6, 7, 25-1, 25-2, 48, 49, 55, 185; OR
Cinema 1, 2, 3, 4, 5, 6, 7, 9, 10, 18, 20, 25, 32, 33-1, 33-2, 38-1, 38-2, 185, 911
 *Prerequisites may apply and must be followed.
 **Courses may be substituted under special circumstances and approval from the department.

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ACADEMIC PROGRAMS

CINEMA PRODUCTION

Certificate of Achievement

(Program: 061220 State Code: 21620)

Program Student Learning Outcomes:

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture.
2. Formulate knowledge of the processes of writing, directing, production, post-production and distribution of motion pictures.
3. Compile knowledge of the job market pathways into motion pictures.
4. Perform the duties of various technical crew positions in a single-camera production environment.

REQUIRED

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..... 33 units

CINEMA / VIDEO PRODUCTION

Certificate of Achievement

(Program: 061221 State Code: 10773)

Program Student Learning Outcomes:

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture and television,
2. Formulate knowledge of the processes of writing, directing, production, post-production and distribution of motion pictures and television including live switched and edited programs.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in a single or multiple camera production environments.

REQUIRED

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..... 33 units

TELEVISION PRODUCTION

Certificate of Achievement

(Program: 060420 State Code: 21619)

Program Student Learning Outcomes:

1. Differentiate the historical, cultural, and economic influences on television.
2. Formulate knowledge and command of the processes of writing, production, direction and distribution of both live switched television productions, including news programs, interview format shows, and awards shows, and location television programming.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in TV studio and field.

REQUIRED

Cinema 1.....	3
Cinema 2.....	3
Television 1.....	3
Television 4.....	3
Television 6 or 7.....	3
Television 9.....	3
Television 46.....	3
Television 48 or 49.....	3
Television 55.....	3
Additional Cinema/TV class.....	6
(or Co-Op Education classes)	

Total..... 33 units

BEGINNING CINEMA & TELEVISION PRODUCTION

Skills Certificate

Program Student Learning Outcomes:

1. Explain and demonstrate knowledge of cinema and television preproduction techniques by preparing scripts and storyboards for cinema and television projects.
2. Operate cinema and television lighting, cameras and sound equipment according to industry standards.

- Utilize post-production cinema techniques to produce digital cinema projects with picture, sound and editing.

REQUIRED

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

CINEMATOGRAPHY

Skills Certificate

Program Student Learning Outcomes:

- Plan, execute and organize practical digital or film still photography exercises that demonstrate cinematography fundamentals, including the understanding of camera controls, elements of composition, and photographing with natural and artificial light.
- Collaborate in a group to plan and execute a short film, functioning in the role of producer, director, and director of photography on cinema projects emphasizing lighting, composition, exposure and focus.
- Employ basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self expression.

REQUIRED

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

TELEVISION STUDIO PRODUCTION - LEVEL 1

Skills Certificate

Program Student Learning Outcomes:

- Operate television studio and control room equipment according to industry standards, while contributing as a crew member in a television studio environment.
- Prepare and execute above the line production roles, including Director, Producer and Writer in a multi-camera television studio environment.

REQUIRED

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

DIRECTING

Skills Certificate

Program Student Learning Outcomes:

- The student will produce and direct a scene to be critiqued and evaluated in class.
- Formulate story ideas and develop treatments and screenplay drafts.
- Demonstrate proper use of stage direction while focusing on audience reaction and the actors' emotional connection to the scene.
- Prepare a production package including script notes, scene goals, character analysis, storyboard and shot list.

REQUIRED

Cinema 5 or Television 25.....	3
Cinema 10.....	3
Cinema 20.....	3
Theater 200.....	3
Theater 225.....	3
Total.....	15 units

PRODUCING

Skills Certificate

Program Student Learning Outcomes:

- Students will survey business practices including development, financing, production and distribution of motion pictures and media content.
- Students will explain feature film production from development through distribution on film projects that have attained commercial distribution and construct elements for their own projects.
- Students will demonstrate an understanding of major concepts of Business Organization including: Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and Entertainment Law.

ACADEMIC PROGRAMS

REQUIRED

Cinema 5 or Television 25	3
Cinema 20.....	3
Cinema 25.....	3
Business 1	3
Law 33	3
Total.....	15 units

COMMUNICATION STUDIES

Chair: M. "Shae" Hsieh

(323) 953-4000 ext. 2961 | CC187

<http://www.lacitycollege.edu/academic/departments/speech/>

PROGRAMS OFFERED

Associate of Arts (AA-T):

Communication Studies

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

COMMUNICATION STUDIES

Associate of Arts for Transfer (AA-T)

(Program: 150600 State Code: 30996)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- K. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

- L. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

- Describe the breadth and depth of the communication discipline.
- Communicate competently within and across various channels, contexts, and cultures.
- Critically analyze messages.
- Apply ethical communication principles and practices.
- Utilize communication to embrace differences.

MAJOR: 6 COURSES | 18 UNITS | AA-T

COMM 101, 104, 121

Choose Two Courses: COMM 106, 122, 130

Choose One Course: ANTHRO 102; PSYCH 1; SOC 1; ENGLISH 102, 103; JOURNAL 101, 105

Required Core (3 units):

COMM 101 - Public Speaking 3

List A

SELECT 2 courses (6 units) from the following:

COMM 104 Argumentation & Debate 3
 COMM 121 Interpersonal Communication..... 3

List B

SELECT 2 courses (6 units) from the following:

COMM 106 Forensics (repeatable) 2
 COMM 122 Intercultural Communication 3
 COMM 130 Intro to Oral Interpretation of Lit 3

List C

SELECT 1 course (3 units) from the following:

ANTRHO 102 Cultural Anthropology..... 3
 PSYCH 1 Intro to Psychology 3
 SOC 1 Intro to Sociology 3
 ENGLISH 102 College Reading Composition II 3
 ENGLISH 103 Composition & Critical Thinking 3
 JOURNAL 101 Collecting and Writing News 3
 JOURNAL 105 Mass Communications..... 3

TOTAL MAJOR..... 18 Units

CSIT

(Computer Science / Information Technology)

Chair: Kian Kaviani

(323) 953-4000 ext. 2811 | FH 101H

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

PROGRAMS OFFERED

Associate of Arts:

Computer Science/Information Technology
Computer Information Systems

Certificates of Achievement:

Applications Software
Programming Languages

Skills Certificates:

C++ Programming
Database Administration
Database Developer
Java Programming
Macromedia Software
VBA Application
Web Client Technologies

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

COMPUTER SCIENCE

Associate of Arts Degree

Transfer Program

(Program: 070600 State Code: 10774)

Program Student Learning Outcomes:

1. Gain appropriate skills in basic Computer literacy, Operating Systems to enable the student to gain currency in Software/Hardware areas.
2. Design and create a relational database and install, configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams,

3. Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
4. Gain skills in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, JavaScript, Dreamweaver and AJAX. Use the LAMP/WAMP environment.
5. Install and administer an Oracle sever; perform backups and recovery; monitor the Database in a proactive rather than reactive manner; implement security and resource monitoring policies.

MAJOR: 8 COURSES | 24 UNITS | AA

CO SCI 104	CO SCI 158	CO SCI 138, 140 OR 142
CO SCI 107	CO SCI 186	
CO SCI 134	CO SCI 187	
CO SCI 136	CO SCI 139 OR 141	

First Semester

CO SCI 104	3
CO SCI 107	3

Second Semester

CO SCI 134	3
CO SCI 139	3
* Suggested Major Preparation: Physics 101, Math 261	

Third Semester

CO SCI 140 or 141	3
CO SCI 186	3
* Suggested Major Preparation: Philosophy 7, 8, or 9	

Fourth Semester

CO SCI 136	3
CO SCI 158	3

Total..... 24 units

*CO SCI 103 is a prerequisite to some of the CO SCI courses above and can be used to fulfill a general education requirement.

*Note: On approval by the CSIT discipline, students may use Math 262, 263 and Physics 102, 103 as a substitute to any of the CO SCI requirements above except CO SCI 139, CO SCI 140 or 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units is met.

ACADEMIC PROGRAMS

COMPUTER INFORMATION SYSTEMS

Associate of Arts Degree
(Program: 070200 State Code: 02730)

Program Student Learning Outcomes:

1. Gain appropriate skills in basic Computer literacy, Operating systems to enable the student to gain currency in Software/Hardware areas.
2. Design and create a relational database and install, configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL, PL/SQL, and Programming.
3. Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
4. Gain skills in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, JavaScript, Dreamweaver and AJAX. Use the LAMP/WAMP environment.
5. Install and administer an Oracle sever; perform backups and recovery; monitor the Database in a proactive rather than reactive manner; implement security and resource monitoring policies.

MAJOR: 9 COURSES | 27 UNITS | AA

CO SCI 104	CO SCI 158	CO SCI 138, 140 OR 142
CO SCI 107	CO SCI 186	
CO SCI 134	CO SCI 187	
CO SCI 136	CO SCI 139 OR 141	

First Semester

CO SCI 104	3
CO SCI 107	3

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.....27 units

*CO SCI 103 is a prerequisite to some of the CO SCI courses above and can be used to fulfill a general education requirement.

***Note:** On approval by the CSIT discipline, students may use Math 262, 263 and Physics 102, 103 as a substitute

to any of the CO SCI requirements above except CO SCI 139, CO SCI 140 (or 141), and CO SCI 136 as long as a minimum of 18 CO SCI course units is met.

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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 of Achievement
(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.

Program Student Learning Outcomes:

1. Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with correct mathematical operations using Visual Basic.Net or other programming language.
3. Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
4. Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
5. Design and create a relational database and, install configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL, PL/SQL, and Programming.

REQUIRED

CO SCI 103 or 101 and 108	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

Required Electives.....6

Total.....31 units

Acceptable Electives:

- **Database Track:** 2 courses from CO SCI 187, 188, 189 and 198
- **Programming Track:** 2 courses from CO SCI 136, 139, 140, 141, and 142
- **Web Technologies Track:** 2 courses from CO SCI 155 and 158.

PROGRAMMING LANGUAGES

**Certificate of Achievement
(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.

Program Student Learning Outcomes:

1. Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with correct mathematical operations using VisualBasic. Net or other programming language.
3. Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
4. Design and implement a programming solution to a given problem using advanced programming constructs.
5. Design and create a relational database and installs, and configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL,PL/SQL, and Programming.

REQUIRED

CO SCI 103 or 101 and 108	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

Required Electives.....9
Total.....40 units

Acceptable Electives:

- **Databases Track:** 3 courses from: CO SCI 187, 188, 189 and 198
- **Web Development Track:** 3 courses from: CO SCI 155 and 158.

C++ PROGRAMMING

Skills Certificate

This course sequence provides students with comprehensive training in high demand programming languages and tools such as Visual Basics, C++. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

Program Student Learning Outcomes:

1. Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
2. Create, deploy and test a Basic program with correct mathematical operations using C++ programming language.
3. Design and implement solution to general purpose problem using advanced programming techniques in C++ programming.
4. Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

REQUIRED

CO SCI 103	4
CO SCI 104	3
CO SCI 107	3
CO SCI 139	3
CO SCI 140	3

Total 16 units

DATABASE ADMINISTRATION

Skills 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.

Program Student Learning Outcomes:

1. Install and administer an Oracle sever.
2. Perform backups and recovery.
3. Monitor the Database in a proactive rather than reactive manner.
4. Implement security and resource monitoring policies.

ACADEMIC PROGRAMS

REQUIRED

CO SCI 186	3
CO SCI 187	3
CO SCI 188	3
CO SCI 189	3
CO SCI 198	3
Total.....	15 units

DATABASE DEVELOPER

Skills 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.

Program Student Learning Outcomes:

1. Design and create a relational database.
2. Install, configure, and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL, PL/SQL, and Programming.

REQUIRED

CO SCI 186	3
CO SCI 198	3
CO SCI 199	3
Total.....	9 units

JAVA

Skills Certificate

This course sequence provides students with comprehensive training in high-demand programming languages and tools such as Visual Basic and Java.

Program Student Learning Outcomes:

1. Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
2. Create, deploy and test a Basic program with correct mathematical operations using JAVA programming language.
3. Design and implement solution to general purpose problem using advanced programming techniques in JAVA programming.
4. Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

REQUIRED

CO SCI 104	3
CO SCI 107	3
CO SCI 108	3
CO SCI 141	3
CO SCI 142	3
Total	15 units

MACROMEDIA SOFTWARE

Skills Certificate

This course sequence provides technical training on the latest multimedia technologies and prepares students for the Macromedia certification exams. The program also provides instruction in programming macromedia software to create interactive and media-rich Web sites and presentations.

CO SCI 151	3
CO SCI 152	3
CO SCI 153	3
CO SCI 154	3
CO SCI 158	3
Total.....	15 units

VBA APPLICATION

Skills 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.

Program Student Learning Outcomes:

1. Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
2. Create, deploy and test a Basic program with correct mathematical operations using VBA programming language.
3. Design and implement solution to general purpose problem using advanced programming techniques in VBA programming.
4. Design and create a relational database and install and define, create and test a macro using a spreadsheet program.
5. Install, configure and troubleshoot given problems for Windows 7.

REQUIRED

CO SCI 103	4
CO SCI 133	3
CO SCI 134	3
CO SCI 138	3
CO SCI 148	3
Total.....	16 units

WEB CLIENT TECHNOLOGIES

Skills 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.

REQUIRED

CO SCI 141	3
CO SCI 151	3
CO SCI 152	3
CO SCI 103	4
CO SCI 158	3
Total.....	16 units

COMPUTER TECHNOLOGY

Chair: Kian Kaviani

(323) 953-4000 ext. 2811 | FH 101H

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

PROGRAMS OFFERED

Associate of Science:

Computer Technology

Certificates of Achievement:

Computer Technology

Skills Certificate:

Program in A+ Certification

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

COMPUTER TECHNOLOGY

Associate of Science Degree

(Program: 093403 State Code: 08229)

Program Student Learning Outcomes:

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.

MAJOR: 11 COURSES | 41 UNITS | AS

CO TECH 1	ELECTRN 2	ELECTRN 10
CO TECH 20	ELECTRN 4	ELECTRN 12
CO TECH 30	ELECTRN 6	ELECTRN 156
CO TECH 36	ELECTRN 8	

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.....	41 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ACADEMIC PROGRAMS

COMPUTER TECHNOLOGY

Certificate of Achievement

(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.

Program Student Learning Outcomes:

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.

REQUIRED

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.....	41 units

PROGRAM IN A+ CERTIFICATION

Skills Certificate

Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination as well as work as an entry level PC technician.

Program Student Learning Outcomes:

1. Identify components in a personal computer.
2. Diagnose problems in personal computer hardware and operating system and independently design solutions using the information gained through the component manuals and manufacturer web sites.
3. Diagnose resolve a problem in a peer-to-peer local area network.
4. Use a breadboard to connect a simple electronic circuit based on a given schematic diagram.
5. Assemble components on a printed circuit board using a soldering iron to connect a simple electronic circuit based on a given schematic diagram.

REQUIRED

Computer Technology 1	4
Computer Technology 12	4
Computer Technology 14	4
Electronics 2 , 4 or 6	3/4
Total.....	15-16 units

COOPERATIVE EDUCATION

Director Juliana Medina

(323) 953-4000 ext. 1522 | AD 205 D

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

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 positive employment relationships.

COUNSELING

Chair: Boris Lopez

(323) 953-4000 ext. 2250 | AD108

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

The Counseling Department offers Counseling courses to introduce students to Los Angeles City College programs and services, assist students with planning educational goals, and provide career/major exploration for all students. Counselors support students in their academic, career, and personal endeavors. We encourage students to become vested members in the academic community and utilize the vast resources at Los Angeles City College.

DENTAL TECHNOLOGY

Chair: Arax Cohen

(323) 953-4000 ext. 2502 | SCI 324A

<http://dental.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Science:

Dental Technology

Certificate:

Dental Technology

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 DEN TEK 100 (Introduction to Dental laboratory) and DEN TEK 102 (Dental Anatomy and Terminology). Candidates for the Dental Technology Program must complete these (2) two courses with a grade of "C" or better. Students who 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 DEN TEK 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 retake 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.

In order to minimize the potential for the spread of infectious diseases amongst patients and dental personnel, Dental Technology students and staff are highly encouraged to be immunized against and/or tested for infectious

diseases such as mumps, measles, rubella, hepatitis B, and tuberculosis. If you have any questions regarding your immunization status or recommended immunizations for health care workers, please consult your personal physician. If you would like to learn more about Dental Technology program policies and procedures regarding infection control, you may contact the department at (323) 953-4000 x2500.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

DENTAL TECHNOLOGY

**Associate of Science Degree
(Program: 124030 State Code: 02748)**

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. 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 Technologists Exam given by the National Board for Certification of Dental Technologists.

Program Student Learning Outcomes:

1. *Understand, interpret and follow the instructions provided by the dentist.*
2. *Incorporate the dental anatomy, morphology, gnathological knowledge and science of dental materials into their constructions.*
3. *Design and construct basic orthodontic restorations, partial and full removable dental prosthesis.*
4. *Design and construct fixed dental prosthesis single and multiple units.*
5. *Design and construct all ceramic and metal ceramic restorations.*

ACADEMIC PROGRAMS

MAJOR: 16 COURSES | 65.5 UNITS | AS

DEN TEK 100	DEN TEK 108	DEN TEK 203
DEN TEK 101	DEN TEK 109	DEN TEK 204
DEN TEK 102	DEN TEK 111	DEN TEK 401
DEN TEK 103	DEN TEK 112	DEN TEK 205 OR 206
DEN TEK 105	DEN TEK 202	DEN TEK 207 OR 208
DEN TEK 106		

PREREQUISITE

Dental Technology 100.....	2
Dental Technology 102.....	3

First Semester (Spring)

Dental Technology 101.....	2
Dental Technology 103.....	5
Dental Technology 109.....	4

Intercession (Summer)

Dental Technology 106.....	3.5
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Second Semester (Fall)

Dental Technology 105.....	2
Dental Technology 111.....	5
Dental Technology 112.....	5.5

Intercession (Winter)

Dental Technology 108.....	3
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Third Semester (Spring)

Dental Technology 203.....	2
Dental Technology 205 or 206.....	10

Intercession (Winter)

Dental Technology 204.....	3
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Fourth Semester (Fall)

Dental Technology 207 or 208.....	10
Dental Technology 202.....	4
Dental Technology 401.....	4

Total.....68 units

*Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

DENTAL TECHNOLOGY

Certificate of Achievement

(Program: 124030 State Code: 21626)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to

become a dental technologist in either a commercial dental laboratory or dental office laboratory. 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 DEN TEK 100 course; their dexterity exam score administered during the DEN TEK 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. 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. Successful students who complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam given by the National Board for Certification of Dental Technologists.

A certificate in Dental Technology will be issued by the College upon successful completion of all Dental Technology courses.

Program Student Learning Outcomes:

1. Understand, interpret and follow the instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge and science of dental materials into their constructions.
3. Design and construct basic orthodontic restorations, partial and full removable dental prosthesis.
4. Design and construct fixed dental prosthesis single and multiple units.
5. Design and construct all ceramic and metal ceramic restorations.

PREREQUISITE

Dental Technology 100.....	2
Dental Technology 102.....	3

First Semester (Spring)

Dental Technology 101.....	2
Dental Technology 103.....	5
Dental Technology 109.....	4

Intercession (Summer)

Dental Technology 106.....	3.5
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Second Semester (Fall)

Dental Technology 105.....	2
Dental Technology 111.....	5
Dental Technology 112.....	5.5

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Intercession (Winter)

Dental Technology 1083

Third Semester (Spring)

Dental Technology 2032
 Dental Technology 205 or 206..... 10

Intercession (Winter)

Dental Technology 2043

Fourth Semester (Fall)

Dental Technology 207 or 208..... 10
 Dental Technology 2024
 Dental Technology 4014

Total..... 68 units

*Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.

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: Kian Kaviani
(323) 953-4000 ext. 2811 | JH 101H
www.lacitycollege.edu/academic/departments/ctel/index.html

PROGRAMS OFFERED

Associate of Science:
 Electronic Systems Technology

Certificates of Achievement:
 Basic Electronics
 Electronic Systems Technology

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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ELECTRONIC SYSTEMS TECHNOLOGY

Associate of Science Degree
(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.

Program Student Learning Outcomes:

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.
4. Describe the electrical and logical characteristics and operation of basic digital circuits.
5. Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.

ACADEMIC PROGRAMS

- Draw and explain circuits using operational amplifiers in typical applications.
- Design simple electronic analog systems.

MAJOR: 10 COURSES | 37 UNITS | AS

ELECTRN 2	ELECTRN 10	CO TECH 1
ELECTRN 4	ELECTRN 12	CO TECH 20
ELECTRN 6	ELECTRN 20	
ELECTRN 8	ELECTRN 155	

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
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Total.....37 units

*All majors are expected to take Electronics 4 and 10 during one semester.

*Suggested Electives: Computer Technology 36, Physics 11

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

BASIC ELECTRONICS

Certificate of Achievement

(Program: 093400 State Code: 08228)

Program Student Learning Outcomes:

- Diagnose problems in electronic systems using test equipment.
- Troubleshoot and repair computer hardware.
- Analyze basic DC and AC electronic circuits.
- Draw and explain circuits using transistor stages in typical applications.
- Describe the operation of basic digital circuits.

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.....30 units

*Recommended Electives: Electronics 81, 83, and 87

ELECTRONIC SYSTEMS TECHNOLOGY

Certificate of Achievement

(Program: 093401 State Code: 21622)

Program Student Learning Outcomes:

- Describe the electrical and logical characteristics and operation of basic digital circuits.
- Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.
- Draw and explain circuits using operational amplifiers in typical applications.
- Design simple electronic analog systems.

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.....37 units

ENGINEERING

Chair: Dr. Jayesh Bhakta

(323) 953-4000 ext. 2923 | SCI 222D

www.lacitycollege.edu/academic/departments/physics/

PROGRAMS OFFERED

Associate of Science:

Engineering

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 advisory 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 in a team on an engineering project.

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DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ENGINEERING

**Associate of Science Degree
(Program: 090100 State Code: 08226)**

Program Student Learning Outcomes:

1. Apply the principles of mathematics, science and engineering to mechanical and electrical systems.
2. Design and conduct science and engineering experiments, as well as analyze and interpret the data and results of the experiments.
3. Function within a team, communicate effectively, behave professionally and act with ethical responsibility as it relates to the science and engineering fields.
4. Utilize techniques, skills, tools, and equipment necessary for the practice of engineering.

MAJOR: 11 COURSES | 47 UNITS | AS

MATH 261	PHYSICS 101	ENG GEN 101
MATH 262	PHYSICS 102	ENG GEN 131
MATH 263	PHYSICS 103	ENG ELC 220
MATH 275	CHEM 101	

REQUIRED: (Path for Electrical Engineering or Computer Engineering transfer majors)

General Engineering 101	2
Math 261	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.....47 units

*Additional recommended courses for Mechanical Engineering or Civil Engineering transfer majors: CO SCI 139 or 140; General Engineering 151, 241

ENGLISH & ESL

**Chair : Dr. Bernadette Tchen
(323) 953-4000 ext. 2700 | JH300A**

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

PROGRAMS OFFERED

Associate of Arts:

English

Associate of Arts (AA-T):

English

Other Courses:

Linguistics

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 program offers courses to assist students to improve their ability to write, read, and listen/speak English.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

ENGLISH

Associate of Arts Degree

(Program: 150100 State Code: 02751)

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, 203, 205, and 206.

Program Student Learning Outcomes:

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.

ACADEMIC PROGRAMS

2. *Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.*
3. *Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.*

MAJOR: 6 COURSES | 18 UNITS | AA

Select 3-4 courses: ENGLISH 102, 203, 205, 206

Select 2-3 English Electives

REQUIRED CORE:

English 102	3
English 203	3
English 205	3
English 206	3

Total Required9-12 units

In addition to the core courses listed above, students need to fulfill the balance (6-9 units) of their required 18 units from the following courses:

ELECTIVES:

English 127	3
English 204	3
English 207	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 Electives.....6-9 units

Total.....18 units

ENGLISH

Associate of Arts AA-T

Transfer Program

(Program: 150100 State Code: 33147)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- M. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- N. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. *Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.*
2. *Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.*
3. *Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.*

MAJOR: 6 COURSES | 18 UNITS | AA-T

ENGLISH 102, 103, 127

Select two courses: ENGLISH 203, 204, 205, 206, 208

Select one course: JOURNAL 101, COMM 130, THEATER 100

Required Core (6 units):

English 102	3
English 103	3

List A

SELECT 2 courses (6 units) from the following:

English 203	3
English 204	3
English 205	3
English 206	3
English 208	3

List B

SELECT 1 course (3 units) from the following:

English 127	3
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List C

SELECT 1 course (3 units) from the following:

Journalism 101	3
Communication Studies 130	3
Theater 100	3

Total Major 18 units

FAMILY & CONSUMER STUDIES

Interim Director: Gayle Stafsky

(323) 953-4000 ext. 2291 | AD 200

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

DIETETICS

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.

PROGRAM OFFERED

Associate of Science:

Dietetic Technician

Certificate:

Dietetic Service Supervisor

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

DIETETIC TECHNICIAN

Associate of Science Degree

(Program: 130660 State Code: 08243)

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.

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
- 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.
- 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 Development 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 the Dietary Managers Exam. Please see the DMA website at: www.cdmcareer.info

ACADEMIC PROGRAMS

Program Student Learning Outcomes:

1. Function as an important part of a health care team to treat and prevent disease and administer medical nutrition therapy.
2. Purchase and prepare food in a commercial kitchen.
3. Construct budgets within foodservice operations.
4. Deliver oral presentations, educating clients about the connection between food, fitness, and health.
5. Create professional development portfolios.

MAJOR: 16 COURSES | 41 UNITS | AS

FAM & CS 21	FAM & CS 50	FAM & CS 127
FAM & CS 24	FAM & CS 51	FAM & CS 128
FAM & CS 27	FAM & CS 52	FAM & CS 129
FAM & CS 28	FAM & CS 55	FAM & CS 151
FAM & CS 29	FAM & CS 56	FAM & CS 156
BIOLOGY 25		

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

Second Semester

Family & Consumer Studies 24	3
Family & Consumer Studies 56	3
Family & Consumer Studies 156	2
Communication Studies 101	3
Biology 25	3

Third Semester

Family & Consumer Studies 27	3
Family & Consumer Studies 51	3
Family & Consumer Studies 127	2
Family & Consumer Studies 151	2

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
Total Units.....	41 units

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

First Semester

Family & Consumer Studies 50	3
Family & Consumer Studies 55	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

Fourth Semester

Family & Consumer Studies 24	3
Family & Consumer Studies 28	3
Family & Consumer Studies 128	2

Fifth Semester

Family & Consumer Studies 51	3
Family & Consumer Studies 151	2

Sixth Semester

Family & Consumer Studies 29	1
Family & Consumer Studies 52	3
Family & Consumer Studies 129	2

Total.....41 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

DIETETIC SERVICE SUPERVISOR

Certificate of Achievement

(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 California 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.cdmcareer.info

Successful completion of English 28 and Math 105 are required to ensure successful completion of many courses in this certificate. Students must provide their own transportation to assigned field placement sites.

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

Program Student Learning Outcomes:

1. *Function as an important part of a health care team to treat and prevent disease and administer medical nutrition therapy.*
2. *Purchase and prepare food in a commercial kitchen.*
3. *Construct budgets within foodservice operations.*
4. *Analyze the nutrient content of a diet using dietary analysis software.*
5. *Deliver oral presentations educating clients about the connection between food, fitness, and health.*

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.....	3

Total.....31 units

FOREIGN LANGUAGES

Chair: Mickey Hong

(323) 953-4000 ext. 2736 | JH 111G

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

PROGRAMS OFFERED

Associate of Arts:

- Chinese
- French
- Japanese
- Korean
- Spanish

Skills Certificates:

- American Sign Language
- Japanese Language & Civilization: Elementary Level
- Japanese Language & Civilization: Intermediate Level
- Korean Language & Civilization: Elementary Level
- Korean Language & Civilization: Intermediate Level
- Spanish Language & Civilization: Elementary Level
- Spanish Language & Civilization: Intermediate Level

Other Courses:

- Arabic
- Armenian
- Russian

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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

CHINESE

Associate of Arts Degree

(Program: 110700 State Code: 02745)

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Intermediate High Level.*
5. *Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.*

MAJOR: 4 COURSES | 18 UNITS | AA

CHINESE 4

Select from remaining courses:

CHINESE 1, 2, 3, 10, 21, 22, JAPAN 9, KOREAN 10, LING 1, ARTHIST 130, PHILOS 30

18 or more units of classes chosen from below.

Must include Chinese 4.

Chinese 1	5
Chinese 2	5
Chinese 3	5
Chinese 10.....	3
Chinese 21.....	3

ACADEMIC PROGRAMS

Chinese 22.....	3
Japanese 9.....	3
Korean 10.....	3
Linguistics 1.....	3
Art History 130.....	3
Philosophy 30.....	3

FRENCH

Associate of Arts Degree
(Program: 110200 State Code: 02741)

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Intermediate High Level.*
5. *Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.*

MAJOR: 4-5 COURSES | 18 UNITS | AA

FRENCH 4, 8, 10

Select from remaining courses: FRENCH 1, 2, 3, 10, 21, 22, LING 1, ARTHIST 120, PHILOS 14

18 or more units of classes chosen from below. Must include French 4, 8, 10.

French 1.....	5
French 2.....	5
French 3.....	5
French 10.....	3
French 21.....	3
French 22.....	3
Linguistics 1.....	3
Art History 120.....	3
Philosophy 14.....	3

JAPANESE

Associate of Arts Degree
(Program: 110800 State Code: 02746)

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Intermediate High Level.*
5. *Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.*

MAJOR: 5 COURSES | 18 UNITS | AA

JAPAN 4, 8, 9

Select from remaining courses: JAPAN 1, 2, 3, 21, 22, CHINESE 10, KOREAN 10, LING 1, ARTHIST 130, PHILOS 30

18 or more units of classes chosen from below. Must include Japanese 4, 8, and 9.

Japanese 1.....	5
Japanese 2.....	5
Japanese 3.....	5
Japanese 21.....	3
Japanese 22.....	3
Chinese 10.....	3
Korean 10.....	3
Linguistics 1.....	3
Art History 130.....	3
Philosophy 30.....	3

KOREAN

Associate of Arts Degree
(Program: 111730 State Code: 18809)

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Intermediate High Level.*
5. *Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.*

MAJOR: 5-6 COURSES | 18 UNITS | AA

KOREAN 4, 8, 10

Select from remaining courses: KOREAN 1, 2, 3; JAPAN 9; CHINESE 10; LING 1; ARTHIST 130; PHILOS 30

18 or more units of classes chosen from below. Must include Korean 4, 8 and 10.

Korean 1.....	5
Korean 2.....	5
Korean 3.....	5
Chinese 10.....	3
Linguistics 1.....	3
Japanese 9.....	3
Art History 130.....	3
Philosophy 30.....	3

SPANISH

**Associate of Arts Degree
(Program: 110500 State Code: 02744)**

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Intermediate High Level.*
5. *Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.*

MAJOR: 5 COURSES | 18 UNITS | AA

SPANISH 4, 8, 9, 10

Select from remaining courses: SPANISH 1, 2, 3, 21, 22, 35, 36, CHICANO 44, LING 1, ARTHIST 151

**18 or more units of classes chosen from below.
Must include Spanish 4, 8, 9 and 10.**

Spanish 1.....	5
Spanish 2.....	5
Spanish 3.....	5
Spanish 21	3
Spanish 22	3
Spanish 35	5
Spanish 36	5
Chicano 44.....	3
Linguistics 1	3
Art History 151	3

CERTIFICATE PROGRAMS

**ALL REQUIRED COURSES FOR THE CERTIFICATE
MUST BE COMPLETED WITH A GRADE OF "C" OR
BETTER IN ORDER TO GRADUATE.**

AMERICAN SIGN LANGUAGE

Skills Certificate

Program Student Learning Outcomes:

1. *Employ an extended sign vocabulary and use their expressive and receptive skills in conversation.*
2. *Incorporate knowledge of the customs and culture of the deaf community into their conversational skills.*
3. *Perform the accurate use of non-manual behaviors and classifiers.*

REQUIRED

ASL 1.....	4
ASL 2.....	4
ASL 3.....	4
ASL 25.....	2
ASL 30.....	1
Total.....	15 units

JAPANESE LANGUAGE & CIVILIZATION:

ELEMENTARY LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Novice High Level.*
2. *Write at the ACTFL Proficiency Novice High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.*
4. *Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.*
5. *Define fundamental aspects of Japanese culture at the ACTFL Novice Level.*

REQUIRED

Japanese 1.....	5
Japanese 2.....	5
Japanese 8.....	2
Japanese 9.....	3
Total.....	15 units

JAPANESE LANGUAGE & CIVILIZATION: INTERME-

DIATE LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. *Speak at the ACTFL Proficiency Intermediate High Level.*
2. *Write at the ACTFL Proficiency Intermediate High Level.*
3. *Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.*
4. *Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.*
5. *Explain and analyze more complex aspects of Japanese culture at the ACTFL Intermediate Range.*

REQUIRED

Japanese 3.....	5
Japanese 4.....	5
Japanese 8.....	2
Japanese 9.....	3
Total.....	15 units

KOREAN LANGUAGE & CIVILIZATION: ELEMENTARY

ACADEMIC PROGRAMS

LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. Speak at the ACTFL Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Korean culture at the ACTFL Novice Level.

REQUIRED

Korean 1	5
Korean 2	5
Korean 8	2
Korean 10	3
Total.....	15 units

KOREAN LANGUAGE & CIVILIZATION:

INTERMEDIATE LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of Korean culture at the ACTFL Intermediate Range.

REQUIRED

Korean 3	5
Korean 4	5
Korean 8	2
Korean 10	3
Total.....	15 units

SPANISH LANGUAGE & CIVILIZATION: ELEMENTARY

LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. Speak at the ACTFL Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.

4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Spanish culture at the ACTFL Novice Level.

REQUIRED

Spanish 1	5
Spanish 2	5
Spanish 8	2
Spanish 9 OR Spanish 10	3
Total.....	15 units

SPANISH LANGUAGE & CIVILIZATION:

INTERMEDIATE LEVEL

Skills Certificate

Program Student Learning Outcomes:

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of Spanish culture at the ACTFL Intermediate Range.

REQUIRED

Spanish 3	5
Spanish 4	5
Spanish 8	2
Spanish 9 OR Spanish 10	3
Total.....	15 units

HEALTH

**Chair: Daniel Cowgill
(323) 953-4000 ext. 2660 | MG104**

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

HUMANITIES

Chair: Mickey Hong

(323) 953-4000 ext. 2736 | JH 111G

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

PROGRAMS OFFERED

Associate of Arts:

Humanities

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

HUMANITIES

Associate of Arts Degree

(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 Graduation requirements under the Humanities section.

Program Student Learning Outcomes:

1. *Analyze culturally diverse primary source documents from a historical and cultural perspective in a thesis-driven written format.*
2. *Present research, orally on published resources in a coherent format.*
3. *Demonstrate the ability to collaboratively work across cultures.*

REQUIRED:

ARTS:

Any 3 units from the following:

African American Studies 60; Art; Art History; Cinema; Music; Photography; Theater

LITERATURE: Any 3 units from the following:

African American Studies 20, English 102, 103, 200's

FOREIGN LANGUAGE:

Any 3-5 units from the following: All courses in Arabic, Armenian, Chinese, French, Italian, Japanese, Korean,

Russian, Spanish and American Sign Language

HUMANITIES: Any 6 units from the following:

Humanities 6, 8, 30, 31, 61

ELECTIVES:

Philosophy 1, 14, 20, 30, 32, 40; Linguistics 1; Chicano 44; Or choose from any courses listed from the categories above to bring to a minimum of 18 total units.

Total..... 18-20 units

JOURNALISM

Vice Chair: Daniel Marlos

(323) 953-4000 ext. 2835 | Chemistry Basement

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

PROGRAMS OFFERED

Associate of Arts:

Journalism

Associate of Arts (AA-T):

Journalism

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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

JOURNALISM

Associate of Arts Degree

(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.

ACADEMIC PROGRAMS

Program Student Learning Outcomes:

1. Write, research and produce news stories for print or broadcast.
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including online and broadcast news writing.
4. Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

MAJOR : 16 COURSES | 38 UNITS | AA

JOURNAL 101	JOURNAL 219-1,2,3	PHOTO 46
JOURNAL 105	PHOTO 7	LIB SCI 101
JOURNAL 217-1,2,3	PHOTO 10	
JOURNAL 218-1,2,3	PHOTO 20	

First Semester

Journalism 101*	3
Journalism 105.....	3
Photography 10	3

Second Semester

Journalism 217-1	2
Journalism 218-1	3
Journalism 219-1	1
Photography 7.....	3
Library Science 101	1

Third Semester

Journalism 217-2	2
Journalism 218-2	3
Journalism 219-2	1
Photography 20	4

Fourth Semester

Journalism 217-3	2
Journalism 218-3	3
Journalism 219-3	1
Photography 46	3

Total.....38 units

*Suggested electives JOURNAL 185, 285; PHOTO 1, 34, 46, 50; ADM JUS 1, 2

JOURNALISM

Associate of Arts (AA-T)

(Program: 060200 State Code: 33155)

Completion of the Associate of Arts in Journalism 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 the field of Journalism. 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 Degree for Transfer, students must meet the following requirements:

- M. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 2. A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- N. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus.

Program Student Learning Outcomes:

1. Write, research and produce news stories for print or broadcast.
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including online and broadcast news writing.
4. Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

MAJOR: 6 COURSES | 18-20 UNITS | AA-T

JOURNAL 101	PHOTO 7	
JOURNAL 105	PHOTO 10	
JOURNAL 217-1,2,3	PHOTO 20	
JOURNAL 218-1,2,3	PHOTO 46	LIB SCI 101
JOURNAL 219-1,2,3		

Required Core (9 units):

Journalism 101.....	3
Journalism 105.....	3
Journalism 218-1	3

ACADEMIC PROGRAMS

List A

SELECT 1 course (3 units) from the following:

- Photography 20 4
- Journalism 218-2 3

List B

SELECT 2 courses (6 units) from the following:

- Photography 10 3
- Math 227 4
- Economics 1 or 2 3
- Communication Studies 104 3
- Photography 34 3

Total Major 18 -20 units

KINESIOLOGY

Chair: Daniel Cowgill
(323) 953-4000 ext. 2660 | MG104

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

LAW

Chair and Paralegal Program Director:
Wilhelm I. Vargas, J.D.
(323) 953-4000 ext. 2754 | HH 200H
www.lacitycollege.edu/academic/departments/law/introparalegalstudies

PROGRAMS OFFERED

Associate of Arts:
 Paralegal Studies

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. Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. 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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

PARALEGAL STUDIES

Associate of Arts Degree
(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."

All paralegal students are welcome to join the on-campus student club, the Martin Luther King Jr. Law Society. All paralegal students are also encouraged to be active in the Los Angeles Paralegal Association.

Program Student Learning Outcomes:

1. Describe the federal and California court systems and be able to explain which court has jurisdiction over a particular matter.
2. Prepare court documents in a professional and competent manner and ascertain answers to legal questions through thorough legal research.
3. Author legal writings that are clear, concise, and grammatically correct.

MAJOR: 15 COURSES 42 UNITS AA			
LAW 1	LAW 11	LAW 51	LIB SCI 101
LAW 2	LAW 12	CAOT 84	Plus 2 Electives
LAW 4	LAW 17	CAOT 93	
LAW 10	LAW 19	COMM 101	

First Semester

- CAOT 84 - Keyboarding Operations 3
- COMM 101 - Oral Communication I 3
- LAW 10 - Introduction to Legal Assistant I 3
- LIB SCI 101 - Library Research Methods 1

Second Semester

- LAW 1 - Business Law I 3
- LAW 11 - Introduction to Legal Assistant II 3
- LAW 17 - Legal Writing 3
- LAW 51 - Legal Research for Paralegals 3

ACADEMIC PROGRAMS

Third Semester

LAW 2 - Business Law II	3
LAW 12 - Tort Law and Claims Investigation	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.....	42 units

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

LEARNING SKILLS

Chair: Maryanne Des Vignes

(323) 953-4000 ext. 2770 | Life Sciences Bldg 2nd Fl

www.lacitycollege.edu/resource/learningskills/index.html

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

LIBERAL ARTS

Please see the Counseling Department for Information regarding the Interdisciplinary Programs

PROGRAMS OFFERED

Associate of Arts:

- Liberal Arts - Social & Behavioral Sciences
- Liberal Arts - Natural Sciences & Mathematics
- Liberal Arts - Arts & Humanities
- Liberal Arts - Performing & Visual Arts

The Liberal Arts degrees are designed for students planning to transfer to a four year college/university, including the California State University (CSU) and the University of California (UC) system. These degrees provide a well-rounded academic education in the liberal arts and sciences.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

Social And Behavioral Sciences

Associate of Arts Degree

(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.

Program Student Learning Outcomes:

1. *Communicate effectively, by means of listening, speaking, reading, and writing.*
2. *Utilize contemporary information technology to retrieve, process, and communicate information.*
3. *Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.*
4. *Employ scientific inquiry methods to conduct and document meaningful research.*

African American Studies 4, 5, 7

Anthropology 102, 103, 121, 151

Business 1

Chicano Studies 7, 8

Child Development 1, 11, 42

Communication Studies 121, 122

Computer Science 103

Economics 1, 2

Geography 2

History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87

Journalism 105

Law 3, 7

Linguistics 2, 3

Political Science 1, 2, 7, 14, 19

Psychology 1, 13, 74

Sociology 1, 2, 11, 12, 32

Total..... 18 units

Natural Sciences and Mathematics

Associate of Arts Degree

(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.

Program Student Learning Outcomes:

1. *Communicate effectively, by means of listening, speaking, reading, and writing.*

2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

Anatomy 1
 Anthropology 101
 Astronomy 1, 5, 11
 Biology 3, 6, 7, 25
 Chemistry 60, 101, 102, 211, 212, 221
 Earth Science 1
 Geography 1,15
 Geology 1, 6
 Mathematics 215, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275
 Microbiology 1, 20
 Oceanography 1
 Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
 Physiology 1
 Psychology 2
Total..... 18 units

Arts and Humanities

Associate of Arts Degree (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.

Program Student Learning Outcomes:

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

African American Studies 20, 60 (same as Music 135)
 Art 201, 209, 501
 Art History 103, 110, 120, 130, 139, 140, 151, 171
 Chicano Studies 44
 Cinema 3, 4, 18
 Communication Studies 130
 Dance Studies 805
 English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270
 Foreign Language all courses including American Sign Language

History 3, 4, 7, 86, 87
 Humanities 6, 8, 30, 31, 61
 Linguistics 1
 Music 101, 111, 121, 122, 135 (same as African American Studies 60), 200
 Philosophy 1, 14, 20, 30, 32, 40
 Photography 10, 17, 34
 Political Science 5
 Theater 100, 110, 338, 400
Total..... 18 units

Performing and Visual Arts

Associate of Arts Degree (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.

Program Student Learning Outcomes:

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

A minimum of 18 units from at least 4 disciplines below:

- 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 142 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; 311 or 400 or 601 or 621; 501
- Photography 1, 7, 10, 46, 107
- Theater 200, 271, 225, 240, 300, 311, 313, 314, 315, 325, 336, 338, 416, 417

Recommended electives:

Art History 103, 110, 120, 130, 139, 140, 151, 171
 Cinema 3, 4, 18
 Dance Studies 805
 Music 111, 121, 122, 133, 135
 Photography 34

ACADEMIC PROGRAMS

Theater 110, 400

Total..... 18 units

LIBRARY SCIENCE

Chair: Barbara Vasquez

(323) 953-4000 ext. 2407 | LIB 114

<http://library.lacitycollege.edu>

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

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

The course offered gives students confidence in doing research using standard library resources as well as the Internet.

MATHEMATICS

Chair: Kian Kaviani

(323) 953-4000 ext 2811 • JH 101H

www.lacitycollege.edu/academic/departments/math/mathdept/index.html

PROGRAMS OFFERED

Associate of Science:

Mathematics

Associate of Science (AS-T):

Mathematics

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 UC's, USC and Cal Tech 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.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

MATHEMATICS

Associate of Science Degree

(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. Depending on your preparation, you may need additional prerequisite courses before entering this program.

Program Student Learning Outcomes:

1. Graph functions using the first and second derivatives and use integration to find areas and volumes bounded by functions.
2. Identify and graph the appropriate (logarithmic or
3. Set up a triple integral to find the volume of a given solid bounded by the graphs of equations of surfaces, then evaluate the integral using multivariate change of variables.
4. Find the four fundamental subspaces of the coefficient matrix of an over-determined system of equations and relate these subspaces to the least squares solution. The student will find the least squares solution to the system of equations.
5. Given a higher order, linear differential equation, the student will solve it by three methods: Laplace Transform, method of eigenvalues, and solution by series substitution.

MAJOR: 5 COURSES | 21 UNITS | AS

MATH 261	MATH 270
MATH 262	MATH 275
MATH 263	

First Semester

Mathematics 261..... 5

Second Semester

Mathematics 262..... 5
Mathematics 270..... 3

Third Semester

Mathematics 263..... 5

Fourth Semester

Mathematics 275..... 3

Total..... 21 units

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MATHEMATICS

Associate of Science (AS-T) (Program: 170100 State Code: 33153)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- O. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- P. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

MAJOR: 5 COURSES | 21 UNITS | AS-T

MATH 261	MATH 270
MATH 262	MATH 275
MATH 263	

Required Core (15 units):

MATH 261	5
MATH 262	5
MATH 263	5

List A

SELECT 2 courses (6 units) from the following:

MATH 275	3
MATH 270	3

Total Major 21 units

MUSIC

Chair: Christine Park
(323) 953-4000 ext. 2880 | CH110
<http://music.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Arts:

Music

Associate of Arts (AA-T):

Music

LOS ANGELES CITY COLLEGE

Certificates of Achievement:

Instrumental Performer
Music Technology
Orchestrator/Arranger
Vocal Performer

Skills Certificates:

Instrumental Performer:	
Brass	(Level 1 - 4)
Guitar	(Level 1 - 4)
Percussion	(Level 1 - 4)
Strings	(Level 1 - 4)
Woodwinds	(Level 1 - 4)
Music Technology	(Level 1 - 4)
Orchestrator/Arranger	(Level 1 - 4)
Vocal Performer	(Level 1 - 4)

The LACC Music Department offers the highest quality music courses, designed for students seeking a variety of educational goals. 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 PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

MUSIC

Associate of Arts Degree

(Program: 100400 State Code: 02736)

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

2016-2017 Catalog

ACADEMIC PROGRAMS

area. All students should consult with the Music Department for assistance in arranging their program.

Program Student Learning Outcomes:

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Sight-sing and dictate rhythms and diatonic and chromatic melodies in various meters.
3. Play scales and repertoire demonstrating level IV piano proficiency.
4. Communicate in writing viewpoints on current musical trends and performance practice, using proper terminology from selected time period.
5. Perform on their chosen instrument in public as a soloist or in an ensemble.

MAJOR + ELECTIVES: 20+ COURSES | 36 UNITS | AA

MUSIC 152-1	MUSIC 203	MUSIC 314
MUSIC 152-2	MUSIC 217-2	MUSIC 111, 121, 122, or 135
MUSIC 152-3	MUSIC 218-2	PERFORMANCE ENSEMBLE
MUSIC 152-4	MUSIC 219-2	ELECTIVES
MUSIC 200	MUSIC 311	
MUSIC 201	MUSIC 312	
MUSIC 202	MUSIC 313	

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 or 122 or 135	3
Music 152-3	1
Music 202	3
Music 218-2	1
Music 313 (or more advanced level)	1
Performance Ensemble (See Below)*	1

Fourth Semester

Music 152-4	1
Music 203	3
Music 219-2	1
Music 314 (or more advanced level)	1
Performance Ensemble (See Below)*	1
Electives	5
Total	36 units

*The Performance Ensemble requirement may be satisfied by enrollment in and satisfactory completion of any of the following courses: Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781. It is also strongly recommended that students consider auditioning for Applied Music in their primary performance area while at LACC.

MUSIC

**Associate in Art for Transfer option (AA-T)
(Program: 100400 State Code: 32496)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

- Q. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- R. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Recognize and understand patterns and forms in musical examples from a variety of time periods and genres.
3. Play or sing stylistically appropriate music from memory with precise rhythm, correct pitches, and accurate intonation.
4. Participate in ensembles.

MAJOR: 15 COURSES | 22 UNITS | AA-T

MUSIC 200, 201, 202, 203, 217-2, 218-2, 219-2, 181, 182, 183, 184
Select four courses: MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781

REQUIRED CORE:

MUSIC 200*	4
MUSIC 201	3
MUSIC 202	3
MUSIC 203	3
MUSIC 217-2	1
MUSIC 218-2	1
MUSIC 219-2	1
MUSIC 181, 182, 183 and 184	2
Choose from below: (1 unit each semester):	4
Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781	
TOTAL MAJOR	22 units

*Can take this course more than once

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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 Technology
Orchestrator/Arranger
Vocal Performer**

Each certificate is made up of four skill levels. A Skills 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 Music Certificate of Achievement will be awarded by the Music Department to a student who has successfully completed all four levels required for a given specialty.

INSTRUMENTAL PERFORMER / BRASS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned brass technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.

3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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..... 48 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

ACADEMIC PROGRAMS

INSTRUMENTAL PERFORMER / GUITAR

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned guitar technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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.....48 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

INSTRUMENTAL PERFORMER / PERCUSSION

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned percussion technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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 units

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..... 48 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

INSTRUMENTAL PERFORMER / PIANO

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned piano technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

LEVEL I:

Music 152-1 1
 Music 200..... 4
 Music 241..... 1
 Music 311* 1
 Performance Ensemble** 1
 Music Electives 4

LEVEL II:

Music 152-2 1
 Music 161..... 3
 Music 201..... 3
 Music 217-2 1
 Music 312* 1
 Performance Ensemble** 1
 Music Elective..... 1

LEVEL III:

Music 152-3 1
 Music 202..... 3
 Music 218-2 1
 Music 313* 1
 Music 361-1 2
 Performance Ensemble** 1
 Music Electives 2

LEVEL IV:

Music 152-4 1
 Music 251-1 1
 Music 361-2 2
 English 28*** 3
 Music Electives 1
 Performance Ensemble** 1
 Music 137 or Law 33..... 3

Total..... 46 units

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

** Select from any of the following: 501, 531, 561, 705, 711, 725, 751, 765, 771, 781.

*** If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

INSTRUMENTAL PERFORMER / STRINGS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned strings technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

ACADEMIC PROGRAMS

LEVEL I:

Music 152-1	1
Music 200.....	4
Music 241.....	1
Music 311*.....	1
Music 611**.....	2
Performance Ensemble.....	1
(Select from Music 501, 531, 705, 711, 725, 781)	
Music Electives	2

LEVEL II:

Music 152-2	1
Music 161.....	3
Music 201.....	3
Music 217-2	1
Music 312*.....	1
Music 612**.....	2
Performance Ensemble.....	1
(Select from Music 705, 711, 725, 781)	

LEVEL III:

Music 152-3	1
Music 202.....	3
Music 218-2	1
Music 313*.....	1
Music 613**.....	2
Performance Ensemble.....	1
(Select from Music 705, 711, 725, 781)	
Music Electives	2

LEVEL IV:

Music 152-4	1
Music 251-1	1
Music 261-1	2
English 28***	3
Music 614.....	2
Performance Ensemble.....	1
(Select from Music 705, 711, 725, 781)	
Music 137 or Law 33.....	3

Total.....48 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

INSTRUMENTAL PERFORMER / WOODWINDS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned woodwind technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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
Music 261-1	2
English 28***	3
Music 624.....	2
Performance Ensemble.....	1
(Select from Music 711, 725, 751, 781)	
Music 137 or Law 33.....	3

Total.....48 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

MUSIC TECHNOLOGY

Skills Certificate

Program Student Learning Outcomes:

1. Recognize, write, identify aurally, and perform basic music notation.
2. Perform assigned level technical exercises and repertoire on the piano.
3. Create a publisher-quality computer generated score.
4. Listen to live music and describe the styles and time period of the music heard, the names of the instruments, and their timbres.
5. Produce and record an original electronic music composition.

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.....47 units

*Or more advanced piano level determined by fulfillment of prerequisite or departmental audition.

**Select from 501, 531,561, 705, 711, 725, 751, 765, 771, 765, 771, 781.

***If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

ORCHESTRATOR/ARRANGER

Certificate of Achievement

(Program: 100502 State Code: 02737)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned instrumental technical exercises and repertoire with appropriate technique and musicality, with solos in a classroom and ensembles in a public setting.
3. Arrange commercial songs and write idiomatically and effectively for standard combinations of orchestral instruments.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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

ACADEMIC PROGRAMS

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 364-1	2
Music 231.....	3
English 28***	3
Instrumental Instruction	2
(Select from Music 601, 611, 621, 631)	
Performance Ensemble**.....	1

Total.....49 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

VOCAL PERFORMER

Certificate of Achievement

(Program: 100501 State Code: 10778)

Program Student Learning Outcomes:

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned vocal technical exercises and repertoire with appropriate technique and musicality, and sing with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

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

Total46 units

*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 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

NURSING

Director: Christiana Baskaran

(323) 953-4000 ext. 2065 | SCI TECH 218

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

PROGRAMS OFFERED

Associate of Science:

Nursing, Registered

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

REGISTERED NURSING

**Associate of Science Degree
(Program: 12010 State Code: 14274)**

Los Angeles City 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 for Admissions to Program:

Satisfactory "cut score" of 80 or higher based on the Chancellor's validation study. Completion of the following prerequisites with a minimum grade point average of 2.0 and no grade less than "C":

- Anatomy 1 (Human Anatomy with lab)
- Physiology 1 (Human Physiology with lab)
- Microbiology 1 or 20 (Microbiology with lab)
- Chemistry 60 (or Completion of 1 year of High School Chemistry with a lab)
- English 101 (College Reading and Composition)
- Math 115 (Elementary Algebra)
- Psychology 1 (General Psychology)
- Psychology 41(Life Span Psychology)

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 to complete the following courses prior to graduation and take the NCLEX-RN examination.

- Sociology 1 or Anthropology 102
- Communication Studies 101 or 121

LOS ANGELES CITY COLLEGE

- 3 units of American Institutions
- 3 units of Humanities
- 1 unit of P.E.

Additional Requirements of the RN Program for graduation:

- Math 125 or higher is required for graduation.
- 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.
- Satisfactory score on the admission assessment test (contact Nursing Department for details).
- Completion of all of the graduation requirements of LACC.
- Satisfactory "cut score" of 80 or higher based on the Chancellor's Validation Study.

Please note: The information presented may be updated or modified subject to district, state and/or BRN requests. Please contact the Nursing Department and visit our website at: <http://www.lacitycollege.edu/academic/departments/nursing/index.html>

Program Student Learning Outcomes:

1. Utilize the nursing process as a basis for decisions in the planning and implementation for nursing care across the lifespan to a diverse population.
2. Apply critical thinking to make decisions and provide safe patient care.
3. Demonstrates effective communication skills in the provision of care across the lifespan.
4. Function within the scope of practice and standards of care of the California Board of Registered Nursing and Nurse Practice Act.

MAJOR CORE: 11 COURSES | 38 UNITS | AS

NRSGREG 103	NRSGREG 107	NRSGREG 111
NRSGREG 104	NRSGREG 108	NRSGREG 116
NRSGREG 105	NRSGREG 109	NRSGREG 117
NRSGREG 106	NRSGREG 110	

First Semester

NRSGREG 103.....	1
NRSGREG 104.....	4
NRSGREG 105.....	5

ACADEMIC PROGRAMS

NRSGREG 115 (Elective Highly Recommended)..... 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 38 units

Total (Including Elective)..... 39 units

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

Vice Chair: Daniel Marlos

(323) 953-4000 ext. 2835

www.lacitycollege.edu/academic/departments/med-arts/photo/index.html

PROGRAMS OFFERED

Associate of Arts:

Applied Photography

Certificates of Achievement:

Photography - Commercial

Photography - Digital

Photography - Photojournalism

Skills Certificate:

Photography Darkroom

Digital Photography

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.

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 or higher.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

PHOTOGRAPHY

Associate of Arts Degree

(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.

Program Student Learning Outcomes:

1. *Make informed decisions regarding the proper selection of equipment and materials, including camera formats, lens focal lengths, film selection and print formats based upon the needs of individual photographic assignments.*
2. *Pre-visualize the final photographs including locations, subject matter, natural lighting techniques and composition based on particular photographic assignments.*

2016-2017 Catalog

3. Accurately calculate proper exposure in camera, including selection of appropriate shutter speeds and apertures with the use of a light meter, and properly calculate development times and printing times based on film selection for specific photographic assignments.
4. Produce a cohesive body of work as a portfolio, that demonstrates personal style, aesthetic awareness and technical proficiency.
5. Understand the concepts and professional lighting techniques in the studio and on location.

MAJOR CORE + ELECTIVES: 36 UNITS | AA

PHOTO 1 PHOTO 10	PLUS 27 UNITS OF ELECTIVES
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REQUIRED

Photography 1.....	6
Photography 10.....	3

Total..... 9 units

*To enroll in Photography 1, you must complete Photography 10 or get approval of 10 or more samples of your black and white work, by the instructor.

Choose 27 required electives from the following:

Art 201, 204, **Cinema** 1, 2, **CAOT** 31, **Journalism** 101, **Law** 1, **Photography** 3, 6, 7, 15, 20, 22, 33, 34, 46, 49, 50, 107.

Total.....36 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

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)

Program Student Learning Outcomes:

1. Skillfully process film.
2. Apply camera manipulation techniques to illustrate properly corrected architectural perspective.
3. Demonstrate studio camera use.
4. Use Photoshop to construct advanced digitized images by manipulation.
5. Create portfolio and presentation, self-promotion and advertising.

REQUIRED

Photography 1.....	6
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..... 36 units

OPTION B: PHOTOGRAPHY

Digital

Certificate of Achievement

(Program: 101201 State Code: 10780)

Program Student Learning Outcomes:

1. Operate a digital SLR camera using advanced functions.
2. Identify and correct color balance and contrast in digital files.
3. Use the tools in Adobe Raw Processor to correctly process a RAW file.
4. Organize Retouching, Repairing and Enhancement of images.
5. Demonstrate proper technique when operating electronic flash in the studio and on location.

REQUIRED

Photography 7.....	3
Photography 15.....	3
Photography 46.....	3
Photography 49.....	6
Photography 107.....	3

Total..... 18 units

OPTION C: PHOTOGRAPHY

Photojournalism

Certificate of Achievement

(Program: 101202 State Code: 10781)

Program Student Learning Outcomes:

1. Demonstrate the advanced operations of a digital SLR camera in program mode.
2. Identify and correct color balance and contrast in digital files.
3. Organize images in a searchable archive using Adobe Bridge.
4. Recognize and evaluate the elements of news photography.
5. Crop and size photos for newspaper publication.

ACADEMIC PROGRAMS

REQUIRED CORE

Photography 7.....	3
Photography 20	4
Photography 46	3
Photography 107	3
Sub-Total.....	13 units

Select 5 units from the following:

Journalism 217-1	2
Journalism 217-2	2
Journalism 218-1	3
Journalism 218-2	3
Journalism 219-1	1
Journalism 219-2	1
Journalism 219-3	1
Journalism 185.....	1
Journalism 285.....	2
Photography 10	3
Total.....	18 units

PHOTOGRAPHY DARKROOM

Skills Certificate

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.

Program Student Learning Outcomes:

1. Calculate the appropriate shutter speed and aperture to produce correct negative exposure and to produce desired visual characteristics.
2. Develop negative correctly to optimize image quality.
3. Apply aesthetic concepts and compositional principals to create powerful and interesting photographs.
4. Demonstrate black and white printing proficiency by producing photographic prints with a wide tonal scale.
5. Operate studio hot lights correctly by controlling shadow and highlight detail while producing photographs in the studio.

REQUIRED

Photography 1.....	6
Photography 10	3
Total.....	9 units

DIGITAL PHOTOGRAPHY

Skills Certificate

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 Certificate of Achievement in Digital Photography, Freelance Photography, and Commercial Photography; or an AA in Applied Photography.

Program Student Learning Outcomes:

1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of Adobe Photoshop tool box.
4. Manipulate adjustment layers in Adobe.
5. Photoshop to optimize image quality and produce desired results using features including the histogram.
6. Use retouching techniques to correct flaws and imperfections in images and subject matter.
7. Prepare a file to be printed at a lab or on an inkjet printer, including an understanding of color space and color profiling for different output.
8. Operate studio hot lights correctly by controlling shadow and highlight detail while producing digital images in the studio.

REQUIRED

Photography 7.....	3
Photography 46	3
Photography 107	3
Total.....	9 units

PHYSICS / ASTRONOMY

Chair: Jayesh Bhakta

(323) 953-4000 ext. 2923 | SCI 222D

www.lacitycollege.edu/academic/departments/physics/

PROGRAMS OFFERED

Associate of Science:

Physics

Associate of Science (AS-T)

Physics

Other Courses:

Astronomy

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 PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

PHYSICS

**Associate of Science Degree
(Program: 190200 State Code: 02755)**

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.

Program Student Learning Outcomes:

1. *Comprehend the core concepts and principles of classical and modern physics.*
2. *Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.*
3. *Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.*
4. *Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.*
5. *Utilize computer applications for data acquisition, presentation and analysis.*

MAJOR: 9 COURSES | 43 UNITS | AS

PHYSICS 101	MATH 261	CHEM 101
PHYSICS 102	MATH 262	CHEM 102
PHYSICS 103	MATH 263	
	MATH 275	

First Semester

Mathematics 261.....5

Second Semester

Physics 1015

Mathematics 262.....5

Chemistry 1015

Third Semester

Physics 1025

Mathematics 263.....5

Mathematics 275.....3

Fourth Semester

Physics 1035

Chemistry 1025

Total.....43 units

PHYSICS

**Associate of Science (AS-T)
(Program: 190200 State Code: 33154)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

- S. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- T. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. *Comprehend the core concepts and principles of classical and modern physics.*
2. *Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.*
3. *Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.*
4. *Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.*
5. *Utilize computer applications for data acquisition, presentation and analysis.*

ACADEMIC PROGRAMS

MAJOR: 6 COURSES | 30 UNITS | AS-T

PHYSICS 101	MATH 261
PHYSICS 102	MATH 262
PHYSICS 103	MATH 263

Required Core (15 units):

Physics 101	5
Physics 102	5
Physics 103	5

Option 1 (15 units):

Math 261	5
Math 262	5

Math 263 5

Total Major 30 units

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

Associate of Arts (AA-T):

Psychology

Certificates of Achievement:

Human Services -- Generalist
Human Services -- Drug / Alcohol

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. 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

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

HUMAN SERVICES - GENERALIST

Associate of Arts Degree

(Program: 210400 State Code: 02760)

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.

Program Student Learning Outcomes:

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize core principles in the foundational courses of psychology such as General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate counseling's 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.
4. Evaluate community-based human resources organizations.

MAJOR: 12 COURSES | 36 UNITS | AA

PSYCH 1	PSYCH 14	PSYCH 45
PSYCH 2	PSYCH 41	PSYCH 81
PSYCH 3	PSYCH 43	PSYCH 82
PSYCH 13	PSYCH 44	PSYCH 83

First Semester

Psychology 1	3
Psychology 43	3

Second Semester

Psychology 14	3
Psychology 41	3
Psychology 44	3
Psychology 81	3

Third Semester

- Psychology 3.....3
- Psychology 133
- Psychology 823

Fourth Semester

- Psychology 2.....3
- Psychology 453
- Psychology 833

Total.....36 units

Recommended electives: Psychology 64, Psychology 52, Psychology 60 or Psychology 66.

HUMAN SERVICES - DRUG / ALCOHOL STUDIES

**Associate of Arts Degree
(Program: 210440 State Code: 08246)**

Program Student Learning Outcomes:

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate counseling's 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Drug and Alcohol Studies.
4. Evaluate community-based drug/alcohol organizations.

MAJOR: 14 COURSES | 42 UNITS | AA

PSYCH 1	PSYCH 45	PSYCH 68
PSYCH 2	PSYCH 63	PSYCH 84
PSYCH 3	PSYCH 64	PSYCH 85
PSYCH 14	PSYCH 65	PSYCH 86
PSYCH 43	PSYCH 67	

First Semester

- Psychology 1.....3
- Psychology 433
- Psychology 643

Second Semester

- Psychology 143
- Psychology 683
- Psychology 653
- Psychology 843

Third Semester

- Psychology 3.....3
- Psychology 673
- Psychology 853

Fourth Semester

- Psychology 2.....3
- Psychology 453
- Psychology 633
- Psychology 863

Total.....42 units

Recommended electives: Psychology 64, Psychology 52, Psychology 18 or Psychology 66.

PSYCHOLOGY

**Associate of Art for Transfer option (AA-T)
(Program: 200100 State Code: 32502)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

- U. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- V. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. The student will acquire a knowledge base in psychology.
2. The student will learn scientific inquiry and critical thinking skills.
3. The student will demonstrate an understanding of ethical and social responsibility in a diverse world.
4. The student will learn to communicate orally and verbally.
5. The student will demonstrate professional development skills and behaviors.

ACADEMIC PROGRAMS

MAJOR CORE: 6 COURSES | 19 UNITS | AA-T

PSYCH 1	PSYCH 41 OR SOC 1
PSYCH 2	PSYCH 13 OR 43
PSYCH 74	MATH 227

CORE REQUIREMENTS:

MATH 227	4
PSYCH 1	3
PSYCH 74	3

List A

Select one course (3 units) from the following:

PSYCH 2	3
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List B

Select one course (3 units) from the following:

PSYCH 41	3
SOC 1	3

List C

Select one course (3 units) from the following:

PSYCH 43	3
PSYCH 13	3

TOTAL MAJOR..... 19 Units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

OPTION 1:

HUMAN SERVICES GENERALISTS

Certificate of Achievement

(Program: 210400 State Code: 21628)

Program Student Learning Outcomes:

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Demonstrate competency in foundational courses, including General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping and consultation with other professionals in the field of Human Services.

REQUIRED

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
Comm 101 or Psych 60 or 64	3
Total.....	37 units

OPTION 2:

HUMAN SERVICES - DRUG/ALCOHOL STUDIES

Certificate of Achievement

(Program: 210400 State Code: 21629)

Program Student Learning Outcomes:

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.

REQUIRED

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.....	43 units

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

Patient Care

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

(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 Public Health (CDPH).

Admissions to the Program:

- Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 1, Physiology 1, English 101, 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.)
- All new LACCD students (effective Fall 2013 semester) must complete the general education requirements prior to applying for entry into the Radiologic Technology program (an exception to this rule is if students already possess an Associate or Higher Degree from a Regionally Accredited Program). This change corresponds to the ARRT 2015 Associate Degree requirement. <https://www.arrt.org/Certification/Academic-Degree-Requirement>
- Five Year Recency Requirement for Science Courses: All completed prerequisites science courses must be completed within a five (5) year time frame. This means the Anatomy (4 units) and Physiology (4 units) must be completed within this time frame. (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.)
- An application form, to be submitted online through the LACC Radiologic Technology Department website at: <http://www.lacitycollege.edu/academic/departments/radtech/index.html>

Program Student Learning Outcomes:

1. Position the patient to demonstrate the requested anatomy required by the physician to show the presence or absence of disease.
2. Effectively and efficiently assess the patient's condition and communicate relative information to doctors, the patient, family members, and other hospital staff.
3. Administer ionizing radiation, ethically and judiciously, to the patient following the principle of "as low as reasonably achievable".
4. Employ patient care practices based on acceptable ethical behavior and established standards within their scope of practice.
5. Pass the registration and licensing examinations offered by state and national accrediting organizations.

ACADEMIC PROGRAMS

6. The student will be able to pass the American Registry of Radiologic Technology examination in Radiography.

MAJOR: 19 COURSES | 89 UNITS | AS

RAD TEC 103, 104, 200, 201, 202, 205, 206, 207, 208, 209, 210, 211, 240, 243, 260, 280, 281, 282, 283

REQUIRED

Radiologic Technology 103.....	4
Radiologic Technology 104.....	4
Radiologic Technology 200.....	3
Radiologic Technology 201.....	3
Radiologic Technology 202.....	4
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.....	6
Radiologic Technology 281.....	12
Radiologic Technology 282.....	4
Radiologic Technology 283.....	12

Total Program 89 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

RADIOLOGIC TECHNOLOGY - CLINICAL EDUCATION

Skills Certificate

The Radiologic Technology skills certificate is for students who are enrolled in the LACC Radiologic Technology program and have completed their didactic and clinical education.

Program Student Learning Outcomes:

1. Students will perform radiographic procedures and produce quality images.
2. Students will apply radiation safety and protection for patients, themselves and others.
3. Students will utilize effective communication with patients and colleagues in the clinical environment.

REQUIRED

RT 283	12
Total.....	12 units

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.

Program Student Learning Outcomes:

1. Students will identify and describe various ways of maintaining quality control in fluoroscopy.
2. Students will examine fluoroscopy images for correct positioning, centering, appropriate anatomy and overall image quality.
3. Students will differentiate fluoroscopic examinations from static diagnostic radiographic examinations.

REQUIRED

RT 243.....	3
Total.....	3 units

RADIOLOGIC TECHNOLOGY - PATIENT CARE

Skills Certificate

Program Student Learning Outcomes:

1. Students will analyze acute changes in the patient's condition and take appropriate interventional action.
2. Students will employ the techniques of body mechanics necessary for safe transport, transfer and positioning of patients.
3. Students will examine changes in a patient's condition that would signal an emergency requiring immediate care.

RT 201.....	3
RT 207.....	4
COOP ED.....	1
Total.....	8 units

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

ACADEMIC PROGRAMS

PROGRAMS OFFERED

Associate of Science:

Chemistry
Physics

Associate of Science (AS-T):

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)

SOCIAL SCIENCE

Chair: Anthony Clark

(323) 953-4000 ext. 2949 | FH 219F

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

PROGRAMS OFFERED

Associate of Arts:

Modern Political Studies

Associate of Arts (AA-T):

Political Science

Skills Certificate:

African American Studies

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

POLITICAL SCIENCE

**Associate of Art for Transfer option (AA-T)
(Program: 220700 State Code: 32923)**

To earn the Associate Degree for Transfer, students must meet the following requirements:

W. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

X. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe, e.g., globalization, democratization, political and economic development in selected countries, etc.
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of Political Science.
5. Judge the respective relevance of the major western political philosophers of the past for the 21st century.

MAJOR CORE: 6 COURSES | 18 UNITS | AA-T

POL SCI 1	POL SCI 7
POL SCI 2	POL SCI 14
POL SCI 5	POL SCI 19

Required Core (3 units):

POL SCI 1 3

List A

Select 3 courses (9 units) from the following:

POL SCI 2 3
 POL SCI 5 3
 POL SCI 7 3

List B

Select 2 courses (6 units) from the following:

POL SCI 14 3
 POL SCI 19 3

TOTAL MAJOR 18 Units

ACADEMIC PROGRAMS

MODERN POLITICAL STUDIES

Associate in Arts Degree
(Program: 220700 State Code: 02765)

Program Student Learning Outcomes:

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe, e.g., globalization, democratization, political and economic development in selected countries, etc.
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of Political Science.

MAJOR: 6 COURSES | 18 UNITS | AA

POL SCI 1	SOC 1 or 11
POL SCI 2	ECON 1 or 2
POL SCI 7	HISTORY 11

REQUIRED

History 11.....	3
Political Science 1	3
Sociology 1 or 11.....	3
Political Science 2	3
Economics 1 or 2	3
Political Science 7	3
Total.....	18 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

AFRICAN AMERICAN STUDIES

Skills Certificate

Program Student Learning Outcomes:

1. Describe the experiences of African Americans in the American and African Diaspora, including their cultures, histories, and politics.
2. Apply data to understand the impact of societal, economic and political factors on the life chances of people of African descent.
3. Examine the global linkages between African Americans and people of African descent throughout the world.

REQUIRED

AFRO AM 4 or 5.....	3
AFRO AM 7	3
AFRO AM 20.....	3
AFRO AM 60.....	3

ANTHRO 102.....	3
Total.....	15 units

THEATER

Chair: Leslie Ferreira
(323) 953-4000 ext. 2976 | TA 208
<http://Theateracademy.lacitycollege.edu/>

PROGRAMS OFFERED

Associate of Arts:

Theater, General
 Theater, Acting

Associate of Arts (AA-T):

Theater Arts

Certificates of Achievement:

Costume Design - Level 2
 Technical Theater Entertainment Technology - Level 2

Skills Certificates:

Acting - Level 1
 Acting - Advanced
 Costume Design - Level 1
 Technical Theater Entertainment Technology - Level 1
 Design and Digital Media for the Entertainment Industry - Level 1

PROFESSIONAL THEATER TRAINING PROGRAMS FOR ACTORS, TTE TECHNICIANS, AND COSTUME DESIGNERS

Professional theater training is offered in four areas, or options, of concentration: Acting, Advanced Acting, Costume Design, and Technical Theater-Entertainment Technology. This nationally recognized conservatory is a vocational, skill certificated, professional theater training program for students specializing in acting, technical theater, and costume design who wish to move directly into the profession upon completion of their training.

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 Theater 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

ACADEMIC PROGRAMS

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. 2983 to schedule an audition/interview.

This program is a full-time exploration of the skills necessary to compete in theater, television, film, and other areas of the entertainment industry. Guided by a critically acclaimed faculty with a vast range of experience in the industry, the students are provided fundamental skills 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 Theater, along with the ability to create a character on stage and to sustain a performance in front of an audience.

DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

THEATER

**Associate of Arts Degree
(Program: 100700 State Code: 08233)**

A student must satisfy an 18-unit minimum requirement in the Theater major plus general education courses in order to receive a transferable Associate of Arts degree in Theater. No specific combination of classes in Theater is required. 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.

Program Student Learning Outcomes:

1. *Identify and comprehend literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.*
2. *Perform in scenes or serve as technicians, designers or production crew, or serve as costume designers or production crew, in fully realized play productions.*
3. *Demonstrate excellence in team practices and professional ethics.*

MAJOR: 7 COURSES | 18-19 UNITS | AA

**THEATER 100; 105-1, 2, 3, or 4; 110, 300
THEATER 200 or 270**

Select 2 courses from one of the options below:

REQUIRED CORE

Theater 100.....	3
Theater 105-1, 105-2, 105-3, or 105-4	1
Theater 110.....	3
Theater 200 or 270	3
Theater 300.....	3
Sub-Total.....	13 units

Select from one option below:

- Option 1: 2 courses from: THEATER 240, 242, 271, and 272
- Option 2: 2 courses from: THEATER 311, 313, 314, and 315
- Option 3: 2 courses from: THEATER 400, 414, 415, 416, and 417

Total..... 18-19 units

THEATRE ACADEMY: ACTING

**Associate of Arts Degree
(Program: 100701 State Code: 08234)**

Program Student Learning Outcomes:

1. *Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal and characterization techniques.*
2. *Perform in role(s) in the realization of a fully produced theater event(s).*
3. *Demonstrate excellence in team practices and professional ethics.*
4. *Identify and comprehend theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an intermediate level of understanding.*

MAJOR CORE: 22 COURSES | 60 UNITS | AA

THEATER 100	THEATER 242-1	THEATER 272
THEATER 105-1	THEATER 242-2	THEATER 274-1
THEATER 105-2	THEATER 242-3	THEATER 274-2
THEATER 105-3	THEATER 242-4	THEATER 277
THEATER 105-4	THEATER 246-1	THEATER 300
THEATER 110	THEATER 246-2	THEATER 335
THEATER 235	THEATER 270	THEATER 345

First Semester

Theater 100.....	3
Theater 105-1	1
Theater 242-1	3

ACADEMIC PROGRAMS

Theater 270.....	3
Theater 300.....	3
Theater 335.....	4

Second Semester

Theater 105-2	1
Theater 110.....	3
Theater 242-2	3
Theater 272.....	3
Theater 345.....	4

Third Semester

Theater 105-3	1
Theater 242-3	2
Theater 246-1	2
Theater 274-1	3
Theater 277 (or 4th semester).....	3
Theater 235.....	5

Fourth Semester

Theater 105-4	1
Theater 242-4	2
Theater 246-2	2
Theater 274-2	3
Theater 277 (or 3rd semester).....	3
Theater 235 (repeatable course)	5

Total.....60 units

*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 Theater Academy faculty.

Theater Arts

Associate of Arts AA-T

(Program: 100700 State Code: 33157)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- Y. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.

- Z. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes:

1. Identify and comprehend literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
2. Perform in scenes or serve as technicians, designers or production crew, or serve as costume designers or production crew, in fully realized play productions.
3. Demonstrate excellence in team practices and professional ethics.

MAJOR: 6 COURSES | 19 UNITS | AA-T

THEATER 100 or 110
THEATER 200 or 270
THEATER 235, 294, 335, 345, or 425
Select three courses: THEATER 114, 272, 300, 311, 338, 415, 450

Required Core (10 units):

Theater 100 or 110	3
Theater 200 or 270	3
Theater 235, 294, 335, 345 or 425.....	4

List A

Select 3 courses (9 units) from the following:

Theater 272.....	3
Theater 338.....	3
Theater 311.....	3
Theater 415.....	3
Theater 450.....	3
Theater 114.....	3
Theater 300.....	3

Total Major 19 units

CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

THEATRE ACADEMY - ACTING

PROFESSIONAL ACTOR TRAINING - LEVEL 1 Skills 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.

Program Student Learning Outcomes:

1. *Develop competency of advanced acting skills and techniques in the areas of physical and vocal characterization.*
2. *Perform substantial and challenging role(s) in the realization of classroom performance events in the form of final exams, scene study, and auto dramas.*
3. *Identify comprehend and apply an understanding of theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an advanced level.*
4. *Serve as technical crew, in the production of costumes, lighting, sound or scenery or front of house, in the realization of a fully produced theater event and demonstrate excellence in team practices and professional ethics.*

REQUIRED

Theater 100.....	3
Theater 105-1, 105-2, 105-3, or 105-4	1
Theater 242.....	3
Theater 270.....	3
Theater 300.....	3
Theater 345.....	4
Total.....	17 units

THEATRE ACADEMY - ADVANCED ACTING
Skills Certificate

After successfully completing two years of professional actor training at the Theater Academy, a select number of students are invited to a third year of specialized training where they receive advanced coursework in directing, acting for the camera, rehearsal and performance, scene study, and work in classical acting. Audition and cold reading techniques, resume preparation and career marketing are only a few of the skills provided that will better equip the Academy graduate to work in the highly competitive fields of theater, film, and television.

Program Student Learning Outcomes:

1. *Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal and characterization techniques.*
2. *Perform in role(s) in the realization of a fully produced theater event(s).*
3. *Identify and comprehend theater literature and visual styles, practices, systems, and historical*

context used within the realization of theater events at an intermediate level of understanding.

4. *Demonstrate excellence in team practices and professional ethics.*

Fifth Semester

Theater 185.....	1
Theater 205 (or Sixth Semester).....	2
Theater 225 (or Sixth Semester).....	3
Theater 275.....	2
Theater 276-1	3
Theater 235.....	5

Sixth Semester

Theater 285.....	1
Theater 205 (or Fifth Semester).....	2
Theater 225 (or Fifth Semester).....	2
Theater 262.....	2
Theater 275 (or Fifth Semester).....	2
Theater 276-2	3
Theater 235 (repeatable)	5

Total..... 27 units

THEATRE ACADEMY - COSTUME DESIGN

The Theatre Academy's program in Theatrical Costuming trains costumers and designers through a broad-based theater 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 theaters.

Students must demonstrate computer proficiency to the satisfaction of the Costuming faculty. Suggested Electives: Students qualified to take more than the pre-scribed units should take CAOT 1, 2; Art 202.

COSTUME DESIGN - LEVEL 1
Skills Certificate

Program Student Learning Outcomes:

1. *Demonstrate basic competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.*

ACADEMIC PROGRAMS

2. *Demonstrate basic proficiency in hand sewing, basic pattern drafting, machine sewing, and rendering.*
3. *Organize data in a computer database.*
4. *Serve as technical crew, designer's assistant, designers and or crew heads in the realization of costumes for a fully produced theater event.*
5. *Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.*

Theater 105-1, 105-2, 105-3, or 104-4	1
Theater 400.....	3
Theater 425.....	4
Sub-Total.....	8 units

Select 2 courses from the following:

Theater 411.....	3
Theater 413.....	3
Theater 414.....	3
Theater 415.....	3
Theater 416.....	3
Theater 417.....	3
Theater 418.....	3
Theater 419.....	3
Theater 420.....	3

Total..... 14 units

COSTUME DESIGN - LEVEL 2

**Certificate of Achievement
(Program: 100602 State Code: 31738)**

Program Student Learning Outcomes:

1. *Demonstrate advanced competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.*
2. *Demonstrate advanced proficiency in skills such as: hand sewing, basic pattern drafting, machine sewing, and rendering.*
3. *Organize data in a computer database.*
4. *Serve as technical crew, designer's assistant, designers and or crew heads in the realization of costumes for a fully produced theater event.*
5. *Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.*

First Semester

Theater 105-1	1
Theater 400.....	3
Theater 425.....	4
And two of the following restricted electives.....	6
(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)	

Second Semester

Theater 105-2	1
Theater 100.....	3
Theater 425 (repeatable)	4
And two of the following restricted electives.....	6
(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)	

Third Semester

Theater 105-3	1
Theater 200.....	3
Theater 425 (repeatable)	4
And two of the following restricted electives.....	6
(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)	

Fourth Semester

Theater 105-4	1
Theater 110.....	3
Theater 300 or 338	3
Theater 425 (repeatable)	4
And two of the following restricted electives.....	6
(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)	

Total..... 59 units

THEATRE ACADEMY - TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY

The Technical Theater 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 Theater 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 theater training and education. The curriculum combines classroom study with the intense hands-on experience associated with the Academy's rigorous play production schedule.

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY - LEVEL 1

Skills Certificate

Program Student Learning Outcomes:

1. *Demonstrate basic competency using technical theater systems for scenery, lights and sound in the production and realization of scenery, lighting plans and/or audio plans for live events.*
2. *Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a*

fully produced theater event.

3. *Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.*

Theater 105-1, 105-2, 105-3, or 105-4	1
Theater 100.....	3
Theater 300.....	3
Theater 335.....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	
Total.....	14 units

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY-LEVEL 2

**Certificate of Achievement
(Program: 100600 State Code: 31547)**

Program Student Learning Outcomes:

1. *Demonstrate advanced competency using technical theater systems for scenery lights and sound in the production and realization of scenery, lighting plans and/or audio plans for live events.*
2. *Serve as technical crew, designer's assistant on a produced theater event.*
3. *Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.*

First Semester

Theater 100.....	3
Theater 105-1	1
Theater 300.....	3
Theater 335.....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	

Second Semester

Theater 105-2	1
Theater 302.....	3
Theater 325.....	3
Theater 335 (repeatable).....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	

Third Semester

Theater 105-3	1
Theater 321.....	3
Theater 200.....	3
Theater 335 (repeatable).....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	

Fourth Semester

Theater 105-4	1
Theater 110.....	3
Theater 338.....	3
Theater 335 (repeatable).....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	
Total.....	56 units

DESIGN AND DIGITAL MEDIA FOR THE ENTERTAINMENT INDUSTRY - LEVEL 1 Skills Certificate

Program Student Learning Outcomes:

1. *Utilize entertainment industry computer applications to document design plans for scenery, lights, costumes and sound.*
2. *Identify literature, visual styles, practices, systems, and historical context used in the realization of theater, film and television designs.*
3. *Create portfolio quality projects, using computer applications, which can be used in interviews for professional employment.*

Theater 300 OR 315	3
Theater 338 OR Cinema 3	3
Architecture 162	3
Photo 46.....	3

Sub-Total..... 12 units

Select one of the following:

Art History 110	3
Art History 120	3
Television 1	3
Theater 313.....	3

Total..... 15 units

ACADEMIC PROGRAMS

NON-CREDIT SUCCESS ACADEMIES

NON-CREDIT SUCCESS ACADEMIES

Dean/Chair: Angelica Ramirez

ramirea@lacitycollege.edu

(323) 953-4000 ext. 2230 EWD-100

The Los Angeles City College (LACC) Noncredit Success Academies prepares Basic Skills learners, English as a Second language learners, economically disadvantaged, and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, transition to College, and/or effectively explore, plan and establish career pathways leading to growth opportunities in high demand occupations.

The focus of the Academies is to designate participation in workforce education programs as the first step in the career pathway of success towards attaining economic self-sufficiency, with subsequent career pathway progression to credit, vocational education skills certificates, certificated programs, and associate degree programs.

The Academy's education and training programs encompass 14 non-credit Skills Certificates, and over 30 courses in Basic Education, Computing skills, English as a Second Language (ESL), Vocational ESL (VESL), Citizenship/English Literacy, Workforce Literacy, Entrepreneurship, Retail and Job Readiness skills. We also offer associated Short-Term Vocational Training for high demand jobs in high-growth industries such as healthcare, child development, hospitality and retailing. All courses can be offered on a "Stand-Alone" basis.

All noncredit courses and certificate programs are free to all program participants. Training opportunities will help participant advance in their career. The tuition-free noncredit classes listed in this catalog are held at various locations within the district to make classes more accessible to community members. Courses are taught at the lacc main campus 855 n. Vermont avenue, los angeles, ca 90029, and at our historic van de kamp innovation center (vdk) 2930 fletcher drive, los angeles, ca 90065 (for other off-campus locations, please visit the noncredit education website).

ACADEMIC PREPARATION

Skills Certificate of Completion

0 UNITS

This Skills certificate packages three non-credit courses. The courses are designed to assist prospective high school graduates for the GED, Hi-Set or TASC as well as adults returning back to school. All topics covered in both the Math and English courses require students to master basic theory and application which will equip them with basic skills. The computer course is designed to assist students with the fundamentals of computer hardware and software applications necessary to be successful in completing college-level coursework and workplace tasks. Upon completion of this series of courses, students will receive an Academic Preparation Skills Certificate of Completion.

Courses	Lecture Hours
Basic Skills 006 CE	Review of Basic English.....36
Basic Skills 007 CE	Review of Basic Math.....36
Voc Ed 003 CE	Workplace Computing.....54
TOTAL LECTURE HOURS.....	126

BEGINNING ENGLISH AS A SECOND LANGUAGE

Skills Certificate of Completion

0 UNITS

This Skills Certificate includes two Noncredit English as a Second Language courses. The courses are designed to assist constituents with survival and pre-academic ESL for students who speak little or no English. The package uses an integrated approach to language acquisition. Upon completion of these combined courses, students will receive a Beginning English as a Second Language Skills Certificate of Completion.

Courses	Lecture Hours
ESL NC 001 CE	ESL BEGINNING 1.....54
ESL NC 002 CE	ESL BEGINNING 2.....54
TOTAL LECTURE HOURS.....	108

CAREER DISCOVERY

Skills Certificate of Completion

(Program: 493112 State Code: 24387)

0 UNITS

This Skills Certificate encompasses two non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace and job search methods. Upon completion of these combined courses, students will receive a Career Discovery Certificate of Completion.

Program Student Learning Outcomes:

1. Develop an effective resume that matches a job description.
2. Prepare for an employment interview, including developing responses, describing experience, and dressing for success.
3. Conduct job market research and current opportunities.

Courses	Lecture Hours
Voc Ed 238 CE Job Readiness	36
Voc Ed 236 CE Job Club	18
TOTAL LECTURE HOURS.....	42

CITIZENSHIP

**Skills Certificate of Completion
0 UNITS**

This Skills certificate packages non-credit courses from the Citizenship Program. Students will continue through the series and then sign-up to take the Citizenship Interview and oral examination. Upon completion of this series of courses, students will receive a Citizenship Skills

Courses	Lecture Hours
ESL & Civics 030 CE	
English Literacy and Civics 030.....	108
ESL & Civics 031 CE	
English Literacy and Civics 031.....	108
ESL & Civics 032 CE	
English Literacy and Civics 032.....	108
TOTAL LECTURE HOURS.....	324

CUSTOMER SERVICE

**Skills Certificate of Completion
(Program: 493100 State Code: 24294)
0 UNITS**

This Skills Certificate encompasses three non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace as well as providing quality customer service. Upon completion of these combined courses, students will receive a Customer Service Certificate of Completion.

Program Student Learning Outcomes:

1. Explain products and services to educate customers.
2. Address and meet customer needs.
3. Gain customer commitment and close the sale. Develop and implement a sales and follow up plan.

Courses	Lecture Hours
Voc Ed 236 CE Job Club	18
Voc Ed 238 CE Job Readiness	36
Voc Ed 239 CE Customer Service Skills.....	18
TOTAL LECTURE HOURS.....	60

ENTREPRENEURSHIP

**Skills Certificate of Completion
(Program: 493102 State Code: 24069)
0 UNITS**

This Skills Certificate encompasses two non-credit courses. Students will be given basic tools on how to start a small business. Upon completion of these courses, students will receive an Entrepreneurship Skills Certificate.

Program Student Learning Outcomes:

1. Apply entrepreneurship and customer service concepts to analyze and improve various business ideas.
2. Work independently to create business plans, marketing strategies and measure business success

Courses	Lecture Hours
Voc Ed 084 CE Entrepreneur Training Program.....	36
Voc Ed 239 CE Customer Service Skills	18
TOTAL LECTURE HOURS.....	54

HOSPITALITY

**Skills Certificate of Competency
0 UNITS**

This Skills Certificate encompasses all of the Hospitality courses provided by the American Hotel and Lodging Association (AH & LA). Upon Completion of this training, students will receive a Hospitality Skills Certificate of Competency in any one of the courses listed below. This certification is nationally recognized and will increase the candidates' chances of obtaining employment and advancement.

Courses	Lecture Hours
Voc Ed 242 CE Banquet Server Skills.....	18
Voc Ed 243 CE Front Desk Representative	18
Voc Ed 244 CE Laundry Attendant Skills.....	18
Voc Ed 245 CE Public Space Cleaner Skills	18
Voc Ed 246 CE Restaurant Server Skills.....	18
Voc Ed 247 CE Kitchen Steward Skills	18
Voc Ed 248 CE Maintenance Attendant Skills	18
Voc Ed 249 CE Reservationist Skills	18
Voc Ed 250 CE Restaurant Server Skills.....	18
TOTAL LECTURE HOURS.....	162

ACADEMIC PROGRAMS

IN-HOME SUPPORTIVE SERVICES

Skills Certificate of Competency

(Program: 49103 State Code: 24446)

0 UNITS

This Skills Certificate includes two non-credit courses. The In-Home Supportive Services (IHSS) course provides training on in-home care. Upon successful completion of this course, students will receive an In-Home Supportive Services Skills Certificate.

Program Student Learning Outcomes:

1. Complete the paperwork required by the Department of Public Social Services.
2. Properly and safely assist patients living in their own homes with the basic functions of daily life.
3. Perform First Aid and CPR on an adult victim.

Courses	Lecture Hours
Voc Ed 002 CE In-Home Supportive Services IHSS) Provider	90
Voc Ed 059 CE VESL for Home Health Aide	18
TOTAL LECTURE HOURS.....	108

JOB READINESS

Skills Certificate of Completion

(Program: 493102 State Code: 24071)

0 UNITS

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, students will receive a Job Readiness Certificate of Completion.

Program Student Learning Outcomes:

1. Identify a career field of choice.
2. Develop an effective resume.
3. Prepare for an employment interview.

Courses	Lecture Hours
Voc Ed 236 CE Job Club	18
Voc Ed 238 CE Job Readiness	36
Voc Ed 239 CE Customer Service Skills.....	18
Voc Ed 230 CE 30 Ways to Shine	6
TOTAL LECTURE HOURS	78

RETAILING SMARTS

Skills Certificate of Competency

(Program: 493100 State Code: 24324)

0 UNITS

This Skills Certificate encompasses all of the Retail courses provided by the National Retail Federation (NRF). Upon completion of this training, students will receive a Certificate of Completion. Students are eligible to receive the NRF certification in either Sales/Customer Service Skills or Supervisory/Management Skills provided the on-line exam is passed with a score of 75% or higher.

Program Student Learning Outcomes:

1. Explain products and services to educate customers.
2. Address and meet customer needs.
3. Gain customer commitment and close the sale.
4. Develop and implement a sales and follow up plan.

Courses	Lecture Hours
Voc Ed 231 CE Building Sales.....	18
Voc Ed 232 CE Closing the Sale	18
Voc Ed 233 CE Completing the Sales Transaction..	18
Voc Ed 234 CE Explaining Features and Benefits ...	18
Voc Ed 235 CE Going the Extra Mile	18
Voc Ed 237 CE Strategies in Meeting Customer Needs	18
Voc Ed 240 CE Strategies in Building a Continuous Relationship	18
Voc Ed 241 CE Getting to Know Your Customer.....	18
TOTAL LECTURE HOURS.....	144

VOCATIONAL ENGLISH FOR CAREERS

Skills Certificate of Completion

0 UNITS

This Skills Certificate includes three non-credit courses created to assist a student in transition from high-level ESL courses to vocational education programs leading toward a degree or career of their choice. These classes provide language skills training the Limited English Proficient (LEP) population to help them achieve success in other vocational education programs. Upon completion, students will receive a VESL Skills Certificate of Completion, which will also assist them in integrating into academic departments on campus and/or securing employment.

Courses	Lecture Hours
Voc Ed 055 CE VESL/Vocational ESL- C.....	54
Voc Ed 078 CE VESL/Vocational ESL- B.....	54
Voc Ed 079 CE VESL/Vocational ESL- A.....	54
TOTAL LECTURE HOURS.....	162

VOCATIONAL ENGLISH FOR CHILD DEVELOPMENT

Skills Certificate of Completion

0 UNITS

This Skills Certificate includes two non-credit courses created to assist prospective and/or current students enrolled in Child Development courses towards a certificate in the academic department. This course is specifically designed to work on language acquisition and definitions found in developmental theories in Child Development I. Upon completion of these combined courses, students will receive a Vocational English for Child Development Certificate of Completion.

Courses	Lecture Hours
Voc Ed 054 CE VESL- for Child Development 1	18
Voc Ed 238 CE Job Readiness.....	36
TOTAL LECTURE HOURS.....	54

VOCATIONAL ENGLISH FOR HEALTH OCCUPATIONS

Skills Certificate of Completion

0 UNITS

This Skills Certificate includes three non-credit courses created to assist prospective and/or current students enrolled in health-care courses. The curriculum is specifically designed to work on language acquisition and definitions found in a variety of medical related courses. Upon completion of these combined courses, students will receive a Vocational English for Health Occupations.

Courses	Lecture Hours
Voc Ed 056 CE VESL- for Health Careers.....	18
Voc Ed 059 CE VESL - For Home Health Aide	18
Voc Ed 238 CE Job Readiness	36
TOTAL LECTURE HOURS.....	72

WORKFORCE LITERACY

Skills Certificate of Completion

(Program: 493101 State Code: 24016)

0 UNITS

This Skills Certificate encompasses a series of specific non-credit courses designed to assist students in obtaining employment through improvement of core competency skills, and/or advance in their current occupation. Upon completion of these combined courses, students will receive a Workforce Literacy Skills Certificate.

Program Student Learning Outcomes:

1. *Use proper, effective communication with employers, co-workers, and customers.*
2. *Develop an effective resume that matches a job description.*

3. *Prepare for an employment interview, including developing responses, describing experience, and dressing for success.*
4. *Deliver excellent customer service.*
5. *Prepared to take the California High School Exit Examination.*

Courses	Lecture Hours
Voc Ed 003 CE Workplace Computing.....	54
Voc Ed 079 CE VESL/Vocational ESL - A.....	54
Voc Ed 236 CE Job Club	18
Voc Ed 238 CE Job Readiness	36
Voc Ed 239 CE Customer Service Skills.....	18
Basic Skills 006 CE Review of Basic English.....	36
Basic Skills 007 CE Review of Basic Math	36
TOTAL LECTURE HOURS.....	252