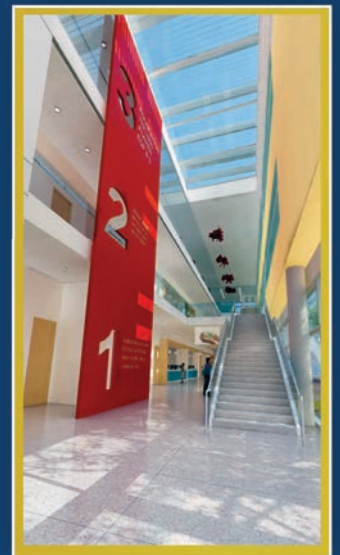




# Los Angeles City College Catalog 2015 – 2016





## President Renee D. Martinez

**Welcome to Los Angeles City College!** The administration, faculty, and staff are committed to providing you an affordable high quality educational opportunity. We believe your education is vital, not just for your future, but for the future of our communities.

We are excited that you have chosen LACC to begin your educational endeavors and we welcome the challenge in helping you obtain your goals. You have joined a college that is student-focused and seeks to engage you in a quality learning experience. We encourage you to work hard and dream big guaranteeing student success.

Whether your goal is to transfer, complete a certificate or obtain an associate degree, Los Angeles City College can help you reach that goal. Our faculty and staff are exceedingly qualified in their disciplines, and will provide the necessary guidance for you to be successful. We hope you take full advantage of the tremendous student resources and leadership opportunities we have to offer. On behalf of the faculty, staff, and administration, we wish you the very best. We look forward to getting to know you around campus!

Yours in Student Success,

A handwritten signature in black ink that reads "Renee D. Martinez". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Renee D. Martinez  
President  
Los Angeles City College



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



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# GENERAL INFORMATION

## ABOUT LACC

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

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

Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from every ethnic group, culture and country in the world. We are proud to have ranked 35th among all community colleges across the country in awarding 2-year certificates to students; 33rd in awarding Associate Degrees to minority students; and 23rd in awarding Associate Degrees to Hispanic students. (Community College Week, June 24, 2002, On-line Edition.)

## SATELLITES

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

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

## HISTORY

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

Governance of LACC has changed through the years. Until 1931, it was a division of the Los Angeles Secondary School District. In 1931, the electorate voted to establish a separate Los Angeles Junior College District. In 1938, the Board of Education changed the name to Los Angeles City College. In July 1969, the California State Legislature enacted legislation allowing the separation of the nine-campus Los Angeles Community College District from the

Los Angeles Unified School District. A seven member Board of Trustees was elected and formally assumed governance. (The other eight colleges in the LACCD are: East Los Angeles College; Los Angeles Harbor College; Los Angeles Mission College; Pierce College; Los Angeles Trade-Technical College; Los Angeles Valley College; Los Angeles Southwest College; and West Los Angeles College.)

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

Dr. William H. Snyder, Director.....	1929-1934
Dr. Rosco C. Ingalls, Director.....	1934-1945
Dr. Einar W. Jacobsen, President .....	1946-1948
Dr. Howard S. McDonald, President .....	1949-1955
Dr. John Lombardi, President.....	1955-1966
Dr. Glenn G. Gooder, President .....	1966-1970
Dr. Louis Kaufman, President.....	1970-1973
Dr. John H. Anthony, President.....	1973-1977
Dr. Stelle Feuers, President.....	1978-1989
Dr. Edwin Young, President.....	1989-1991
Mr. Jose L. Robledo, President.....	1991-1997
Dr. Mary Spangler, President.....	1997-2003
Dr. Doris Givens, President (Interim) .....	2003-2005
Dr. Steve Maradian President .....	2005- 2007
Dr. Jamillah Moore, President .....	2008-2012
Ms. Renee Martinez, President.....	2012-Present

## DISTRICT PHILOSOPHY

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

We recognize the necessity to adapt to the changing educational needs of the LACCD communities and to the growing diversity among students. The quality of the educational experience is judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education. Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.





## MISSION

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.

## FUNCTIONS OF THE LACCD COLLEGES

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

- **Transfer.** A college program that enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.
- **Occupational.** An occupational education program planned to offer the student basic business, technical, and professional curricula to develop skills that can lead to employment, job advancement, certification, or the Associate Degree.
- **General Education.** A program of General Education course work consisting of Associate Degree programs and other planned experiences that develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society at large.
- **Transitional Education.** A program of developmental and basic skills education for students needing preparation for community college.
- **Continuing Education.** A program of continuing education consisting of graded and ungraded classes to provide opportunities for personal and occupational competence that supplements formal full-time college attendance.
- **Counseling and Guidance.** A counseling and guidance program incorporating academic, career, and personal counseling to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.
- **Student Services.** A student services program assisting students in matters of admissions, financial aid, job placement, matriculation and other related student services activities.
- **Community Services.** A program of not-for-credit classes offered to meet the needs of the community for vocational and recreational courses, community

and cultural events, and civic functions, completely financed by fees charged those attending the classes.

- **Joint Programs.** Joint programs with business, industry, labor, education, government, international and other institutions that are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the LACCD.

## ACCURACY STATEMENT

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

## ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org). Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards (<http://www.accjc.org/complaint-policy>) may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly. The commission can be contacted at: Accrediting Commission for Community and Junior Colleges; Western Association of Schools and Colleges; 10 Commercial Boulevard, Suite 204; Novato, CA 94949; Telephone: (415) 506-0234; Fax: (415) 506-0238.

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

## ASSESSMENT OF STUDENT OUTCOMES

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

Faculty & others responsible have also identified 11 Institutional Student Learning Outcomes that students should acquire by completing a program of study at LACC.

### Area A: Essential Academic Skills

#### 1. Information Competency: Critical and Creative

**Thinking Learners** read, gather, evaluate, organize, and synthesize information from a variety of sources and media and use appropriate reasoning, analytic, interpretive, and problem solving strategies to draw logical conclusions or formulate creative solutions.

#### 2. Written and Oral Communication

Learners produce clear, logical, well-organized papers and verbal presentations using documentation and quantitative tools when appropriate.

#### 3. Mathematical Competency/Quantitative Reasoning

Learners represent mathematical information symbolically, visually, numerically, and verbally; they use mathematical models such as formulas, graphs, tables, and schematics and draw inferences from them; they arrange data into tables or graphs.

#### 4. Technological Literacy

Learners use computers and related technologies to achieve academic, personal, and professional goals.

### Area B: Personal Growth and Development

#### 5. Self-Assessment and Growth

Learners reflect upon their academic, personal, and professional growth and make changes based upon their resulting insights.

#### 6. Intellectual Engagement and Physical Wellness

Learners develop intellectual curiosity that leads to lifelong learning, using that knowledge and understanding to generate and explore new questions; they establish and maintain a healthy lifestyle that includes practices that result in a healthier mind, body, and spirit for the learner as well as the learner's community and the environment.

#### 7. Ethical Reasoning

Learners make informed and principled choices regarding conflicting situations in their personal and public lives and foresee the consequences of these choices.

#### 8. Aesthetic Awareness and Appreciation

Learners evaluate and analyze their own aesthetic responses to the world around them, including natural objects and human creations.

### Area C: Interpersonal/Intercultural Global Awareness

#### 9. Interpersonal Interaction and Community Participation

Learners cooperate and collaborate to reach desired outcomes when working with other people, recognizing their personal contribution to the community and to society at large.

#### 10. Intercultural Knowledge and Exploration

Learners interact successfully and sensitively with individuals and groups holding a variety of perspectives and who may come with diverse backgrounds and experiences.

#### 11. Discovering Global Issues

Learners recognize and analyze the interconnectedness of global and local concerns, analyzing cultural, political, social, and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and humanity.

Students participate in outcomes assessments throughout their program of study, by completing assignments, portfolios, projects, and exams that are already part of the course requirements. Then, LACC engages in a systematic assessment process to evaluate how well students are achieving our defined outcomes. Results are used to improve programs and courses to enhance student learning.

Students and the public may learn more about outcomes assessment at the website SLO Guide for Students, <http://tinyurl.com/laccsloforstudents>

## STUDENT RIGHT-TO-KNOW DISCLOSURE

Beginning in Fall 1995, all certificate, degree, and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Information Clearinghouse Website" at <http://srtk.cccco.edu>. Student Right To Know: Campus Security.

## **EQUAL-OPPORTUNITY POLICY COMPLIANCE PROCEDURE**

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

### **Compliance Officer**

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

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

- ADA Section 504

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

### **Administrative Services for Affirmative Action**

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

For assistance, contact Naira Sargsian, AD 213 (323) 953-4000 ext. 2424.

## **PROHIBITED DISCRIMINATION & HARASSMENT POLICY**

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from prohibited Discrimination, as defined by Rule 15003. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the LACC Compliance Office Website ([www.lacitycollege.edu/resource/compliance\\_office](http://www.lacitycollege.edu/resource/compliance_office)) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the Los Angeles City College community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Compliance Officer, (323) 953-4000 ext. 2249.

## **LIMITED ENGLISH PROFICIENCY**

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

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

Mesoamerican kejijj8an dasvew baz vn bilie iysanipnveu fama4 Anglvevnu safmana.ak rueaovryimw aegvl; cu fandusaniym wndgekqvliy masnagurakan dasveu mv04Anglvevnuzjijy8liysanipnveun a9a0aekqiy h ]grqvl ;ilv0u9a8ijj8iyinnveuz3 iein; na7arvsqa[ vn a8n iysanipnveu fama3 ieinz anglvevnw safmana.ak h kam vekeied lvxiyn h (ESL)4.

## **ALTERNATIVE PUBLICATION FORMATS**

Students with verifiable disabilities who require alternate formats of college publications and resources should check with The Vice President of Student Services (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible. Note: the Catalog and Schedule of Classes are also available on our web site, [www.lacitycollege.edu](http://www.lacitycollege.edu).

## **CAMPUS SECURITY REPORTS**

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

## **STUDENT RESPONSIBILITIES TO BE INFORMED**

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

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

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

## **Catalog Rights**

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

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

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

For purposes of implementing this policy, the college may:

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



# ADMISSIONS

## ACADEMIC YEAR

### The academic year is divided into 4 sessions:

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

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

### Days, Evening, Weekends & Distance Learning Classes

Classes are taught from 7:00 a.m. to 10:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays. Some courses are available through distance learning including Instructional Television (ITV) and on-line.

### Summer Sessions:

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

### Eligibility Requirements

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

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

Additional eligibility criteria include persons who are:

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

### California Residency Requirement

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

### Non-Resident

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

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

## ADMISSIONS INFORMATION

### Residence Appeal

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

### Non-Citizen Students

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

## APPLICATION FOR ADMISSION TO LACC

Admissions applications are available online at [www.lacitycollege.edu](http://www.lacitycollege.edu). Application forms are also available at the Student Assistance Center.

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

## INTERNATIONAL STUDENTS

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

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

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

You may be considered if you meet the following requirements:

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

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

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

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

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

## REGISTERING FOR CLASSES

### **New & Returning Students:**

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

Step 1: Obtain an application from the Student Assistance Center or via the web at [www.lacitycollege.edu](http://www.lacitycollege.edu)

Step 2: Return completed application to the Admissions Office, AD 100 and receive an assessment appointment in AD 103.

Step 3: Complete your skills level assessment and orientation.

Step 4: Register for classes via the web.

Students who already have a degree may skip Step 3.

## CONTINUING STUDENTS

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

### **Enrollment Priority Policy Changes: Effective Fall 2014**

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

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

### **Based on the changes, Enrollment Priority is:**

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

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

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

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

Priority 5: Special K-12 admits.

Notes:

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

## CLASS UNIT LIMIT

The maximum study load is 19 units for the Fall and Spring semesters, 12 units for Summer when there are 3 Summer Sessions and 9 units during a Winter Intercession. While the class load for full-time students in the Fall or Spring semester is from 12 to 19 units per semester, students who will be employed while attending Los Angeles City College should reduce their programs accordingly. It is strongly recommended that students who are employed full-time should enroll in no more than 1 or 2 classes or a maximum of 9 units. Students who wish to attempt more than the unit limits specified above must petition to do so with the Counseling department, located in the Cesar Chavez Administration Building (AD 108).

## CANCELLATION OF CLASSES

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

## MATRICULATION

### The College Agrees to Provide:

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

### The Student Agrees to:

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

### Exemption

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

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

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

1. Have a record of completing English 28 or 101 and Mathematics 115 or equivalent courses.
2. Have completed equivalent assessments at other colleges and have presented their documentation for verification to the Assessment Center, AD 103.

(Verification must be presented before an exemption can be granted.) Math assessment is accepted up to one year.

### Appeal

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

### Repetitions and Withdrawals

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

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

### What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."
- See a counselor before making decisions that could affect your educational plan.

### PREREQUISITES/CO-REQUISITES, ADVISORIES

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

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

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

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

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

### CHALLENGE POLICY/PROCEDURE

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

### Grounds for Challenges

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

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

1. The prerequisite/co-requisite does not follow the rules established by the District.
2. The prerequisite/co-requisite is in violation of Pre/Co-requisite and Advisory Regulation, specified in Section 55201(e) of Title V. (See Office of the Vice President of Student Services - AD207)
3. The prerequisite/co-requisite is unlawfully discriminatory or being applied in an unlawfully discriminatory manner.
4. Once you have completed the prerequisite or co-requisite Challenge petition process on the grounds of unlawful discrimination, you have the right to file a formal complaint of unlawful discrimination with the Compliance Officer.
5. You have the ability and knowledge to succeed in a course without the pre/co-requisite.
6. You will be subject to undue delay in obtaining your educational goal because the prerequisite/co-requisite course was not reasonably available.
7. You have not been allowed to enroll due

to a limitation set for a course that involves intercollegiate competition, public performance, honor courses, or blocks of courses limited to a particular group of students. You will be allowed to enroll in such a course if there is no equivalent section offered, and you would be delayed a semester or more in obtaining your degree or certificate specified in your Student Educational Plan.

8. You want to enroll in a course which has prerequisite/co-requisite established to protect health and safety, and you can demonstrate that you do not pose a threat to yourself or others.

### **Resolution of Prerequisite Challenges**

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

### **Pre/Co-requisite Challenge Petition Filing Dates**

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



# TUITION & FEES

## TUITION & FEES

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

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

### ENROLLMENT FEE \$46 per unit

(CA Residents) (no maximum per semester)

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

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

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

### NON-RESIDENT TUITION FEE

Out-Of-State Residents \$222 per unit  
Foreign Citizens \$222 per unit

Non-resident foreign citizens must also pay the enrollment fee of \$46 per unit.

## Enrollment Fee Assistance

Los Angeles City College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors - (BOG) Enrollment Fee Waiver is available to students whose family is receiving Temporary Assistance for Needy Families (TANF)/CalWORKs, Supplemental Security Income/State Supplementary Program, General Assistance/General Relief, or who meet the qualifying income standards. In addition, dependents of Veterans/National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and deceased law enforcement/fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

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

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

## Enrollment Fee Refunds

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

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

**Non-Residents:** Non-resident students who formally drop or otherwise separate from part or all of their enrollment may request a refund of previously paid non-resident tuition and enrollment fees.

## Instructional Materials Fee

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



## **Associated Student Government (ASG)**

Fee \$7 per semester

A \$7 per semester membership provides free bluebooks and scantrons, discounted printing and copier services, preferred parking, movie and amusement park discounted tickets (as available). You are also eligible to participate in student government, join a club, gain access to campus events, apply for ASG scholarships and book grants, participate in shared governance, and support campus programs.

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

## **Student Representation Fee**

### **\$1 per semester**

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

## **Health Services Fee \$11 per semester**

The Los Angeles Community College District charges an eleven dollar (\$11) mandatory Health Fee. The fee is payable to one campus only and covers the costs of Health Centers at the District's nine campuses. If you are a member of a religious group that depends on prayer for healing, please contact the Dean of Special Services, in SSV100A for exemption procedures. Also see Policies: General "Student Health Fee Waivers."

## **Parking Fee**

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

Summer Permits:	\$10
Winter Permits:	\$10
Fall or Spring: Restricted Parking	\$20

# FINANCIAL AID

## FINANCIAL AID OFFICE

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

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

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

## WHAT IS FINANCIAL AID?

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

## WHO IS ELIGIBLE FOR FINANCIAL AID?

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

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

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

## EDUCATION STATUS

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

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

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

## HOW TO APPLY FOR FINANCIAL AID

US Citizens, and aliens that hold eligible immigration documents apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). The application is available online at [www.fafsa.gov](http://www.fafsa.gov). Students that are classified AB540 by the college's Admissions Department may apply for state of California financial aid programs by completing a CA Dream Act Application. It is available online at [www.cadreamact.org](http://www.cadreamact.org). The process is free. Never pay for federal or state financial aid. You'll need a PIN to "sign" your online application, make corrections to the application, and more. If you are a dependent student, your parent will need one too. You can get your PIN before you begin or as you complete the FAFSA – it's up to you. To apply for a PIN go to [www.pin.ed.gov](http://www.pin.ed.gov).

Students applying for Federal Direct Loans, Emergency Loans, or scholarships must complete additional applications and/or forms that may be requested from the Financial Aid Office.

## PRIORITY DATES & DEADLINES

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

- To receive a Pell Grant, financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.
- To receive a Cal Grant, the FAFSA/CA Dream Act Application must be submitted no later than March 2, 2015 for the 2015-2016 award year. Students planning to attend a community college in 2015-2016 have a secondary deadline of September 2, 2015 to apply for Cal Grant.
- The priority processing date May 1, 2015, for the 2015-2016 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds are always available.
- Consult the LACC Financial Aid Office for more information regarding priority and deadline dates.

## VERIFICATION

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

## FEDERAL REFUND REQUIREMENTS

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

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

## FEDERAL RECALCULATION REQUIREMENTS

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

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

increased award.

## FEDERAL FINANCIAL AID

**Federal Pell Grants** - The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2015-2016 is \$5,775. During his or her lifetime a student's eligibility is limited to the full-time equivalent of 12 semesters.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** - The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need.

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

## Federal Loans

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

### Federal Direct Loans (Subsidized and Unsubsidized)

- Students may be eligible to borrow up to \$9,500 for first year students and \$10,500 for second year students per academic year from the Direct Loan Program. The student's annual borrowing limit may also vary based upon the following:

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

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

### Federal Direct Subsidized Loan

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

### Federal Direct Unsubsidized Loan

A low interest loan for which a student isn't required to demonstrate financial need. Students are responsible for the interest charges while they are in school. Interest begins to accrue when the first disbursement is made. The amount that a student may borrow is based upon unmet costs and the student's progress in an academic

program. Also, loan amounts are constrained by federally mandated annual and aggregate limits.

#### **Bureau of Indian Education Grants (BIE)**

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

- Must be a member of, or at least one-quarter degree Indian blood descendent of a member of an American Indian tribe which is eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs because of their status as Indians.
- Must be accepted for admission to a nationally accredited institution of higher education which provides a course of study conferring the Associate of Arts or Bachelor of Arts or science degree.
- Must demonstrate financial need as determined by the financial aid officer of the collegiate institution.
- To obtain an application, please send your request to the Office of Indian Education Program, 2800 Cottage Way, Sacramento, California 95825.

### **STATE FINANCIAL AID**

#### **Board Of Governor's Fee Waiver Program (BOGFW):**

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

##### **Method A**

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

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

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

Note: Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are eligible to participate in the BOG Fee Waiver program.

If you qualify after you have paid your enrollment fees, you should complete a "Request for Refund" form

available in the college Business Office. A student that fails to meet the college's satisfactory academic progress standards are subject to a loss or registration priority. The loss of priority registration may also result in a loss of eligibility for a Board of Governors Fee Waiver

### **Cal Grant Programs**

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

**Cal Grant B** - Cal Grant B provides a living allowance for entering college freshman. At a community college, students receive up to \$1,551 to \$1,648 per academic year. Students must be enrolled in a minimum of six (6) units to be eligible.

**Cal Grant C** - Cal Grant C is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families. Grants are limited to \$576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

### **Gainful Employment Program**

For thousands of dollars less than you'd pay at private career colleges, you can receive outstanding training in Dental and Radiologic Technology, Nursing, Psychology/Human Services, Photography, Journalism, Child Development, Food Services/Dietetics, Cinema/TV Production, Acting/Stage-Craft, Art/Graphic Arts, Music, Computer Technology, Business, Law/Law enforcement and more.

The link below) provides information about the careers for which each Career and Technical Education Certificate prepares you, the costs associated with the program and the average expected debt.com.

<http://www.lacitycollege.edu/services/finaid/eligible-programs.html>

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

## CHAFEE GRANT PROGRAM

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

## LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIP

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty. For more information and application materials, write directly to: California Student Aid Commission, P.O. Box 419029 Rancho Cordova, CA 95741-9029 - Attention: LEPD Program.

## DETERMINING FINANCIAL NEED

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

### 2015-2016 Cost of Education: Living at Home

	9 Months	12 Months
Fees	\$1,220	\$1,827
Books & Supplies	\$1,746	\$2,619
Room & Board	\$4,770	\$6,360
Transportation	\$1,125	\$1,500
Personal Expenses	\$3,159	\$4,212
<b>TOTAL</b>	<b>\$12,020</b>	<b>\$16,518</b>

### 2015-2016 Cost of Education: Living Away From Home

	9 Months	12 Months
Fees	\$1,220	\$1,827
Books & Supplies	\$1,746	\$2,619
Room & Board	\$11,970	\$15,960
Transportation	\$1,269	\$1,692
Personal Expenses	\$2,898	\$3,884
<b>TOTAL</b>	<b>\$19,103</b>	<b>\$25,962</b>

\* Subject to change without notice by the California Legislature.

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

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

## SATISFACTORY ACADEMIC PROGRESS POLICY GENERAL INFORMATION

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

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

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

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

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



*Consortium Classes*

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

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

**GENERAL REQUIREMENTS**

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

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

**SATISFACTORY ACADEMIC PROGRESS STANDARDS**

- Maintenance of a 2.0 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal.
- ESL levels 1 & 2 and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
- Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
- Entries recorded in the students' academic record as Incomplete (INC), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

**APPLICATION OF STANDARDS**

- Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.
- Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.
- A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance. Disqualification
  1. Students will be disqualified if they have one or more of the following academic deficiencies at the end of Spring semester:
    - Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90) - Associate or higher degree has been earned.
    - Student started the semester on a Warning status, and
      - Cumulative GPA is less than 2.0; or
      - Cumulative Non-Grades are more than 33%.
  2. Students will receive a Warning Probation Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
    - Cumulative GPA is less than 2.0;
    - Cumulative non-grades are greater than 33%;
    - Advisory Letter
    - Number of units attempted reaches forty-five (45).

**Maximum Time Length**

Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit

*Short Length Certificate Programs*

Some certificate objectives at the Los Angeles Community



Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives. The following table shows the normal completion time and maximum time for certificate programs of varying length:

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

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

### **Summer And Winter Financial Aid**

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

### **FRAUD**

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

### **SCHOLARSHIPS**

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

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

### **Foundation**

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

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

# GRADUATION REQUIREMENTS

## ASSOCIATE DEGREE PHILOSOPHY

The completion of the associate degree is the culmination of a student's successful completion of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think critically and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in a field of knowledge to contribute to lifetime academic and career pursuits.

Central to all associate degree programs at LACC, general education prepares students to be successful in a dynamic, complex, and multi-cultural world. Courses in the major preparation and General Education pattern are offered on-site and many are offered through distance education, providing students with a variety of opportunities to reach their educational goals.

Students who complete general education will:

- complete courses in arts and humanities, natural sciences, mathematics, and social and behavioral sciences
- possess the essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning and information competency
- be ethical, self-aware and productive citizens with an appreciation of aesthetics, cultural diversity, and global issues
- develop skills and abilities that can be applied to subsequent coursework, employment and all other aspects of their lives

## GRADUATION REQUIREMENTS

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity of self-understanding. In addition of these accomplishments, the student should possess sufficient depth in some field

of knowledge to contribute to lifetime interest.

## General Graduation Requirements

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

- I. Unit Requirement. 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. Scholarship Requirement. A "C" (2.0) grade average or better in all work attempted.
- III. Competency Requirement. Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.
  - A. Reading and Written Comprehension:
    1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of "C" or better in English 101 or its equivalent at another college.
    2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination as determined by the college.
  - B. The competency requirement in mathematics may be met by:
    1. Competency in Mathematics shall be demonstrated by achieving a grade of "C" or better in Math 125 or Math 124A and Math 124B or higher or its equivalent at another college.
    2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined to be comparable to satisfactory completion of Math 125 - Intermediate Algebra. That is, students may place into a mathematics courses above the level of intermediate algebra or may achieve a satisfactory score on a competency exam or other approved exam.
- IV. Residence Requirement. Completion of at least 12 units of work in residence and attendance at the college.
- V. Course Requirements. Students are required to complete a minimum of at least 18 units toward a

major or area of emphasis. In addition, students must complete a minimum of 21 General Education units as defined in Board Rule 6201.14.

**MAJOR REQUIREMENTS:**

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

**GENERAL REQUIREMENTS:**

Successful completion of a minimum of twenty-one (21) semester units in General Education which shall include not less than the minimum number of units indicated.

**NOTE:**

While a course might satisfy more than one General Education requirement, it may not be counted more than once for these purposes. It may be counted again for a different degree requirement as determined by each college. Students may use the same course for credit toward the Major and the General Education requirements for the Associate Degree.

Student \_\_\_\_\_

Student ID \_\_\_\_\_

**Los Angeles City College  
2015-2016 ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**

**General Education Requirements:** Minimum of 21 semester units.

**Major Requirements:** Minimum of 18 units in a single or related field.

Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better.

Please consult with a counselor and check the college catalog for specific major requirements.

***THIS FORM IS SUBJECT TO CHANGE EACH YEAR***			C	IP	N
<b>A. NATURAL SCIENCES</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> <b>ANATOMY 1 ANTHRO 101, 111 ASTRON 1, 5, 11 BIOLOGY 3, 6, 7, 25 CHEM 60, 101, 102, 211, 212, 221 EARTH 1</b> <b>ELECTRN 101 FAM &amp;CS 21 GEOG 1, 15 GEOLOGY 1, 2, 6 MICRO 1, 20 OCEANO 1 PHYSICS 6, 7, 11, 12, 14, 21, 22,</b> <b>101, 102, 103 PHYSIOL 1 PSYCH 2</b> Note: Laboratories are underlined  Other Colleges _____ Advanced Placement _____					
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>6 Semester Units minimum</b></span> B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) <b>AFRO AM 4, 5, 7 CHICANO 7, 8 HISTORY 11, 12, 13, 81,82 POL SCI 1, 19</b>  B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum) <b>ANTHRO 102, 103, 121, 151 BUS 1 CH DEV 1, 11, 42 COMM 122 ECON 1, 2 F &amp;CS 31 GEOG 2</b> <b>HISTORY 1, 2, 3, 4, 5, 9, 73, 78, 86, 87 JOURNAL 105 LAW 3 LING 2, 3 POL SCI 2, 5, 7, 14 PSYCH 1, 13, 41, 43</b> <b>SOC 1, 2, 11, 12, 32</b>  Other Colleges _____ Advanced Placement _____					
<b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> <b>AFRO AM 20, 60 A S L 1, 2, 3 ARABIC 1,2 ARMEN 1, 2 ART 201, 209, 501 ARTHIST 103, 110, 120, 130, 139, 140, 151, 171</b> <b>CHICANO 44 CHINESE 1, 2, 3, 4, 10 CINEMA 3, 4 COMM 130 DANCEST 805 FRENCH 1, 2, 3, 4, 10 ENGLISH 203,</b> <b>204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270 HUMAN 6, 8, 30, 31, 61 ITALIAN 1, 2</b> <b>JAPAN 1, 2, 3, 4, 9 KOREAN 1, 2, 3, 4, 10 LING 1 MUSIC 101, 111, 121, 122, 135, 200 PHILOS 1, 14, 20, 30, 32, 40</b> <b>PHOTO 10, 17, 34 RUSSIAN 1, 2, 3, 4, 10, 12 SPANISH 1, 2, 3, 4, 9, 10, 35, 36 THEATER 100, 110, 338, 400</b>  Other Colleges _____ Advanced Placement _____					
<b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 Semester Units minimum</b></span> D1. ENGLISH COMPOSITION (3 Semester Units minimum) <b>ENGLISH 28, 31, 101 E.S.L. 8 JOURNAL 101</b>  D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) <b>CO SCI 101, 103, 108 CO TECH 1 COMM 101, 102, 104, 121 ENGLISH 102, 103 MATH 124A, 124B, 125, 215, 216, 227,</b> <b>230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275 PHILOS 5, 6, 8, 9 PSYCH 66, 74</b>  Other Colleges _____ Advanced Placement _____					
<b>E. HEALTH AND PHYSICAL EDUCATION</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> E1. HEALTH EDUCATION (2 Semester Units minimum) <b>HEALTH 2, 8, 11</b> <i>Note: Health 2 includes the physical education activity</i>  E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) <b>DANCEST, DANCETQ, DNCESPC, KIN</b>  Other College or Military Credit (if applicable) _____					
<b>Major / Area of Emphasis:</b>					
Major Courses (minimum 18 units)					
Competency Met: English: Course _____ Math: Course _____ Test _____					
<b>TOTAL</b>					

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Los Angeles City College  
**ASSOCIATE DEGREE – GRADUATION REQUIREMENTS**  
(2015-2016)

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (6201.10)
- II. **Scholarship Requirement:** A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.11)
- III. **Competency Requirements: (Administrative Regulation E-79)**  
The following courses and examinations are approved to meet the competency for the Associate Degree for all **students entering beginning Fall 2009** as defined in Board Rule 6201.12.
- A. Reading and Written Expression
1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of "C" or better in **English 101** or its equivalent at another college.
  2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination as determined by the college.
- B. Mathematics
1. Competence in Mathematics shall be demonstrated by achieving a grade of "C" or better in **Math125 or Math 124A and 124B** or higher or its equivalent at another college.
  2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined to be comparable to satisfactory completion of Math 125 – Intermediate Algebra. That is, students may place into mathematics courses above the level of intermediate algebra or may achieve a satisfactory score on a competency exam or other approved exam.
- IV. **Residence Requirement:** Completion of at least 12 units of work in residence and attendance at the college. Exceptions may be made for injustice or undue hardship.(6201.13)
- V. **Major Requirements:** Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better.

**General Education Requirements:** Minimum of 21 semester units.



Student \_\_\_\_\_

Student ID \_\_\_\_\_

Los Angeles City College  
**California State University System**  
 CSU General Education Plan (2015-2016)

THIS FORM IS SUBJECT TO CHANGE EACH YEAR (Please Consult with a Counselor)	C	IP	N
<p><b>A ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> <span style="float: right;"><b>9 Semester / 12 Quarter Units</b></span>                      Select 1 course from each area*.                      A-1. Oral Communication: <b>COMM</b> 101, 102, 121                      A-2. Written Communication: <b>ENGLISH</b> 101                      A-3. Critical Thinking: <b>COMM</b> 104 <b>ENGLISH</b> 102, 103 <b>PHILOS</b> 5, 6, 8, 9 <b>PSYCH</b> 66  <i>*All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.</i></p> <p style="text-align: center;">Other Colleges _____ Advanced Placement _____</p>			
<p><b>B SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> <span style="float: right;"><b>9 Semester / 12 Quarter Units</b></span>                      One course must be completed from each Physical Science, Life Science, and Mathematics/ Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 for corresponding laboratory.</p> <p>B-1. Physical Science: <b>ASTRON</b> 1, 11 <b>CHEM</b> 60, 101, 102, 211, 212, 221 <b>EARTH</b> 1 <b>ELECTRN</b> 101 <b>GEOG</b> 1 <b>GEOLOGY</b> 1, 2 <b>OCEANO</b> 1 <b>PHYSICS</b> 6, 11, 12, 21, 22, 101, 102, 103                      B-2. Biological Sciences: <b>ANATOMY</b> 1 <b>ANTHRO</b>101 <b>BIO</b> 3, 6, 7, 25 <b>MICRO</b> 1, 20 <b>PHYSIOL</b> 1 <b>PSYCH</b> 2                      B-3. Laboratory Activity: <b>ANATOMY</b> 1 <b>ASTRON</b> 5 <b>BIO</b> 3, 6, 7 <b>CHEM</b> 60, 101, 102, 211, 212, 221 <b>GEOG</b> 15 <b>GEOL</b> 6 <b>MICRO</b> 1, 20 <b>PHYSICS</b> 6, 11, 14, 21, 22, 101, 102, 103 <b>PHYSIOL</b> 1                      B-4. Mathematics/Quantitative Reasoning: <b>MATH</b> 215, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275  <i>Coursework in area B-4 must be completed with a "C" or better for admissions to a CSU.</i></p> <p style="text-align: center;">Other Colleges _____ Advanced Placement _____</p>			
<p><b>C ARTS AND HUMANITIES</b> <span style="float: right;"><b>9 Semester / 12 Quarter Units</b></span>                      Choose 1 course from C-1, 1 course from C-2, and a third course from either C-1 or C-2.                      C-1. Arts: <b>AFRO AM</b> 60 <b>ART</b> 201, 209, 501 <b>ARTHIST</b> 103, 110, 120, 130, 139, 140, 151,171 <b>CINEMA</b> 3, 4 <b>DANCEST</b> 805 <b>MUSIC</b> 101, 111, 121, 122, 135, 200 <b>PHOTO</b> 10, 17, 34 <b>THEATER</b> 100, 110, 338,400                      C-2. Humanities: <b>AFRO AM</b> 20 <b>ASL</b> 1, 2, 3 <b>ARABIC</b> 1, 2 <b>ARMEN</b> 1, 2 <b>CHICANO</b> 44 <b>CHINESE</b> 1, 2, 3, 4, 10 <b>COMM</b> 130 <b>ENGLISH</b> 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270 <b>FRENCH</b> 1, 2, 3, 4, 10 <b>HISTORY</b> 3, 4, 7, 86, 87 <b>HUMAN</b> 6, 8, 30, 31, 61 <b>ITALIAN</b> 1, 2 <b>JAPAN</b> 1, 2, 3, 4, 9 <b>KOREAN</b> 1, 2, 3, 4, 10 <b>LING</b> 1 <b>PHILOS</b> 1, 14, 20, 30, 32, 40 <b>POL SCI</b> 5 <b>RUSSIAN</b> 1, 2, 3, 4, 10 <b>SPANISH</b> 1, 2, 3, 4, 5, 6, 9,10, 35, 36</p> <p style="text-align: center;">Other Colleges _____ Advanced Placement _____</p>			
<p><b>D SOCIAL SCIENCES</b> <span style="float: right;"><b>9 Semester / 12 Quarter Units</b></span>                      Courses must be chosen from at least two disciplines (please review box below for additional options).</p> <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> <p><i>The CSU American Institutions requirement may be counted as part of the 9 units required in Area D by completing one course from each of the following groups: <b>Group 1: AFRO AM</b> 4, 5 <b>CHICANO</b> 8 <b>HISTORY</b> 11, 12, 13, 81, 82 <b>AND Group 2: AFRO AM</b> 7 OR <b>POLITICAL SCIENCE</b> 1</i></p> <p><i>It is highly recommended students complete these requirements, as it will meet 4-year, title 5, graduation requirements.</i></p> </div> <p>D-0. <b>LING</b> 2 <b>SOC</b> 1, 2, 32                      D-1. <b>ANTHRO</b> 102, 103, 121, 151                      D-2. <b>CO SCI</b> 103 <b>ECON</b> 1, 2                      D-3. <b>SOC</b> 11                      D-4. <b>POL SCI</b> 19                      D-5. <b>GEOG</b> 2                      D-6. <b>AFRO AM</b> 4, 5 <b>CHICANO</b> 7, 8  <b>HIST</b> 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87                      D-7. <b>CH DEV</b> 11, 42 <b>COMM</b>121, 122 <b>JOURNAL</b> 105                      D-8. <b>AFRO AM</b> 7; <b>BUS</b> 1; <b>LAW</b> 3, <b>POL SCI</b> 1, 2, 7, 14                      D-9. <b>CH DEV</b> 1 <b>LING</b> 3 <b>PSYCH</b> 1, 13, 74</p> <p style="text-align: center;">Other Colleges _____ Advanced Placement _____</p>			
<p><b>E LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b> <span style="float: right;"><b>3 Semester / 4 Quarter Units</b></span>  <b>CH DEV</b> 1 <b>FAM &amp;CS</b> 21, 31 <b>HEALTH</b> 2, 8,11 <b>COUNSEL</b> 40 <b>PSYCH</b> 41, 43, 60</p> <p style="text-align: center;">Other Colleges _____ Advanced Placement _____</p>			
<p><b>Major Prep Courses:</b></p> <hr/> <hr/> <hr/>			
C = Completed    IP = In Progress    N= Need <b>TOTAL</b>			

\_\_\_\_\_ Counselor's Signature

\_\_\_\_\_ Date

Los Angeles City College  
TRANSFER REQUIREMENTS FOR THE  
**California State University System**

General Education Approved Course List (2015-2016)

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

**IMPORTANT INFORMATION:** Courses on this list are approved for a specific academic year, which begins with the Fall 2015 semester and remains valid through Summer 2016.

The general education courses listed for the CSU system are specified within subject areas that satisfy lower division general education requirements for the CSU campuses. Students wishing to use a course to fulfill a CSU General Education requirement must be sure that the course is approved for the academic year in which it is taken. The CSU general education form changes each year. It is advised that students meet with a counselor regularly to review any changes. A course must be on the CSU GE Breadth during the term in which it is taken. If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the area requirement.

CSU GE Breadth certification is available to community college transfer students who satisfy the general education requirements in each area. "Certification" means that LACC has verified that a student has completed the lower division General Education requirements listed in each area of the CSU GE Breadth. *Certification* does not guarantee admission or admission eligibility. Students with full CSU GE Certification will only be responsible for an additional 9 semester units of upper division general education at the CSU campus. *CSU Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent.* Without certification, the student will be held to the specific general education requirements of the CSU campus of choice.

Students who have taken courses at other colleges can have these courses "passed along" in the certification process. Los Angeles City College will certify courses taken at other California Community Colleges in the areas designated by the offering college. Courses taken at California four-year colleges, or accredited out-of-state two-year, or four-year colleges, will be evaluated by the LACC Admissions Office Evaluators and/or Counseling Faculty. Courses from foreign institutions cannot be used in the certification process. Students requesting CSU GE "pass along" certification must complete at least 12 units in residency at Los Angeles City College.

### ADDITIONAL INFORMATION

1. A course cannot satisfy more than one General Education area requirement (even if listed under multiple areas).
2. Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.
3. LACC recommends that students complete the lower division requirements for the major before transfer. Major preparation requirements can be accessed on [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information. Completion of these requirements may not guarantee admission into the major, but can increase the student's chances for acceptance. Other lower division courses that are not offered at LACC may be required for the major after transfer.
4. Students who transfer to CSU may also complete an Associate degree by completing courses in the major (please see a counselor for major-specific information), a Health and a P.E. course to satisfy the General Education requirements for the Associate degree, along with a total of 60 transferable units completed.
5. Completion of the General Education requirements will not guarantee admission into a university but can increase the student's chances for acceptance.
6. Areas A1, A2, A3 and B4 must be completed with a "C" or better for admissions eligibility to a CSU campus.
7. All coursework must have a cumulative GPA of 2.0 ("C") or better.
8. This advising form may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to determine the best plan to meet your educational goals.

**The material in this publication has been prepared as carefully as possible and is updated each year. Los Angeles City College does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.**

Student \_\_\_\_\_

Student ID # \_\_\_\_\_

Los Angeles City College  
**Intersegmental General Education Transfer Curriculum (IGETC)**  
 General Education Plan for Transfer to the CSU/UC Systems (2015-2016)

THIS FORM IS SUBJECT TO CHANGE EACH YEAR <i>(Please Consult with a Counselor)</i>			C	IP	N
<p><b>I. ENGLISH COMMUNICATIONS</b> <span style="float:right"><b>2-3 COURSES (6-9 Sem / 8-12 Quarter Units)</b></span>                      CSU transfer – complete one course from each group. UC transfer – complete one course from groups A and B only.                      A. English Composition: <b>ENGLISH 101</b>                      B. Critical Thinking/ English Composition: <b>ENGLISH 102, 103 PHILOS 5</b>                      C. Oral Communication (CSU requirement only): <b>COMM 101, 102, 121</b>                      Other Colleges _____ Advanced Placement (Area IA only) _____</p>					
<p><b>II. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> <span style="float:right"><b>1 COURSE (3 Sem / 4 Quarter Units)</b></span>  <b>MATH 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275</b>                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>III. ARTS AND HUMANITIES</b> <span style="float:right"><b>3 COURSES (9 Sem /12 Quarter Units)</b></span>                      Choose 1 course from A, 1 course from B, and a third course from A or B                      A. Arts: <b>AFRO AM 60 ARTHIST 103, 110, 120, 130, 139, 140 151, 171 CINEMA 3, 4 DANCEST 805</b>  <b>MUSIC 111, 121, 122, 135 PHOTO 34 THEATER 338, 400</b>                      B. Humanities: <b>AFRO AM 20 A S L 3 CHICANO 44 CHINESE 3, 4, 10 ENGLISH 203, 204, 205, 206,</b>  <b>208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 255, 270 FRENCH 3, 4, 10 HISTORY 3, 4, 7, 86, 87</b>  <b>HUMAN 6, 8, 30, 31, 61 JAPAN 3, 4, 9 KOREAN 3, 4, 10 LING 1 PHILOS 1, 14, 20, 30, 32, 40</b>  <b>POL SCI 5 RUSSIAN 3, 4, 10 SPANISH 3, 4, 5, 6, 9,10 THEATER 100, 110</b>                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>IV. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float:right"><b>3 COURSES (9 Sem / 12 Quarter Units)</b></span>                      Choose 3 courses from at least two different disciplines  <b>AFRO AM 4, 5, 7 ANTHRO 102, 103, 121, 151 CHICANO 7, 8 CH DEV 1 ECON 1, 2 GEOG 2 HISTORY</b>  <b>1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87 LAW 3 LING 2, 3 POL SCI 1, 14, 19 PSYCH 1,13,18,74</b>  <b>SOC 1, 2,11, 12, 32 COMM 121,122</b>                      (History 11, Afro Am 4 and Chicano 7 combined: max credit, one course; History 12, Afro Am 5 and Chicano 8 combined: max credit, one course)                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>V. PHYSICAL AND BIOLOGICAL SCIENCES</b> <span style="float:right"><b>2 COURSES (7 Sem / 9 Quarter Units)</b></span>                      Choose 2 courses, 1 course from A, 1 course from B.  <b>At least 1 course must include a corresponding lab from C. (lab courses are <u>underlined</u>).</b>                      A. Physical Science: <b>ASTRON 1, <u>5</u>, 11 <u>CHEM 60, 101, 102, 211, 212, 221</u> EARTH 1 GEOG 1, <u>15</u></b>  <b>GEOLOGY 1, 2, <u>6</u> OCEANO 1 PHYSICS 6, <u>11</u>, 12, 14, <u>21,22, 101, 102, 103</u></b>                      B. Biological Sciences: <b>ANATOMY 1 ANTHRO 101, <u>111</u> BIO <u>3, 6, 7, 25</u> MICRO 1, <u>20</u> PHYSIOL <u>1</u> PSYCH 2</b>                      C. Science Lab: <b>ANATOMY 1 ASTRON <u>5</u> BIO <u>3, 6, 7</u> CHEM <u>60, 101, 102, 211, 212, 221</u> GEOG <u>15</u></b>  <b>GEOLOGY <u>6</u> MICRO <u>1, 20</u> PHYSICS <u>6, 11, 14, 21, 22, 101, 102, 103</u> PHYSIOL <u>1</u></b>                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>VI. LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)</b>                      Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses at a level 2 or higher: <b>A S L 2,3 ARABIC 2 ARMEN 2 CHINESE 2, 3, 4 FRENCH 2, 3, 4 ITALIAN 2 JAPAN 2, 3, 4 KOREAN 2, 3, 4 RUSSIAN 2, 3, 4 SPANISH 2, 3, 4, 5, 6, 36</b>  <b>If proficiency was met in high school, transcript must be provided (no units granted for HS coursework).</b>                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>CSU GRADUATION REQUIREMENT (NOT part of IGETC American Institutions)</b>  <b>CSU transfer ONLY</b> – Choose 1 course from A, 1 course from B  <i>Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.</i>                      A. <b>AFRO AM 4, 5 CHICANO 8 HISTORY 11, 12, 13, 81, 82</b>                      B. <b>AFRO AM 7 POL SCI 1</b>                      Other Colleges _____ Advanced Placement _____</p>					
<p><b>Major Prep Courses:</b>                      _____                      _____                      _____</p>					
<p>C = Completed IP = In Progress N = Need <span style="float:right"><b>TOTAL</b></span></p>					

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Los Angeles City College  
**Intersegmental General Education Transfer Curriculum**

for the CALIFORNIA STATE UNIVERSITY SYSTEM (CSU)  
or the UNIVERSITY OF CALIFORNIA SYSTEM (UC)

**2015-2016**

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.

UC: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz.

**What is the IGETC (Intersegmental General Education Transfer Curriculum)?**

The *Intersegmental General Education Transfer Curriculum* (IGETC) is a general education program that community college prospective transfer students may complete to satisfy the lower division general education requirements for either the UC (University of California) or CSU (California State University) system without the need to take additional lower-division general education courses after transfer.

All IGETC coursework must be completed with a “C” or better. Courses in which a student receives a “pass” grade may be used if the community college’s policy states that a “pass” is equivalent to a “C” grade (2.0) or better. The UC system allows a maximum of 14 semester units (of the 60 required, transferable units) on a Pass/No Pass basis. There is no CSU system-wide policy on limitations for a “pass” grade, therefore each CSU campus has its own established policy (please check with your CSU campus of choice). Courses may only be used once to satisfy one IGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy IGETC general education areas AND major preparation requirements. Major preparation requirements can be accessed on [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information.

**The IGETC is NOT an admission requirement to the UC or CSU system.** There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus-specific admission requirements for transfer students remain unchanged. Requirements for lower-division courses for admission to particular majors also remain unchanged. The IGETC plan will total approximately 34-37 transferable units. A recommended total of 60 units must be completed prior to transfer, for priority admission status.

If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible for partial certification and complete IGETC after transferring. Students receiving partial certification must ensure that admission criteria for the university has been met (IGETC areas I and II). Students may complete the necessary coursework at the transfer institution and may NOT return to the Community College for complete certification if partial certification was received. “Certification” means that LACC has verified that a student has completed the lower division General Education requirements listed in each area of the IGETC. *Certification* does not guarantee admission or admission eligibility. *Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent.* Without certification, the student will be held to the specific general education requirements of the university campus of choice. *Please note, the UC Berkeley, College of Letters and Science does not accept partial Certification.*

Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Completion of the IGETC program may be certified by the last community college, which the student attends. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the IGETC.

**It is NOT advisable for all students to follow the IGETC.** Some students may be better served by taking courses that fulfill the CSU General Education Breadth requirements or the general education pattern of the UC or CSU campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as Engineering on all campuses or Business at UC Berkeley) may not find the IGETC option to be advantageous. *The Eleanor Roosevelt College and Revelle College of UC San Diego do not accept IGETC.* Additional lower-division general education requirements may be needed prior to transfer. **The IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.**

The material in this publication has been prepared from the IGETC handouts as carefully as possible.  
Los Angeles City College does not assume responsibility for inaccuracies or changes in the information contained herein  
after the date of publication.

## 2015-16 DEGREES & CERTIFICATES

### ADMINISTRATION OF JUSTICE

**Associate of Arts:** Administration of Justice  
**Certificates:** Administration of Justice

**Associate of Science (AS-T):** Administration of Justice  
**Skills Certificates:** Evidence Specialist  
 Fingerprint Expert  
 Private Investigation

### ART

**Associate of Arts:**  
 Art - General  
 Art - Graphic Design

### Associate of Arts for Transfer (AA-T):

Art History  
 Studio Arts

### BIOLOGY / ANATOMY

Courses Only - No Degree/Certificate

### BUSINESS ADMINISTRATION

**Associate of Arts:** Accounting  
 Bookkeeping  
 Business Administration  
 Finance & Banking  
 Management  
 Marketing  
 Real Estate  
**Certificates:** Automated Accounting Technician  
 Business Administration  
 Finance & Banking  
 Small Business Management  
 Management  
 Marketing  
 Real Estate - Finance, Investment & Marketing  
 Retail Management

### Associate of Science (AS-T):

Business Administration

### CAOT

**Associate of Arts:** Administrative Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant  
 Administrative Medical Office Assistant

**Certificates:** Admin Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant  
 Admin Medical Office Assistant  
 Clerical Office Assistant

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

### CHEMISTRY & EARTH SCIENCES

**Associate of Science:** Chemistry

### CHILD DEVELOPMENT

**Associate of Arts:** Child Development

### Associate of Science (AS-T):

Early Childhood Education

**Certificates:** Child Development Associate Teacher  
 Child Development Teacher  
 Child Development Master Teacher  
 Child Development Site Supervisor

**Skills Certificates:** Infant & Toddler Studies  
 Children with Special Needs

### CINEMA / TELEVISION

**Associate of Arts:** Cinema Production  
 Television Production

**Certificates:** Cinema Production  
 Television Production  
 Cinema / Video Production

**Skills Certificates:** Beginning Cinema & TV Production  
 Cinematography  
 TV Studio Production - Level I

### COMMUNICATION STUDIES

### Associate of Arts (AA-T):

Communication Studies

### CSIT

**Associate of Science:** Computer Science/Information Technology  
 Computer Information Systems

**Certificates:** Applications Software  
 Programming Languages

**Skills Certificates:** C++  
 Database Administration  
 Database Developer  
 Java  
 Macromedia Software  
 Operating Systems  
 VBA Application  
 Web Client Technologies

### COMPUTER TECHNOLOGY

### Associate of Science:

Computer Technology

### Certificate:

Computer Technology

**Skills Certificate:** Program in A+ Certification

### COOPERATIVE EDUCATION

Courses Only - No Degree/Certificate

### COUNSELING

Courses Only - No Degree/Certificate

### DENTAL TECHNOLOGY

### Associate of Science:

Dental Technology

### Certificate:

Dental Technology

### DIETETICS

### Associate of Science:

Dietetic Technician

### Certificate:

Dietetic Service Supervisor

### EARTH SCIENCES

Courses Only - No Degree/Certificate

### ELECTRONICS

### Associate of Science:

Electronic Systems Technology

### Certificate:

Basic Electronics  
 Electronic Systems Technology

### ENGINEERING

### Associate of Science:

Engineering



# 2015-16 DEGREES & CERTIFICATES

## ENGLISH & ESL

### Associate of Arts:

English

### Associate of Arts (AA-T):

English

## FOREIGN LANGUAGES

### Associate of Arts:

Chinese

French

Japanese

Korean

Spanish

### Skills Certificates:

Korean Language & Civilization: Intermediate

Korean Language & Civilization: Advanced

Spanish Language & Civilization: Elementary

Spanish Language & Civilization: Intermediate

## HEALTH

Courses Only - No Degree/Certificate

## HUMANITIES

### Associate of Arts:

Humanities

## JOURNALISM

### Associate of Arts:

Journalism

### Associate of Arts (AA-T):

Journalism

## KINESIOLOGY

Courses Only - No Degree/Certificate

## LAW

### Associate of Arts:

Paralegal Studies

## LEARNING SKILLS

Courses Only - No Degree/Certificate

## LIBERAL ARTS

### Associate of Arts:

Social & Behavioral Sciences

Natural Sciences & Mathematics

Arts & Humanities

Performing & Visual Arts

## LIBRARY SCIENCE

Courses Only - No Degree/Certificate

## MATH

### Associate of Science:

Mathematics

### Associate of Science (AS-T):

Mathematics

## MUSIC

### Associate of Arts:

Music

### Associate of Arts (AA-T):

Music

### Certificates / Skill Certificates:

Instrumental Performer:

- Brass (Level 1 - 4)
- Guitar (Level 1 - 4)
- Percussion (Level 1 - 4)
- Strings (Level 1 - 4)
- Woodwinds (Level 1 - 4)

Music Technology (Level 1 - 4)

Orchestrator/Arranger (Level 1 - 4)

Vocal Performer (Level 1 - 4)

## NURSING

### Associate of Science:

Nursing, Registered

## PHILOSOPHY

Courses Only - No Degree/Certificate

## PHOTOGRAPHY

### Associate of Arts:

Applied Photography

### Certificates:

Photography - Commercial

Photography - Digital

Photography - Photojournalism

### Skills Certificate:

Photography Darkroom

Digital Photography

## PHYSICS / ASTRONOMY

### Associate of Science:

Physics

### Associate of Science (AS-T):

Physics

## PSYCHOLOGY

### Associate of Arts:

Human Services - Generalist

Human Services - Drug / Alcohol

### Certificates:

Human Services - Generalist

Human Services - Drug / Alcohol

### Associate of Arts (AA-T):

Psychology

## RADIOLOGIC TECHNOLOGY

### Associate of Science:

Radiological Technology

### Skills Certificate:

Clinical Education

Fluoroscopy

Patient Care

## SOCIAL SCIENCE

### Associate of Arts:

Modern Political Studies

### Skills Certificate:

African American Studies

### Associate of Arts (AA-T):

Political Science

## THEATER

### Associate of Arts:

Theater, General

Theater: Acting

### Certificates:

Costume Design Level 2

Technical Theater Ent Tech - Level 2

### Associate of Arts (AA-T):

Theatre Arts

### Skills Certificates:

Acting - Level 1

Acting - Advanced

Costume Design - Level 1

Technical Theater Ent Tech - Level 1

Design and Digital Media (for the Entertainment Industry)

## WORKFORCE DEVELOPMENT READINESS ACADEMY

Certificate of Completion: (See catalog)

## GRADUATION PETITIONS FOR DEGREE

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

- **JUNE GRADUATES:** Students petitioning for June graduation should file during the first eight weeks of the Fall semester.
- **DECEMBER GRADUATES:** Students petitioning for December graduation should file during the first eight weeks of the Spring semester.

## CERTIFICATE OF ACHIEVEMENT

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

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

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

To obtain the Certificate, the student should:

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

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

## GRADUATION WITH HONORS

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

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

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

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

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

## GENERAL INFORMATION FOR TRANSFER

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

Students who are paralleling the work of four-year colleges and universities are considered transfer students.

Students who plan to earn a Bachelor Degree should take a pattern of courses approved to satisfy the lower-division general education and major prep. There are several options for completing the general education requirements. Los Angeles City College offers the lower-division coursework for most majors of the California four-year public universities and select private universities.

The following must be met to transfer to a California public university at a Junior level:

1. Complete lower-division general education coursework. Lower-division coursework for University of California (UC) can be completed by the following the Intersegmental General Education Transfer Curriculum (IGETC). Lower-division coursework for California State University (CSU) can be completed by following the CSU GE Breadth Plan. Students who are undecided on which university to transfer to should complete IGETC. Some majors have their own designated general education plan and do not accept IGETC or CSU Breadth.
2. Complete major preparation coursework.
3. Complete a minimum of 60 transferable units. Maximum of transferable units is 70.

Students transferring to a private college or university in California or out-of-state must see a College counselor or University Transfer Center staff for transfer requirements.

## Transfer of Career Education Classes

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

## Course Credit Value

The following abbreviations are used in course descriptions:

- UC indicates the course is acceptable for unit credit at all campuses of the University of California.
- CSU indicates the course is Baccalaureate transferable for unit credit at all campuses of the California State University.
- NDA (Non-degree Applicable) indicates a course that presents prerequisite or preparatory work for the Associate level courses. Credit is given toward computing the grade point average but may not be used toward graduation requirements.
- NC (Non-credit Course) indicates the course is remedial and developmental to help students prepare for further advanced courses.

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

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

## UNIVERSITY TRANSFER INFORMATION

### ADMINISTRATION ROOM 109 323-953-4000 EXT. 2215

With careful planning, a student can complete the equivalent courses of the first two years of study for transfer to most universities and complete the requirements for an Associate Degree simultaneously. Students are urged to study the requirements of the University to which he or she plans to transfer to and check with the counselors in the Counseling Office

or the University Transfer Center to be certain that they are taking courses which will meet their transfer requirements. Admission requirements and course preparation are subject to change; therefore, it is imperative to check regularly for new or updated requirements. It is also recommended that students use the many services provided by the University Transfer Center to assist them in preparation for transfer.

The University Transfer Center provides a variety of services for student which include file electronic applications, monthly calendar of events, meet with university representative, workshops, Transfer Admissions Agreements, attend four-year campus events, and participate in summer and weekend programs through various universities, as well as through the UCLA Center for Community Colleges Partnerships. Transfer ready students receive counseling and advisement, electronic application assistance, transcript evaluation, and information. University Transfer Admission Agreements and info on summer transfer programs experiences are available in the Center.

Computer workstations with internet access are available for use in the Center for students who need to research university transfer requirements and submit the university admissions application.

No appointment necessary to visit the Center.

## University Transfer Center Service Outcomes

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

1. Students will be provided the opportunity to meet with representatives from 4-year universities
2. Students will obtain the knowledge & skills to complete the online application by attending a CSU or UC application workshop
3. Increase number of students who successfully complete transfer requirements to submit application to a 4-year university
4. Students will receive transfer advisement on walk-in basis

## **TRANSFER RELATED WEBSITES**

As a student, the internet is a valuable resource for transfer information.

### **LACC University Transfer Center**

[www.lacitycollege.edu/services/transfer](http://www.lacitycollege.edu/services/transfer)

### **Assist**

*Assist is California's official statewide repository of transfer information for the California State University and University of California systems. As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. Please visit the University Transfer Center for help with navigating Assist.*

[www.assist.org](http://www.assist.org)

### **University of California**

<http://admission.universityofcalifornia.edu/transfer>

<https://uctap.universityofcalifornia.edu/students>

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

### **California State University**

[www.csumentor.edu](http://www.csumentor.edu)

[www.calstate.edu](http://www.calstate.edu)

### **California Private and Independent Colleges and Universities**

[www.aiccu.edu](http://www.aiccu.edu)

### **The Common Application**

[www.commonapp.org](http://www.commonapp.org)

### **Transfer Agreements with Historically Black Colleges and Universities**

[www.cccco.edu/HBCUTransfer](http://www.cccco.edu/HBCUTransfer)

## **California State University (CSU) System**

### **Admission**

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Students who will have at least 60 CSU transferable semester units completed by the time they enter a CSU are considered upper-division transfer students. Student applicants who are California residents are eligible as an upper-division transfer student if they:

- Complete a minimum of 60 CSU transferable units
  - Complete at least 30 semester units of CSU general education courses which must include:
- Written communication, oral communication, critical thinking and mathematics
  
- A 2.0 GPA in all transferable units
- Some majors require a higher GPA for admission selection
- Must be in good standing with their current school

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

Some majors require you to complete specified courses for your major before you transfer to gain admission to the major. This is called major prep coursework. Some campuses require that you fulfill specific general education requirements before transferring. Check the campuses' programs or majors you're interested in as you plan your coursework.

The CSU fall application submission dates are October 1 - November 30 for the following fall semester admission. Students generally apply one year prior to intended semester of transfer. Students transferring to the university for fall semester must complete all transfer requirements the spring semester prior to transfer. CSU Spring application submission dates are August 1 - August 30. Not all CSUs accept spring applications.

## **University of California (UC) System Admission**

Students intending to transfer to a University of California campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Students who will have at least 60 UC transferable semester units completed by the time they enter a UC are considered upper-division transfer students. Student applicants who are California residents are eligible as an upper-division transfer student if they:

- Complete a minimum of 60 transferable units
- Complete the UC 7-course pattern:
- Two transferable courses in English composition; one transferable course in mathematical concepts and quantitative reasoning; four transferable courses chosen from at least two of the following subject areas: Arts & Human-ities, Social & Behavioral Sciences, Physical & biological sciences
- A 2.4 GPA in all transferable units
- Some majors require a higher GPA for admission selection
- Must be in good standing with their current school

Some majors require you to complete specified courses for your major before you transfer to gain admission to the major. This is called major prep coursework. Some campuses require that you fulfill specific general education requirements before transferring. Check the campuses, programs or majors you're interested in as you plan your coursework.

The UC application submission dates are November 1 - November 30 for the following fall semester admission. Students generally apply one year prior to intended semester of transfer. Students transferring to the university for fall semester must complete all transfer requirements the spring semester prior to transfer.

## **TRANSFER ADMISSION GUARANTEE (TAG)**

Six UC campuses offer the Transfer Admission Guarantee (TAG) program for California community college students who meet specific requirements.

By participating in TAG, you will receive early review of your academic records, early admission notification and specific guidance about major preparation and general education coursework.

TAG applications are open for submission September 1 - 30. You can only apply for a TAG at one campus. The TAG application is not the application to the university itself. Therefore, students who apply for TAG must also apply for admissions to the university.

Students are encouraged to apply to additional UC campuses during the regular application cycle, November 1 - 30.

Students are advised to visit the LACC University Transfer Center for assistance with TAG requirements, TAG application, and UC application.



## **BACHELOR'S DEGREE LOWER-DIVISION REQUIREMENTS**

The degree requirements at a California State University campus or a University of California campus generally consist of three parts: The General Education (GE) coursework, Major requirements, and electives.

General education is required of all degree candidates. Major requirements are a part of the student's field of specialization. These requirements are classified in two levels: Lower-division and Upper-division. Students may complete all of the lower-division general education pattern and most of the lower-division major preparatory coursework at Los Angeles City College. The two most common general education patterns used to complete the lower-division general education are CSU GE Breadth and Intersegmental General Education Transfer Curriculum (IGETC).

Students who have completed and received full certification for one of the above GE patterns permits a student to transfer to a CSU or UC without the need to take additional lower-division General Education courses to satisfy the universities' general education requirements.

However, depending on the major or field of interest, the student may find it better to complete the university's campus specific GE plan. Students pursuing majors that require extensive lower-division major prep coursework, such as Engineering or Biology, may not find the IGETC to be advantageous. Also, some colleges within the UC system do not accept IGETC.

Completion of the CSU Breadth or IGETC is not a requirement to transfer.

Please consult a College Counselor or the University Transfer Center.

## **IGETC CERTIFICATION**

Los Angeles City College can certify the completion of IGETC which satisfies the lower-division general education requirements for both UC and CSU transfer students. Full certification guarantees that no additional lower-division general education courses will be imposed on a student as a condition of graduation from the UC or CSU. All IGETC coursework must be completed before a student transfers to receive full IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

To use coursework for IGETC that has been completed at a college or university other than a California community college must be approved by an LACC Counselor using the PassAlong. Make an appointment with Counseling for additional information.

## **CSU BREADTH CERTIFICATION**

Los Angeles City College can certify the completion of the CSU Breadth General Education Pattern. Full certification guarantees that no additional lower-division general education courses will be imposed on a student as a condition of graduation from the CSU. Partial Certification is awarded for completion of any of the five General Education Areas. Students who have received partial certification can request approval from the university to complete the remaining lower-division general education courses during summer or concurrently while attending the CSU.

To use coursework for CSU Certification that has been completed at a college or university other than a California community college must be approved by an LACC Counselor using the PassAlong. Make an appointment with Counseling for additional information.

## **REQUESTING IGETC & CSU CERTIFICATION**

It is the student's responsibility to request certification. Request for IGETC or CSU GE Certification is done by completing a Transcript Request Form and submitting it to the Admissions & Records Office, Room 100. Request should be made once student has completed all coursework and grades are posted. There are two sides to the form. Make sure to select the "Hold for CSU or IGETC Certification" box on the front and the corresponding box on the back along with all other requested information on both sides. Students applying for an Associate Degree for Transfer receive automatic certification.

## Independent California colleges and universities

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

Admission requirements of independent and private colleges and universities vary. Course transferability and course credit allowed also vary. Los Angeles City College has articulation agreements with a number of independent and private universities. Admission requirements are outline in the respective college catalogs.

Students needing assistance navigating university admission requirements should visit the LACC University Transfer Center.

## Honors Program

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

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

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

The program's enriched and rigorous curriculum challenges those who thrive on intellectual exercise. Scholars may present research essays at honors conferences, work closely with faculty, and receive library privileges at UCLA, among other opportunities. The scholar who completes a minimum of 15 units of Honors credit (5 honors classes) will receive certification in UCLA's Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors at UCLA's College of Letters and Sciences. Participation in the honors program increases a student's chances of being admitted at four-year institutions. Other participating four-year institutions are UC Berkeley, UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University. Honors' Program Benefits:

- Increased collaboration with faculty and scholars and participation in learning community
- Counseling and transfer advisement
- Scholars' designation on transcripts
- Opportunity to present research at annual Honors Research Conference at UC Irvine (Spring)

- Opportunity to attend TAP Conference at UCLA (November)
- Library privileges at UCLA
- Get-togethers throughout the academic year

Program Requirements:

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

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

## Associate Degrees for Transfer (ADT)

Students completing an Associate Degree for Transfer (ADT) are guaranteed admission to the CSU system, but NOT to a particular campus or major. Students who have completed an ADT and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. ADT degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

Los Angeles City College currently offers 14 Associate Degrees for Transfer. Programs Available:

- **Administration of Justice AS-T**
- **Art History - A.A. - T**
- **Business Administration AS-T**
- **Communication Studies - A.A.-T**
- **Early Childhood Education - A.S.-T**
- **English AA-T**
- **Journalism AA-T**
- **Math AS-T**
- **Music - A.A.-T**
- **Physics AS-T**
- **Political Science - A.A.-T**
- **Psychology - A.A.-T**
- **Studio Arts AA-T**
- **Theatre Arts AA-T**



# ACADEMIC PROGRAMS

## ADMINISTRATION OF JUSTICE

Chair: Wilhelm I. Vargas, J.D.  
 (323) 953-4000 Ext. 2754 | CHEM 119C

[www.lacitycollege.edu/academic/departments/law/ajintro.html](http://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:**  
 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 MAJOR 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	Introduction to Forensics .....	3
ADM JUS 382	Intro to Firearms Training .....	3
<b>Total</b>	.....	<b>18 units</b>

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
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	Introduction 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
<b>Total.....</b>		<b>36 units</b>

**ADMINISTRATION OF JUSTICE**

**Associate of Science (AS-T)**

(Program: 210500 State Code: 33121)

Completion of the Associate of Science in Administration of Justice 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 administration of justice. 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:

- A. 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.

- 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 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	Introduction 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***(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	Introduction to Forensics .....	3
ADM JUS 382	Intro to Firearms Training .....	3
<b>Total</b> .....		<b>18 units</b>

**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	Introduction 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
<b>Total</b> .....		<b>36 units</b>

**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	Introduction to Forensics .....	3
ADM JUS 379	Advanced Criminalistics Forensics..	3
ADM JUS 391	Firearms Evidence Analysis .....	3
<b>Total</b> .....		<b>18 units</b>

**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 whirls.
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
<b>Total</b> .....		<b>6 units</b>

**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	Introduction to Forensics .....	3
ADM JUS 396	Traffic Collision Investigation .....	3
ADM JUS 413	Financial Crimes Investigation .....	3
<b>Total</b> .....		<b>15 units</b>

**ART**

Chair: Alexandra Wiesenfeld  
 (323) 953-4000 ext. 2515 | DH220  
[www.lacitycollege.edu/academic/departments/art/index.htm](http://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

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  
 Transfer Program  
 (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: 6 COURSES | 18 UNITS | AA

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

**MAJOR COURSES BY SEMESTER**

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

**Third Semester**

Art 502 .....3

**Total..... 18 units**

\*Highly recommended Art 700 or 708

\*Recommended Art 300, 304, 307

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

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

**ART - GRAPHIC DESIGN**

**Associate of Arts Degree**

Career Program

(Program: 103000 State Code: 02739)

This program provides the foundation for careers in computer graphics, advertising design, commercial illustration and desktop publishing. The creative and practical aspects of visual communication are equally stressed, with an emphasis on contemporary trends. Digital work is grounded in fundamental art skills and methods. Students enrolled in the program will utilize the Art Department’s Macintosh computer labs.

**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

**MAJOR COURSES BY SEMESTER**

**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 HISTORY**

**Associate of Art (AA-T)**

(Program:101000 State Code: 32832)

Completion of the Associate of Arts in Art History 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 art history. 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:

A. 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.

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 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**  
 !

**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
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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
<b>TOTAL MAJOR .....</b>	<b>18 units</b>

**STUDIO ARTS**

**Associate of Art (AA-T)**

**(Program:100200 State Code: 33120)**

Completion of the Associate of Arts in Studio Arts 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 studio arts. 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:

A. 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.

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 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
<b>Total Major .....</b>	<b>24 units</b>

**BIOLOGY / ANATOMY**

**Chair: Sean Phommasaysy**  
 (323) 953-4000 ext.2795 | SCI-TECH 222-B  
[www.lacitycollege.edu/academic/departments/lifesci/index.html](http://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 Haste**  
 (323) 953-4000 Ext. 2549 | AD304  
<http://www.lacitycollege.edu/academic/departments/business/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:**

- 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 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)

Completion of the Associate of Science in Business Administration 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 business administration. 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:

- A. 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.
- 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 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**

<b>ACCTG 1</b>	<b>MATH 227</b>
<b>ACCTG 2</b>	<b>CO SCI 101</b>
<b>ECON 1</b>	<b>BUS 1</b>
<b>ECON 2</b>	<b>LAW 1</b>

**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
<b>TOTAL MAJOR .....</b>	<b>30 units</b>

**ACCOUNTING**

**Associate of Arts Degree**

Career Program

(Program 050200 State Code: 02719)

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

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

**PLAN B - MAJOR COURSES BY SEMESTER**

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

**BOOKKEEPING**

**Associate of Arts Degree**

Career Program

(Program: 050203 State Code: 08213)

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

**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: 12 COURSES | 37 UNITS | AA**

<b>ACCTG 15</b>	<b>ACCTG 21/41</b>	<b>FINANCE 8</b>
<b>ACCTG 17</b>	<b>ACCTG 22/42</b>	<b>SUPV 1</b>
<b>ACCTG 23</b>	<b>BUS 1</b>	<b>MGMT 13</b>
<b>ACCTG 27</b>	<b>BUS 17</b>	<b>ACCTG 31 OR BUS 38</b>

**PLAN B - MAJOR COURSES BY SEMESTER**

**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
<b>Total.....</b>	<b>37 units</b>

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

**BUSINESS ADMINISTRATION**

**Associate of Arts Degree**

Career Program

(Program: 050100 State Code: 02718)

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

**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: 13 COURSES | 40 UNITS | AA**

<b>ACCTG 21/41</b>	<b>FINANCE 8</b>	<b>MGMT 31</b>
<b>BUS 1</b>	<b>SUPV 1</b>	<b>MGMT 33</b>
<b>BUS 15</b>	<b>MGMT 2</b>	<b>MARKET 11</b>
<b>BUS 17</b>	<b>MGMT 13</b>	<b>MARKET 21</b>
<b>ACCTG 31 OR BUS 38</b>		

**PLAN B - MAJOR COURSES BY SEMESTER**

**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

**Fourth Semester**

Accounting 21/41.....	4
Management 13 .....	3
Supervision 1.....	3
<b>Total.....</b>	<b>40 units</b>

**FINANCE & BANKING**

**Associate of Arts Degree**

Career Program

(Program: 050400 State Code: 02720)

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

**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: 12 COURSES | 38 UNITS | AA

ACCTG 21/41	FINANCE 2	MGMT 2
ACCTG 22/42	FINANCE 8	MGMT 31
BUS 1	FINANCE 15	REAL ES 1
BUS 17	SUPV 1	ACCTG 31 OR BUS 38!

**MAJOR COURSES BY SEMESTER**

**First Semester**

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

**Second Semester**

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

**Third Semester**

Accounting 22/42 .....	4
Management 2 .....	3
Management 31 .....	3

Real Estate 1 .....	3
<b>Total.....</b>	<b>38 units</b>

**MANAGEMENT**

**Associate of Arts Degree**

**Career Program**

(Program: 050600 State Code: 02721)

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

**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: 12 COURSES | 38-39 UNITS | AA

MGMT 2	ACCTG 21/41	SUPV 1
MGMT 13	ACCTG 22/42	FINANCE 8
MGMT 31	BUS 1	INTBUS 1
MGMT 33	BUS 38	CO SCI 101 OR BUS 17!

**MAJOR COURSES BY SEMESTER**

**First Semester**

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

**Second Semester**

Supervision 1 .....	3
Management 33 .....	3
Accounting 21/41 .....	4
CO SCI 101 or Business 17 .....	4/3

**Third Semester**

Finance 8 ..... 3  
 International Business 1 ..... 3  
 Business 38 ..... 3  
 Accounting 22/42 ..... 4  
**Total..... 38-39 units**

**MARKETING**

**Associate of Arts Degree**

Career Program

(Program: 050900 State Code: 02724)

The Marketing degree program provides the student with a wide range of knowledge in marketing, selling, advertising and retailing, as well as decision-making skills in product planning, pricing, and selection of channels of distribution. The capstone course, Marketing 21, provides student with a vehicle for making contacts in the field of marketing with a view toward employment. The Marketing curriculum shown below serves as a guide to students majoring in the subject area. Students have flexibility in scheduling these classes but are advised to begin their studies with 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!

**PLAN B - MAJOR COURSES BY SEMESTER**

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

**REAL ESTATE**

**Associate of Arts Degree**

Career Program

(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

**MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>36-39 units</b>

\*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 of Achievement*

(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
<b>Total .....</b>	<b>26 units</b>

**BUSINESS ADMINISTRATION**

*Certificate of Achievement*

(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 & 41 .....	4
<b>Total .....</b>	<b>28 units</b>

**FINANCE & BANKING**

*Certificate of Achievement*

(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 21/41 .....	4
Accounting 55.....	1
Business 38 or Accounting 31 .....	3
Business 15.....	3
Business 17.....	3
<b>Total.....</b>	<b>26 units</b>

**MANAGEMENT**

*Certificate of Achievement*  
(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
<b>Total .....</b>	<b>27 units</b>

**MANAGEMENT - RETAIL**

*Certificate of Achievement*  
(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
Accounting 21/41 .....	4
<b>Total .....</b>	<b>25 units</b>

**SMALL BUSINESS MANAGEMENT**

*Certificate of Achievement*  
(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
<b>Total.....</b>	<b>27 units</b>

**MARKETING**

*Certificate of Achievement*

(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
<b>Total .....</b>	<b>24 units</b>

**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
<b>Core Courses Sub-Total .....</b>	<b>18 units</b>

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

**Real Estate: Finance specialization**

(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
<b>Sub-Total .....</b>	<b>9 units</b>
<b>Total (Core + Specialization) .....</b>	<b>27 units</b>

**Real Estate: Investment Specialization**

(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**  
 (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: Britt Hastey  
 (323) 953-4000 Ext. 2549 | AD304  
<http://www.lacitycollege.edu/academic/departments/busad/announcements.html>

**PROGRAMS OFFERED**

**Associate of Arts:**  
 Administrative Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant  
 Administrative Medical Office Assistant

**Certificates:**  
 Administrative Medical Office Assistant  
 Administrative Office Assistant  
 Clerical Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant

Basic Administrative 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.

**ADMINISTRATIVE OFFICE ASSISTANT**

Associate of Arts Degree  
 Career Program  
 (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

**MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>36 units</b>

\* Suggested Electives: CAOT 9, 34, or 64

**COMPUTER APPLICATIONS SPECIALIST**

**Associate of Arts Degree**

Career Program

(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

**MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>36 units</b>

\* Suggested Electives: CAOT 9, 34, or 64

**LEGAL OFFICE ASSISTANT**

**Associate of Arts Degree**

Career Program

(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.

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 | 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

**MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>37 units</b>

\* Suggested Electives: CAOT 9, 34, or 64

**ADMINISTRATIVE MEDICAL OFFICE ASSISTANT**

**Associate of Arts Degree**

Career Program

(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.

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

**MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>36 units</b>

\* Suggested Electives: CAOT 9, 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).

**ADMINISTRATIVE MEDICAL OFFICE ASSISTANT**

**Certificate**

(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
<b>Total.....</b>	<b>26 units</b>

**ADMINISTRATIVE OFFICE ASSISTANT**

**Certificate**

(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
<b>Total.....</b>	<b>24 units</b>

**CLERICAL OFFICE ASSISTANT**

**Certificate**

(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
<b>Total.....</b>	<b>24 units</b>

**COMPUTER APPLICATIONS SPECIALIST**

**Certificate**

(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
CAOT 112.....	3
<b>Total.....</b>	<b>29 units</b>

**LEGAL OFFICE ASSISTANT**

**Certificate**

(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
<b>Total.....</b>	<b>25 units</b>

**BASIC ADMINISTRATIVE 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
<b>Total .....</b>	<b>12 units</b>

**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
<b>Total.....</b>	<b>9 units</b>

**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
<b>Total.....</b>	<b>7 units</b>

**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 reading and writing medical reports.
3. 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
<b>Total.....</b>	<b>11 units</b>

**BASIC MEDICAL TRANSCRIPTION****Skills Certificate****Program Student Learning Outcomes:**

1. Create a business report with a cover sheet, table of contents, and a bibliography.

2. Utilize medical terminology in reading and writing medical reports.
3. 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
<b>Total.....</b>	<b>9 units</b>

**BASIC WEB PAGE DESIGN****Skills Certificate****Program Student Learning Outcomes:**

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

**REQUIRED**

CAOT 84 .....	3
CAOT 112.....	3
<b>Total.....</b>	<b>6 units</b>

**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](http://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.

Total..... **40 units**  
 \*CHEM 60 is a prerequisite for CHEM 101

**DEGREE PROGRAM**

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  
 Transfer Program  
 (Program: 070800 State Code: 08221)

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

*Program Student Learning Outcomes:*

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

MAJOR: 8 COURSES | 40 UNITS | AS

<b>CHEM 101</b>	<b>MATH 261</b>
<b>CHEM 102</b>	<b>MATH 262</b>
<b>CHEM 211</b>	<b>PHYSICS 101</b>
<b>CHEM 212</b>	<b>PHYSICS 102</b>

**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

**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

**PROGRAMS OFFERED**

Associate of Arts:  
 Child Development

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

Certificates:  
 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, the California Early



Childhood Mentor Teacher Program, and the Los Angeles City College Child Development Workforce Initiative Degree Transfer Program. For more information please visit:

[www.lacitycollege.edu/academic/departments/childdev/index.html](http://www.lacitycollege.edu/academic/departments/childdev/index.html)

#### Program Mission:

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

Child Development certificates and degrees provide students with the coursework and the field experience needed for a career in Early Childhood Education. LACC's Child Development curriculum is aligned with the State's Child Development Permit Matrix to prepare students for positions in early care and education. Students are trained as educators for a variety of private and public early childhood education programs including Head Start, State Pre-School, and unified school district early care and education programs. Graduates teach or administer in programs for infants, pre-schoolers, children with special needs, and in before and after school-age programs. Many students begin their career as assistant teachers, then with additional coursework and experience, are able to move up the career ladder to become lead teachers or site supervisors.

#### Program Notes:

Students beginning their course work for certificates and degrees in Child Development must be aware of the following:

- **Criminal Clearance:** In order to fulfill State licensing requirements for employment in private and public programs students must receive a Criminal Clearance to work with young children. Consult with faculty for additional information.
- **Mantoux test:** Some Child Development courses may require students to obtain a Mantoux test for Tuberculosis clearance. The college Health Center provides this service. Please call ahead to schedule a Mantoux test and reading at 323-953-

4000, Ext. 2485.

- **CPR Training:** Your employer may require you to take a 15 hour Cardiopulmonary Resuscitation class. This class covers training on basic first aid for infants and children, CPR techniques and information on basic health and sanitation procedures.

#### CHILD DEVELOPMENT WORKFORCE INITIATIVE DEGREE PARTNERSHIP PROGRAM (CDWFI) - Formerly known as the AA2BA DEGREE PARTNERSHIP PROGRAM

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

Kathleen Bimber, CDWFI Project Director, Ext. 2294  
[bimberkr@lacitycollege.edu](mailto:bimberkr@lacitycollege.edu)

Vickie Venegas, CDWFI Program Assistant, Ext. 2295,  
[venegav@lacitycollege.edu](mailto:venegav@lacitycollege.edu)

Ariela Nissim, CDWFI Child Development Counselor,  
Ext. 1251, [nissima@lacitycollege.edu](mailto:nissima@lacitycollege.edu)

Myra Siegel, University Liaison and Project Coordinator, Ext. 2294 [mysiegel60@gmail.com](mailto:mysiegel60@gmail.com)

#### **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**

**Career Program**

(Program: 130501 State Code: 10783)

Completion of the Associate Degree, Plan B prepares students for employment in an early care and education

program. Students develop skills, knowledge and attitudes that 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: 11 COURSES | 36 UNITS | AA |**

<b>CH DEV 1</b>	<b>CH DEV 22</b>	<b>Plus Electives</b>
<b>CH DEV 2</b>	<b>CH DEV 23</b>	
<b>CH DEV 10</b>	<b>CH DEV 65</b>	
<b>CH DEV 11</b>	<b>CH DEV 7!</b>	

**REQUIRED**

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

**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 Plan B and Certificate 3 requirements.

**First Semester**

Child Development 1.....	3
Child Development 2.....	3
Child Development 11.....	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

**EARLY CHILDHOOD EDUCATION**

**Associate of Science (AS-T)**

(Program: 130500 State Code: 31030)

Completion of the Associate of Science in Early Childhood Education for Transfer degree prepares students for transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, and for employment in the field of early childhood education. 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:

- A. 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.
- 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 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 1.....	3
Child Development 2.....	3
Child Development 7.....	3
Child Development 10.....	3
Child Development 11.....	3
Child Development 22.....	4
Child Development 34.....	3
Child Development 42.....	3
<b>Sub-Total.....</b>	<b>25 units</b>

\*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 1.....	3
Child Development 2.....	3
Child Development 11.....	3

**Second Semester**

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

**Third Semester**

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

**Fourth Semester**

Child Development 42.....	3
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**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 or may satisfy this requirement through appropriate placement on the College Assessment, 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.

**ASSOCIATE TEACHER - Certificate 1**

(Program: 130502 State Code: 08236)

This skill certificate is the first step on the early childhood career ladder. Recipients of this certificate meet the minimum State requirements to teach in a private preschool, or school-age programs, and with the addition of CD 30, infant programs. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.

**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
<b>Total.....</b>	<b>15 units</b>

\*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**

(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:**

<b>Certificate 1 course requirements .....</b>	<b>15</b>
Child Development 10 .....	3
Child Development 22 .....	4
Child Development 23 or any CD elective* .....	3-4
Child Development 34 or 42 .....	3
<b>Total.....</b>	<b>28-29 units</b>

\*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**

(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, Plan B. With work experience and 16 general education units, students may also qualify for the California Child Development Permit: Master Teacher level. This level permit is the gateway to the CA Early Childhood Mentor Program: 36-38 Child Development units; meets requirements for Plan B Associate in Arts Major in Child Development.

**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:**

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

**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**  
*(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:**

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

**CHILD DEVELOPMENT SPECIALIZATION SKILL CERTIFICATES**

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



**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.

**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
<b>Total.....</b>	<b>15 units</b>

\* 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
<b>Total.....</b>	<b>15 units</b>

**FAMILY & CONSUMER STUDIES**

**DIETETICS**

Vice Chair: Janice Young

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

[www.lacitycollege.edu/academic/departments/dietetics/index.html](http://www.lacitycollege.edu/academic/departments/dietetics/index.html)

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

**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**  
**Career Program**  
(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](http://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.

**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**  
 (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 State Department of Public Health (CDPH). Completion of this certificate qualifies students to work as the food service director in a skilled nursing facility. Some responsibilities of the Dietetic Service Supervisor are to supervise employees, assure menu acceptance by clients, and manage food production.

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 or Learning Skills 10ABC..... 3  
**Total..... 31 units**

**COMPLETED WITH A GRADE OF “C” OR BETTER IN ORDER TO GRADUATE.**

**CINEMA PRODUCTION**

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

This curriculum in the Cinema-Television Department is designed for the student who wishes training in motion picture production. The course of study leads to an Associate of Arts degree in Cinema and/or a Cinema Production Certificate. An Associate of Arts degree with an emphasis in Cinema will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 31 units in Cinema.

**CINEMA / TELEVISION**

Chair: Joni Varner  
 (323) 953-4000 ext. 2627 | CC181  
<http://cinematv.lacitycollege.edu>  
 Email:varnerjk@lacitycollege.edu

**PROGRAMS OFFERED**

**Associate of Arts:**  
 Cinema Production  
 Television Production

**Certificates:**  
 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**

**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**

<b>CINEMA 1</b>	<b>PLUS 24 ELECTIVE UNITS FROM BELOW</b>
<b>CINEMA 2</b>	
<b>CINEMA 3</b>	
<b>CINEMA 4!</b>	

**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 19 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

Career Program

(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 pro.
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.

**CINEMA PRODUCTION**

Certificate

(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
<b>Total.....</b>	<b>33 units</b>



**CINEMA / VIDEO PRODUCTION**

**Certificate**

(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
<b>Total.....</b>	<b>33 units</b>

**TELEVISION PRODUCTION**

**Certificate**

(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)	
<b>Total.....</b>	<b>33 units</b>

**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.
3. 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
<b>Total.....</b>	<b>12 units</b>

**CINEMATOGRAPHY**

**Skills Certificate**

**Program Student Learning Outcomes:**

1. Plan, execute and organize practical digital or film still photography exercises that demonstrate cinematography fundamentals, including the understanding of camera controls, elements of

- composition, and photographing with natural and artificial light.
2. Collaborate in a group to plan and execute a short film, functioning in the role of producer, director, and director of photography on cinema projects emphasizing lighting, composition, exposure and focus.
  3. Employ basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self-expression.

**REQUIRED**

Cinema 6.....	3
Cinema 7.....	3
Photography 7 .....	3
Photography 10.....	3
<b>Total.....</b>	<b>12 units</b>

**TELEVISION STUDIO PRODUCTION – Level 1**

*Skills Certificate*

**Program Student Learning Outcomes:**

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

**REQUIRED**

Television 1.....	3
Television 4.....	3
Television 9.....	3
Television 46.....	3
<b>Total.....</b>	<b>12 units</b>

**DIRECTING**

*Skills Certificate*

**Program Student Learning Outcomes:**

1. The student will produce and direct a scene to be critiqued and evaluated in class.
2. Formulate story ideas and develop treatments and screenplay drafts.

3. Demonstrate proper use of stage direction while focusing on audience reaction and the actors' emotional connection to the scene.
4. 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
<b>Total.....</b>	<b>15 units</b>

**PRODUCING**

*Skills Certificate*

**Program Student Learning Outcomes:**

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

**REQUIRED**

Cinema 5 or Television 25.....	3
Cinema 20 .....	3
Cinema 25 .....	3
Business 1 .....	3
Law 33 .....	3
<b>Total.....</b>	<b>15 units</b>

**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)**

Completion of the Associate of Arts in Communication Studies 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 communication studies. 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:

- A. 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.

- 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 to a local CSU campus.

**Program Student Learning Outcomes:**

1. Deliver informative, impromptu, persuasive, and demonstrative speeches utilizing gestures, eye contact, vocal expression, movement, clear articulation and pronunciation utilizing Standard American English.
2. Conduct research and use evidence and reasons to construct and analyze oral and written arguments.
3. Appraise how communication theory applies to various multicultural settings.
4. Prepare and competitively deliver oral arguments in a debate or an individual event at an intercollegiate forensic tournament.
5. Critically analyze literature and establish arguments through oral performance using at least two genres of literature.
6. Assess communication barriers and breakdowns in informal speaking situations that affect self-concept, feedback, perception, verbal and non-verbal communication and listening.

**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 - Oral Communication I ..... 3

**List A**

**SELECT 2 courses (6 units) from the following:**

COMM 104 Argumentation ..... 3

COMM 121 Process of Interpersonal Comm ..... 3

**List B**

**SELECT 2 courses (6 units) from the following:**

COMM 106 Forensics (repeatable) ..... 2

COMM 122 Communicating Across Cultures ..... 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 Introduction to Psychology ..... 3  
 SOC 1 Introduction to Sociology ..... 3  
 ENGLISH 102 College Reading Composition II ..... 3  
 ENGLISH 103 Composition & Critical Thinking ..... 3  
 JOURN 101 OR 105 ..... 3

**CSIT**

**(Computer Science / Information Technology)**

**Chair: Kian Kaviani**

**(323) 953-4000 ext. 2828 | FH 101H**

[www.lacitycollege.edu/academic/departments/math/csitdept/](http://www.lacitycollege.edu/academic/departments/math/csitdept/)

**PROGRAMS OFFERED**

**Associate of Arts:**

Computer Science/Information Technology  
 Computer Information Systems

**Certificates:**

Applications Software  
 Programming Languages

**Skills Certificates:**

C++ Programming  
 Database Administration  
 Database Developer  
 Java Programming  
 Macromedia Software  
 Operating Systems  
 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, 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: 8 COURSES | 24 UNITS | AA**

<b>CO SCI 104</b>	<b>CO SCI 139</b>
<b>CO SCI 107</b>	<b>CO SCI 140 OR 141</b>
<b>CO SCI 134</b>	<b>CO SCI 158</b>
<b>CO SCI 136</b>	<b>CO SCI 186!</b>

**Plan A –!MAJOR COURSES BY SEMESTER**

**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.

**COMPUTER INFORMATION SYSTEMS**

**Associate of Arts Degree**

**Career Program**

(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	

**MAJOR COURSES BY SEMESTER**

**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**

(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 101 or 103 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
<b>Total.....</b>	<b>31 units</b>

**Acceptable Electives:**

- **Database Track:** 2 courses from CO SCI 187, 188, 189, 198, and 199
- **Networking Track:** 2 courses from CO SCI 181, 182, and 183
- **Operating Systems Track:** 2 courses from CO SCI

167, 168, and 169

- **Programming Track:** 2 courses from CO SCI 136, 139, 140, 141, and 142
- **Web Technologies Track:** 2 courses from CO SCI 144, 155, 156, 158, and 159.

**PROGRAMMING LANGUAGES**

**Certificate**

(Program: 070710 State Code: 08225)

This course sequence provides students with comprehensive training in high-demand programming languages and tools such as Visual Basic, C++, Java, Perl, XML, ASP, and others. Students can choose electives from three exciting tracks: Databases, Web Development, and Operating Systems. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

**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 101 or 103 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
<b>Total.....</b>	<b>40 units</b>

**Acceptable Electives:**

- **Databases Track:** 3 courses from: CO SCI 187, 188, 189, 198, and 199
- **Web Development Track:** 3 courses from: CO SCI 144, 155, 156, 158, and 159
- **Operating Systems Track:** 3 courses from: CO SCI 167, 168, and 169

**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
<b>Total .....</b>	<b>16 units</b>

**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.

**REQUIRED**

CO SCI 186.....	3
CO SCI 187.....	3
CO SCI 188.....	3
CO SCI 189.....	3
CO SCI 198.....	3
<b>Total.....</b>	<b>15 units</b>

**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
<b>Total.....</b>	<b>9 units</b>

**JAVA**

*Skills Certificate*

This course sequence provides students with comprehensive training in high- demand

programming languages and tools such as Visual Basic, Java. Successful completion of the program will prepare students for an

**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
<b>Total .....</b>	<b>15 units</b>

**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
<b>Total.....</b>	<b>15 units</b>

**Operating Systems**

*Skills Certificate*

This program provides hands-on training in the use of

UNIX and WINDOWS operating systems and prepares students for Microsoft Certificate Professional(MCP) examination.

CO SCI 134.....	3
CO SCI 167.....	3
CO SCI 168.....	3
CO SCI 169.....	3
<b>Total .....</b>	<b>12 units</b>

**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
<b>Total.....</b>	<b>16 units</b>

**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
<b>Total.....</b>	<b>16 units</b>

**COMPUTER TECHNOLOGY**

Chair: Kian Kaviani  
 (323) 953-4000 ext. 2828 | FH 101H  
[www.lacitycollege.edu/academic/departments/ctel/index.html](http://www.lacitycollege.edu/academic/departments/ctel/index.html)

**PROGRAMS OFFERED**

**Associate of Science:**  
 Computer Technology

**Certificate:**  
 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**  
**Career Program**  
 (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!	

**PLAN B –MAJOR COURSES BY SEMESTER**

**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
<b>Total .....</b>	<b>41 units</b>

**CERTIFICATE PROGRAMS**

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

**COMPUTER TECHNOLOGY**

**Certificate**

(Program: 093410 State Code: 21624)

A Computer Technology certificate will be issued by the Mathematics Department upon submittal of an application by the student to the department with the successful completion of the following courses. All students must receive a satisfactory grade or better to meet certificate requirements.

**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
<b>Total.....</b>	<b>41 units</b>

**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
<b>Total.....</b>	<b>15-16 units</b>

**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**

Acting Chair: William Marmolejo  
(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: Dana Cohen  
(323) 953-4000 ext. 2502 | SCI 325  
<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.

### 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  
Career Program  
(Program: 124030 State Code: 02748)**

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental 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 Technician Exam given by the National Board for Certification of Dental Technicians.

**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.

**MAJOR: 16 COURSES | 65.5 UNITS | AS**

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

**PLAN B –MAJOR COURSES BY SEMESTER**

**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

**Intercession (Winter)**

Dental Technology 204 .....	2
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**Third Semester (Spring)**

Dental Technology 203 .....	3
Dental Technology 205 or 206.....	10

**Intercession (Winter)**

Dental Technology 108 .....	3
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**Fourth Semester (Fall)**

Dental Technology 207 or 208.....	10
Dental Technology 202 .....	2

**Fifth Semester (Spring)**

Dental Technology 401 .....	4
<b>Total.....</b>	<b>65.5 units</b>

**\*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*

*(Program: 124030 State Code: 21626)*

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technician in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. Students selected for each new group are admitted into the program based upon their successful completion of 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 Technician Exam given by the National Board for Certification of Dental Technicians.

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

**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

**Intercession (Winter)**

Dental Technology 204 .....	2
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**Third Semester (Spring)**

Dental Technology 203 .....	3
Dental Technology 205 or 206.....	10

**Intercession (Winter)**

Dental Technology 108 .....	3
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**Fourth Semester (Fall)**

Dental Technology 207 or 208.....	10
Dental Technology 202 .....	2

**Fifth Semester (Spring)**

Dental Technology 401 .....	4
<b>Total.....</b>	<b>65.5 units</b>

\*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](http://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. 2828 | JH 101H  
[www.lacitycollege.edu/academic/departments/ctel/index.html](http://www.lacitycollege.edu/academic/departments/ctel/index.html)

**PROGRAMS OFFERED**

**Associate of Science:**  
 Electronic Systems Technology

**Certificates:**  
 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  
Career Program  
(Program: 093401 State Code: 02733)

This curriculum provides for the study of the technical aspects of applied electronics and is designed for persons seeking employment as an electronic technician, electronic service technician, communications technician, customer engineer, radiologic electronics specialist, electronic test technician, electronic research and development technician, or electronics equipment representative. Successful completion of this curriculum will equip the graduate with sufficient mathematics and theory to enter employment and achieve advancement in a variety of job titles. Laboratory and practical courses develop skills that are immediately useful to prospective employers and, as well, provide a foundation for more advanced skills which can be developed with a minimum of on-the-job training.

**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.
6. Draw and explain circuits using operational amplifiers in typical applications.
7. 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!	

PLAN B –MAJOR COURSES BY SEMESTER

**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
<b>Total.....</b>	<b>37 units</b>

\*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  
(Program: 093400 State Code: 08228)

**Program Student Learning Outcomes:**

1. Diagnose problems in electronic systems using test equipment.
2. Troubleshoot and repair computer hardware.
3. Analyze basic DC and AC electronic circuits.
4. Draw and explain circuits using transistor stages in typical applications.
5. 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
<b>Total.....</b>	<b>30 units</b>

\* Recommended Electives: Electronics 81, 83, and 87

**ELECTRONIC SYSTEMS TECHNOLOGY**

Certificate

(Program: 093401 State Code: 21622)

*Program Student Learning Outcomes:*

1. Describe the electrical and logical characteristics and operation of basic digital circuits.
2. Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.
3. Draw and explain circuits using operational amplifiers in typical applications.
4. 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
<b>Total.....</b>	<b>37 units</b>

**ENGINEERING**

Chair: Dr. Jayesh Bhakta

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

[www.lacitycollege.edu/academic/departments/physics/](http://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.

**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

Transfer Program

(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

<b>MATH 261</b>	<b>PHYSICS 101</b>	<b>ENG GEN 101</b>
<b>MATH 262</b>	<b>PHYSICS 102</b>	<b>ENG GEN 131</b>
<b>MATH 263</b>	<b>PHYSICS 103</b>	<b>ENG ELC 220</b>
<b>MATH 275</b>	<b>CHEM 101</b>	

**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
<b>Total.....</b>	<b>47 units</b>

\*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/english/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 PROGRAM**

**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**

**Transfer Program**

(Program: 150100 State Code: 02751)

An Associate of Arts degree in English requires a minimum of 30 units in the major in addition to the Plan A General Education requirements. The English curriculum encourages students who plan to transfer to begin their program of coursework early so that they will have completed all the required lower-division courses by the time they are ready to apply to four-year colleges or universities. In order to satisfy the requirements, 9 to 12 of the required 18 units must be satisfied by taking English 102, 203, 205, and 206.

**Program Student Learning Outcomes:**

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

MAJOR: 6 COURSES | 18 UNITS | AA

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

Select 2-3 Electives !

**REQUIRED CORE:**

English 102.....	3
English 203.....	3
English 205.....	3
English 206.....	3
<b>Total Required .....</b>	<b>9-12 units</b>

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 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
<b>Total Electives .....</b>	<b>6-9 units</b>
<b>Total.....</b>	<b>18 units</b>

**ENGLISH**

**Associate of Arts AA-T  
Transfer Program**

(Program: 150100 State Code: 33147)

Completion of the Associate of Arts in English 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 English. 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:

- A. 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.
- 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 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

**FOREIGN LANGUAGES**

Chair: Micky Hong  
 (323) 953-4000 ext. 2736 | JH 111B  
[www.lacitycollege.edu/academic/departments/forlang/index.html](http://www.lacitycollege.edu/academic/departments/forlang/index.html)

**PROGRAMS OFFERED**

**Associate of Arts:**

- Chinese
- French
- Japanese
- Korean
- Spanish

**Skills Certificates:**

- American Sign Language
- Korean Language & Civilization: Intermediate Level
- Korean Language & Civilization: Advanced 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  
 Transfer Program  
 (Program: 110700 State Code: 02745)

**Program Student Learning Outcomes:**

1. Listen to and comprehend a lengthy discourse in Chinese on number of topics and respond accurately to the discourse content.
2. Converse with others fluently in Chinese at the ACTFL Intermediate High Level.
3. Read the three writing systems of Chinese and articulate accurate comprehension.
4. Communicate in writing using all three Chinese writing systems at the ACTFL Intermediate High Level.

- 5. *Articulate important concepts of Chinese culture including historical events, political changes, art forms, and religions. !*

MAJOR: 4 COURSES | 18 UNITS | AA

**CHINESE 4**

Select from remaining courses: CHINESE 1, 2, 3, 10 !

18 or more units of classes chosen from below.

Must include Chinese 4.

Chinese 1 .....	5
Chinese 2 .....	5
Chinese 3 .....	5
Chinese 4 .....	5
Chinese 10 (same as Humanities 41).....	3

**FRENCH**

Associate of Arts Degree

Transfer Program

(Program: 110200 State Code: 02741)

*Program Student Learning Outcomes:*

1. Listen to and comprehend a lengthy discourse in French on number of topics and respond accurately to the discourse content.
2. Converse with others fluently in French at the ACTFL Intermediate High Level.
3. Read content in French and articulate accurate comprehension.
4. Communicate in French at the ACTFL Intermediate High Level.
5. Articulate important concepts of French culture overtime including historical events, political changes, art forms, and religions.

MAJOR: 4-5 COURSES | 18 UNITS | AA

**FRENCH 4**

Select from remaining courses: FRENCH 1, 2, 3, 8, 10 !

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

French 1 .....	5
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French 2 .....	5
French 3 .....	5
French 4 .....	5
French 8 .....	2
French 10 (same as Humanities 42).....	3

**JAPANESE**

Associate of Arts Degree

Transfer Program

(Program: 110800 State Code: 02746)

*Program Student Learning Outcomes:*

1. Listen to and comprehend a lengthy discourse in Japanese on number of topics and respond accurately to the discourse content.
2. Converse with others fluently in Japanese at the ACTFL Intermediate High Level.
3. Read the three writing systems of Japanese and articulate accurate comprehension.
4. Communicate in writing using all three Japanese writing systems at the ACTFL Intermediate High Level.
5. Articulate important concepts of Japanese culture including historical events, political changes, art forms, and religions.

MAJOR: 5 COURSES | 18 UNITS | AA

**JAPAN 4, 8, 9**

Select from remaining courses: JAPAN 1, 2, 3!

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 4 .....	5
Japanese 8 .....	2
Japanese 9 (same as Humanities 20) .....	3

**KOREAN**

Associate of Arts Degree

Transfer Program

(Program: 111730 State Code: 18809)

*Program Student Learning Outcomes:*

1. Engage in conversations on a variety of topics, provide and obtain information, express feelings and emotions, and exchange opinions.
2. Analyze and discuss important aspects of Korean culture, including history, politics, religion and art.
3. Write using Korean vocabulary and idioms appropriate to the ACTFL intermediate level.

MAJOR: 5-6 COURSES | 18 UNITS | AA

**KOREAN 4, 8, 10**  
 Select from remaining courses: KOREAN 1, 2, 3; JAPAN 9; CHINESE 10; 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
Korean 4 .....	5
Korean 8 .....	2
Korean 10 (same as Humanities 45) .....	3
Chinese 10 (same as Humanities 41).....	3
Japanese 9 (same as Humanities 20) .....	3
Art History 130 .....	3
Philosophy 30 .....	3

**SPANISH**

**Associate of Arts Degree**

**Transfer Program**

(Program: 110500 State Code: 02744)

After completing the Associate Degree in Spanish, students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish and compare and contrast cultures and histories of the Spanish-speaking world.

**Program Student Learning Outcomes:**

1. Listen to and comprehend a lengthy discourse in Spanish on number of topics and respond accurately to the discourse content.
2. Converse with others fluently in Spanish at the ACTFL Intermediate High Level.
3. Read content in Spanish and articulate accurate comprehension.
4. Communicate in Spanish using the written word at the ACTFL Intermediate High Level.
5. Articulate important concepts of Spanish culture overtime including historical events, political changes, art forms, and religions.

MAJOR: 5 COURSES | 18 UNITS | AA

**SPANISH 4, 8, 9, 10**  
 Select from remaining courses: SPANISH 1, 2, 3, 35, 36!

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 4 .....	5
Spanish 8 .....	2
Spanish 9 (same as Humanities 47) .....	3
Spanish 10 (same as Humanities 48).....	3
Spanish 35 .....	5
Spanish 36 .....	5

**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**

A S L 1 .....	4
A S L 2 .....	4
A S L 3 .....	4
A S L 25 .....	2
A S L 30 .....	1
<b>Total.....</b>	<b>15 units</b>

**Korean Language & Civilization: Intermediate Level**

*Skills Certificate*



**Program Student Learning Outcomes:**

1. Be able to engage in conversation on every day topics, favorite objects and activities, and exchange basic information, general feelings, and physical sensations.
2. Analyze and discuss important aspects of Korean culture, including history, politics, religion and art.
3. Write using Korean vocabulary and idioms appropriate to the ACTFL novice level.

**REQUIRED**

Korean 1 .....	5
Korean 2 .....	5
Korean 8 .....	2
Korean 10 (same as Humanities 45) .....	3
<b>Total.....</b>	<b>15 units</b>

**Korean Language & Civilization: Advanced Level Skills Certificate**

**Program Student Learning Outcomes:**

1. Engage in conversations on a variety of topics, provide and obtain information, express feelings and emotions, and exchange opinions.
2. Analyze and discuss important aspects of Korean culture, including history, politics, religion and art.
3. Write using Korean vocabulary and idioms appropriate to the ACTFL intermediate level.

**REQUIRED**

Korean 3 .....	5
Korean 4 .....	5
Korean 8 .....	2
Korean 10 (same as Humanities 45) .....	3
<b>Total.....</b>	<b>15 units</b>

**Spanish Language & Civilization: Elementary Level Skills Certificate**

**Program Student Learning Outcomes:**

1. Listen to and comprehend a beginning discourse in Spanish on a number of topics and respond accurately to the content.
2. Communicate with others in Spanish at the ACTFL Elementary Level.

3. Read content in Spanish and articulate comprehension at a beginning level.
4. Communicate in Spanish using the written word at the ACTFL Beginning Level.
5. Introduce and recognize important concepts of the Spanish culture over time including historical events, political changes, art forms and religions.

**REQUIRED**

Spanish 1 .....	5
Spanish 2 .....	5
Spanish 8 .....	2
Spanish 9 (same as Humanities 47) OR	
Spanish 10 (same as Humanities 48) .....	3
<b>Total.....</b>	<b>15 units</b>

**Spanish Language & Civilization: Intermediate Level Skills Certificate**

**Program Student Learning Outcomes:**

1. Listen to and comprehend a beginning discourse in Spanish on a number of topics and respond accurately to the content.
2. Communicate with others in Spanish at the ACTFL Elementary Level.
3. Read content in Spanish and articulate comprehension at a beginning level.
4. Communicate in Spanish using the written word at the ACTFL Beginning Level.
5. Introduce and recognize important concepts of the Spanish culture over time including historical events, political changes, art forms and religions.

**REQUIRED**

Spanish 3 .....	5
Spanish 4 .....	5
Spanish 8 .....	2
Spanish 9 (same as Humanities 47) OR	
Spanish 10 (same as Humanities 48) .....	3
<b>Total.....</b>	<b>15 units</b>

**HEALTH**

**Chair: Daniel Cowgill**  
 (323) 953-4000 ext. 2660 | KIN 116

**PROGRAMS OFFERED**

Courses Only - No Degree/Certificate

**HUMANITIES**

Chair: Micky Hong  
 (323) 953-4000 ext. 2736 | JH 111B  
[www.lacitycollege.edu/academic/departments/forlang/index.html](http://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  
 Transfer Program  
 (Program: 490300 State Code: 02767)

The following curriculum is an interdisciplinary studies sequence that brings together art, music, history, literature, and cultural studies. It provides a strong foundation for a wide range of undergraduate majors, including the arts, literature, history, world cultures as well as ethnic and gender studies. A minimum of 18 units of Arts and Humanities is required for the Humanities major Associate Degree. Requirements for the major are to be chosen from the Plan A Graduation requirements under the Humanities section.

**Program Student Learning Outcomes:**

1. Analyze primary source documents from a historical and cultural perspective.
2. Research, analyze, and organize information in a written format.
3. Present ideas orally in a coherent manner.

**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§

**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 Studies 4 or choose from any courses listed from the categories above to bring to a minimum of 18 total units.  
 Total .....18-20 units

**JOURNALISM**

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

Career Program

(Program: 060200 State Code: 02728)

Journalism majors also are required to work three semesters on the campus newspaper, the Collegian. Scholarships, from the Greater Los Angeles Press Club, are available for journalism majors.

*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!	

PLAN B - MAJOR COURSES BY SEMESTER

First Semester

Journalism 101*	3
Journalism 105	3

Photography 10	3
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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
<b>Total</b>	<b>38 units</b>

\*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:

- A. 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.

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 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, 105, 218-1**  
**Select either: JOURNAL 218-2 or PHOTO 20**  
**Select two courses: PHOTO 10, 34; COMM 104; MATH 227; ECON 1 or 2**

**Required Core (9 units):**

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

**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 | KIN 116

**PROGRAMS OFFERED**

Courses Only - No Degree/Certificate

**LAW**

**Chair and Paralegal Program Director:**  
**Wilhelm I. Vargas, J.D.**  
 (323) 953-4000 ext. 2754 | CHEM 119 C  
[www.lacitycollege.edu/academic/departments/law/introparalegalstudies](http://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. According to the latest statistics from the Bureau of Labor Statistics, the job outlook for paralegals is projected to grow faster than the average for all occupations through 2012. Despite projections of fast employment growth, competition for these jobs is rigorous and only the highly-skilled, formally-trained paralegals have excellent employment potential. The paralegal program is designed to provide students with high quality paralegal training, and on-the-job experience through internships. The paralegal program is flexible and accommodates day, evening, and weekend students.

**DEGREE PROGRAMS**

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

Career Program

(Program: 140200 State Code: 02750)

According to California Business and Professions Code section 6450, Paralegal means "a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Paralegals may not provide legal services directly to the public, except as permitted by law."

All paralegal students are welcome to join the on-campus student club, the Legal Association. All paralegal students are also encouraged to be active in the Los Angeles Paralegal Association. Los Angeles City College is a member of the American Association for Paralegal Education (AAFPE).

**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	
LAW 4	LAW 17	CAOT 93	PLUS TWO ELECTIVES
LAW 10	LAW 19	COMM 101	

**MAJOR COURSES BY SEMESTER**

**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

**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
<b>Total</b>	<b>42 units</b>

**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 Floor

[www.lacitycollege.edu/resource/learningskills/index.html](http://www.lacitycollege.edu/resource/learningskills/index.html)

**PROGRAMS OFFERED**

Courses Only - No Degree/Certificate



## LIBERAL ARTS

Please see a Counselor 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**

(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  
 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**

(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, 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**

**(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**

**Communication Studies 130**

**Dance Studies 805**

**English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270**

**Foreign Language** all courses including American Sign Language

**History 3, 4, 7, 86, 87**

**Humanities 6, 8, 20 (same as Japanese 9), 30, 31, 41**

(same as Chinese 10), 42 (same as French 10), 45

(same as Korean 10), 47 (same as Spanish 9), 48,

(same as Spanish 10), 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**

**(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 12 units from the at least 2 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 141 or 143 or 144; 111 or 112 or 113 or 114; 121 or 122 or 123 or 124; Dance Specialties 311, 321, 331;
- Music 185; 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;

**A minimum of 6 units from at least 2 disciplines below:**

**Art History 103, 110, 120, 130, 139, 140, 151, 171**

**Cinema 3, 4;**

**Dance Studies 805;**

**Music 111, 121, 122, 133, 135;**

**Photography 34;**

**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 courses offered give students confidence in doing research using standard library resources as well as the Internet.

## MATHEMATICS

Chair: Kian Kaviani  
 (323) 953-4000 ext 2828 • FH 101H  
[www.lacitycollege.edu/academic/departments/math/mathdept/index.html](http://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  
 Transfer Program  
 (Program: 170100 State Code: 02754)

The curriculum shown below is designed to guide students in the Mathematics major and to encourage students to start courses in this major early in their college career. By completing this curriculum, students will be ready to compete in this major with other students at a four-year college or university. Whether or not students elect to receive the Associate of Science degree, the courses listed below are those that will prepare them to enter their transfer institutions fully prepared to pursue the Mathematics major. 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 exponential) function to model the situation.
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!	

**PLAN A – MAJOR COURSES BY SEMESTER**

**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**

**MATHEMATICS**

**Associate of Science (AS-T)**

(Program: 170100 State Code: 33153)

Completion of the Associate of Science in Mathematics 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 math. 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:

- A. 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.
- 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 to a local CSU campus.

**MAJOR: 5 COURSES | 21 UNITS | AS-T**

<b>MATH 261</b>	<b>MATH 270</b>
<b>MATH 262</b>	<b>MATH 275</b>
<b>MATH 263</b>	

**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

**Certificates / Skill Certificates:**

**Instrumental Performer:**

- Brass (Level 1 - 4)
- Guitar (Level 1 - 4)
- Percussion (Level 1 - 4)
- Strings (Level 1 - 4)
- Woodwinds (Level 1 - 4)
- Music 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  
Career Program

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

**Program Student Learning Outcomes:**

1. Identify and write musical terms and symbols, major and minor scales, intervals, key signatures, MmDA triads and the dominant seventh chord in treble and bass clefs.
2. Realize figured bass examples utilizing diatonic and chromatic harmony. Elaborate appropriately with non-chord tones.

3. Perform diatonic and chromatic melodies and advanced rhythms in simple or compound meter, both through sight reading and memorization.
4. Take dictation of diatonic and chromatic melodies and chord progressions, and advanced rhythms in simple or compound meter.
5. Play on the keyboard isolated chords and chord progressions, including diatonic and chromatic harmony.
6. Play on the keyboard all major and minor scales and arpeggios in two octaves (hands together), major and minor cadences (hands together), and level IV repertoire pieces.
7. Communicate in writing view points on current musical trends and performance practice.
8. Perform in public as a soloist or in a ensemble on an instrument or vocally.
9. Identify aurally and correctly define the terminology of selected music of the Middle Ages, Renaissance, Baroque, Classical, Romantic and modern periods.

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	

**MAJOR COURSES BY SEMESTER**

**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
<b>Total.....</b>	<b>36 units</b>

\*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)

Completion of the Associate of Arts in Music 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 music. 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:

- A. 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.

- 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 to a local CSU campus.

**Program Student Learning Outcomes:**

1. Write, identify, realize a figured bass, harmonize a given melody, and compose music using all diatonic and chromatic chords.
2. Demonstrate the ability to hear music with understanding, recognizing patterns and musical function.
3. Demonstrate the ability to hear music with understanding, recognizing patterns and musical function.
4. Play or sing stylistically appropriate music from memory with precise rhythm, correct pitches, and accurate intonation
5. Play or sing in an ensemble as directed by a conductor

**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 Commercial 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**

**(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
<b>Total.....</b>	<b>48 units</b>

\*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.

**INSTRUMENTAL PERFORMER / GUITAR**

**Certificate**

(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
<b>Total.....</b>	<b>48 units</b>

\*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**

(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
<b>Total.....</b>	<b>48 units</b>

\*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**

(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
<b>Total.....</b>	<b>46 units</b>

\* 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**

(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.

**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
<b>Total.....</b>	<b>48 units</b>

\*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**

(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**  
 (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

**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
<b>Total.....</b>	<b>49 units</b>

\*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**

(Program: 100502 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
<b>Total</b>	<b>46 units</b>

\*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 Barskaran  
 (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  
 Career Program  
 (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**

Completion of the following prerequisites with a minimum grade point average of 2.5 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)
- 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 for Plan B be completed prior to entry into the Registered Nursing Program. Those courses that have not been satisfactorily completed will need to be completed during the 4 semesters of the Registered Nursing program. It is the student's responsibility that the following courses be completed prior to graduation and take the NCLEX-RN examination.

- Sociology 1 or Anthropology 101
- Communication Studies 101
- 3 units of American Institutions
- 3 units of Humanities
- 1 unit of P.E.

**Additional Requirements of the Program**

- Math 125 or higher is required for graduation.
- Completion of 1 year of High School Chemistry with a lab or Chemistry 60.
- 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.
- Overall college grade point average of 2.5.
- Satisfactory score on the admission assessment test (contact Nursing Department for details).
- Satisfactory “cut score” of 80 or higher based on the Chancellor’s validation study.
- Completion of all of the admission requirements of LACC.

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. Exercise critical thinking and effective communication skills to make decisions and take actions consistent with the standards of nursing practice.
3. Demonstrates understanding and knowledge of the ANA standards of professional practice.

**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	

**MAJOR COURSES BY SEMESTER**

**First Semester**

NRSGREG 103 .....	1
NRSGREG 104 .....	4
NRSGREG 105 .....	5
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
<b>Total Required .....</b>	<b>38 units</b>
<b>Total (Including Elective) .....</b>	<b>39 units</b>

**PHILOSOPHY**

Chair: Julio Torres  
(323) 953-4000 ext. 2763 | CHEM 210D

**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 everyday decision making and the decisions made by business, religious institutions and governments around the world. Additionally, examining the principles of philosophy helps in becoming a more ethical and organized thinker. These skills are critical for future managers. The logic skills gained can benefit anyone

and especially aspiring lawyers who will need to present well structured arguments.

## PHOTOGRAPHY

Chair: Daniel Marlos

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

[www.lacitycollege.edu/academic/departments/medarts/photo/index.html](http://www.lacitycollege.edu/academic/departments/medarts/photo/index.html)

### PROGRAMS OFFERED

Associate of Arts:

Applied Photography

Certificates:

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

Career Program

(Program: 101200 State Code: 08235)

This curriculum will prepare you for a career in professional photography, as a photographer and/or photographic laboratory technician. Training includes lighting, design and professional techniques of color and black and white photography for various publication media, advertising, portraiture and display, using a wide variety of materials and techniques and state of the art equipment including digital cameras, inkjet printers and scanners. Students will be introduced to computer digital imaging technology, including instruction in Adobe Photoshop techniques, and Internet website design classes.

### Program Student Learning Outcomes:

1. Make informed decisions regarding the proper selection of equipment and materials, including camera formats, lens focal lengths, film selection and print formats based upon the needs of individual photographic assignments.
2. Pre-visualize the final photographs including locations, subject matter, natural lighting techniques and composition based on particular photographic assignments.
3. Accurately calculate proper exposure in camera, including selection of appropriate shutter speeds and apertures with the use of a light meter, and properly calculate development times and printing times based on film selection for specific photographic assignments.
4. Produce a cohesive body of work as a portfolio, that demonstrates personal style, aesthetic awareness and technical proficiency.
5. Understand the concepts and professional lighting techniques in the studio and on location.

MAJOR CORE + ELECTIVES: 36 UNITS | AA

PHOTO 1 PLUS 27 UNITS OF ELECTIVES  
PHOTO 10

**REQUIRED**

Photography 1 .....	6
Photography 10.....	3
<b>Total.....</b>	<b>9 units</b>

\*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.

<b>Total.....</b>	<b>36 units</b>
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**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
<b>Total.....</b>	<b>36 units</b>

**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
<b>Total.....</b>	<b>18 units</b>

**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.

**REQUIRED CORE**

Photography 7 .....	3
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Photography 20 .....	4
Photography 46 .....	3
Photography 107 .....	3
<b>Sub-Total .....</b>	<b>13 units</b>

**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
<b>Total.....</b>	<b>18 units</b>

**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
<b>Total.....</b>	<b>9 units</b>

**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 AdobePhotoshop 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
<b>Total.....</b>	<b>9 units</b>

**PHYSICS / ASTRONOMY**

Chair: Jayesh Bhakta

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

[www.lacitycollege.edu/academic/departments/physics/](http://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

Transfer Program

(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.

This four semester sequence of courses serves two functions:

**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	

**MAJOR COURSES BY SEMESTER**

**First Semester**

Mathematics 261 ..... 5

**Second Semester**

Physics 101 ..... 5

Mathematics 262 ..... 5

Chemistry 101 ..... 5

**Third Semester**

Physics 102 ..... 5

Mathematics 263 ..... 5

Mathematics 275 ..... 3

**Fourth Semester**

Physics 103 ..... 5

Chemistry 102 ..... 5

**Total..... 43 units**

**PHYSICS**

Associate of Science (AS-T)

(Program: 190200 State Code: 33154)

Completion of the Associate of science in Physics 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 physics. 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:

- A. 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.
- 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 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.

**MAJOR: 6 COURSES | 30 UNITS | AS-T**

<b>PHYSICS 101</b>	<b>MATH 261</b>
<b>PHYSICS 102</b>	<b>MATH 262</b>
<b>PHYSICS 103</b>	<b>MATH 263</b>

**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 | CHEM 111**

[www.lacitycollege.edu/academic/departments/psych/index.html](http://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:**

- 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

Career Program

(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

**MAJOR COURSES BY SEMESTER**

**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 13 .....	3
Psychology 82 .....	3

**Fourth Semester**

Psychology 2 .....	3
Psychology 45 .....	3
Psychology 83 .....	3
<b>Total.....</b>	<b>36 units</b>

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

**HUMAN SERVICES – DRUG / ALCOHOL STUDIES**

Associate of Arts Degree

Career Program

(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**

<b>PSYCH 1</b>	<b>PSYCH 45</b>	<b>PSYCH 68</b>
<b>PSYCH 2</b>	<b>PSYCH 63</b>	<b>PSYCH 84</b>
<b>PSYCH 3</b>	<b>PSYCH 64</b>	<b>PSYCH 85</b>
<b>PSYCH 14</b>	<b>PSYCH 65</b>	<b>PSYCH 86</b>
<b>PSYCH 43</b>	<b>PSYCH 67</b>	

**MAJOR COURSES BY SEMESTER**

**First Semester**

Psychology 1 .....	3
Psychology 43 .....	3
Psychology 64 .....	3

**Second Semester**

Psychology 14 .....	3
Psychology 68 .....	3
Psychology 65 .....	3
Psychology 84 .....	3

**Third Semester**

Psychology 3 .....	3
Psychology 67 .....	3
Psychology 85 .....	3

**Fourth Semester**

Psychology 2 .....	3
Psychology 45 .....	3
Psychology 63 .....	3
Psychology 86 .....	3

**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)

Completion of the Associate of Arts in Psychology 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 psychology.

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:

- A. 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.
- 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 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.

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

<b>PSYCH 1</b>	<b>PSYCH 41 OR SOC 1</b>
<b>PSYCH 2</b>	<b>PSYCH 13 OR 43</b>
<b>PSYCH 74</b>	<b>MATH 227</b>

**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 on 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
<b>TOTAL MAJOR .....</b>	<b>19 units</b>

**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*

(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 41 .....	3
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
<b>Total.....</b>	<b>40 units</b>

*Language see english 9*

**OPTION 2:**

**HUMAN SERVICES - DRUG/ALCOHOL STUDIES**

*Certificate*

(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
<b>Total.....</b>	<b>43 units</b>



## RADIOLOGIC TECHNOLOGY

Chair: Israel Fonseca

(323) 953-4000 ext. 2942 | RT

[www.lacitycollege.edu/academic/departments/radtech/index.html](http://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

Career Program

(Program: 122500 State Code:02749)

Radiologic Technology is a health care profession whose practitioners work in hospitals, clinics, free standing imaging centers, and private offices. The Radiologic Technologist (Radiographer) is a member of the health care team who works directly with the patient and the physician performing a wide variety of diagnostic X-ray procedures. The Radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment, and in the care and management of the patient. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. A career in Radiologic Technology offers vast opportunities for advancement.

The Radiologic Technology curriculum is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California Department of Public Health (CDPH). The clinical educational centers are accredited by the Joint Commission for the Accreditation of Health Care

Organizations (JCAHO). Los Angeles City College is accredited by the Western Association of Schools and Colleges.

Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California Department of 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 timeframe. This means the Anatomy (4 units) and Physiology (4 units) must be completed within this timeframe. (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.
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
<b>Total Program .....</b>	<b>89 units</b>

**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
<b>Total.....</b>	<b>12 units</b>

**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
<b>Total.....</b>	<b>3 units</b>

**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
<b>Total.....</b>	<b>8 units</b>

**SCIENCE**

Sean Phommasaysy, Life Science  
 (323) 953-4000 ext. 2795 | SCI 222I  
[www.lacitycollege.edu/academic/departments/lifesci/index.html](http://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/](http://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](http://www.lacitycollege.edu/academic/departments/chemistry/chem.html)

**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](http://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)

Completion of the Associate of Arts in Political Science 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 political science. 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:

- A. 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.
- 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 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 .....18 units**

**MODERN POLITICAL STUDIES**

**Associate in Arts Degree**

**Transfer Program**

(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
<b>Total.....</b>	<b>18 units</b>

**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
<b>Total.....</b>	<b>15 units</b>

**THEATER**

**Chair: Leslie Ferreira**

**(323) 953-4000 ext. 2976 | TA 208**

<http://theatreacademy.lacitycollege.edu/>

**PROGRAMS OFFERED**

**Associate of Arts:**

- Theater, General
- Theater, Acting

**Associate of Arts (AA-T):**

Theatre Arts

**Certificates:**

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

**PROFESSIONAL THEATRE 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 Theatre-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 theatre training program of the Academy has been dedicated to developing the skills, crafts, and attitudes of students to prepare them for careers in the professional theater.

The Theatre Academy is dedicated to the training of talented, serious students who wish to pursue a career in the professional theatre. All prospective Academy students are required to apply for admission to the Theatre Academy (Theatre Production Office, Theatre Building 208.) All candidates are required to audition and/or interview before being invited to train at the Academy. Those interested in training at the Academy should call the Theatre Production Office (323) 953-4000 ext. 2990 to schedule an audition/interview.

This two-year program is a full-time exploration of the skills necessary to compete in theatre, 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 theatre, 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  
Transfer Program  
(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.

MAJOR: 7 COURSES | 18-19 UNITS | AA

<p><b>THEATER 100, 105, 110, 300</b> <b>THEATER 200 or 270</b> Select 2 courses from one of the options below:</p>
--

**REQUIRED CORE**

Theater 100 .....	3
Theater 105 .....	1
Theater 110 .....	3
Theater 200 or 270.....	3
Theater 300 .....	3
<b>Sub-Total .....</b>	<b>13 units</b>

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**

Career Program

(Program: 100701 State Code: 08234)

MAJOR CORE: 22 COURSES | 62 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
		THEATER 450

**- MAJOR COURSES BY SEMESTER**

**First Semester**

Theater 100 .....	3
Theater 105-1.....	1
Theater 242-1.....	3
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
Theater 450 .....	2

**Third Semester**

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



**Fourth Semester**

Theater 105-4.....	1
Theater 242-4.....	2
Theater 246-2.....	3
Theater 274-2.....	3
Theater 277 (or 3rd semester).....	3
Theater 235 (repeatable course).....	4
<b>Total.....</b>	<b>62 units</b>

\*Some students may be advised to take additional prerequisites or co-requisite courses beyond those required to ensure success in the program. Others may be excused from specific courses above based on previous training and/or experience. Any other changes than those stated above are made with the advice and consent of the Theatre Academy faculty.

**Theatre Arts**

Associate of Arts AA-T

(Program: 100700 State Code: 33157)

Completion of the Associate of Arts in Theatre Arts 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 theatre arts. 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:

- A. 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.
- 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 to a local CSU campus.

**Program Student Learning Outcomes:**

1. Identify in theatre literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
2. Perform in scenes or serve as technicians, designers or production crew, 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

<p><b>THEATER 100 or 110</b>  <b>THEATER 200 or 270</b>  <b>THEATER 294, 335, 345, or 425</b>                  Select three courses: <b>THEATER 114, 272, 300, 311, 338, 415, 450</b></p>
---

**Required Core (10 units):**

Theater 100 or 110.....	3
Theater 200 or 270.....	3
Theater 294 or 335 or 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
<b>Total.....</b>	<b>17 units</b>

**THEATRE ACADEMY - ADVANCED ACTING**

*Skills Certificate*

After successfully completing two years of professional actor training at the Theatre Academy, a select number of students are invited to a third year of specialized training where they receive advanced coursework in 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

theatre, film, and television.

**Program Student Learning Outcomes:**

1. Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal and characterization techniques.
2. Perform in 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 .....	2
Theater 225 .....	3
Theater 232 .....	2
Theater 275 .....	2
Theater 276 .....	3
Theater 295 .....	4

**Sixth Semester**

Theater 185 .....	1
Theater 205 .....	2
Theater 225 (repeatable course).....	2
Theater 232 .....	2
Theater 262 .....	2
Theater 275 .....	2
Theater 276 .....	3
Theater 295 .....	4
<b>Total.....</b>	<b>37 units</b>

**THEATRE ACADEMY - COSTUME DESIGN**

The Theatre Academy’s program in Theatrical Costuming trains costumers and designers through a broad-based theatre curriculum with continual reference to the requirements and differences of television, video, and film costuming. The hands-on curriculum guides the student through methods of costume construction, procedures for handling theatrical wardrobe and organizational techniques, analyzing scripts from a costume perspective, dealing with costuming emergencies, and understanding Director/Designer relationships. This hands-on

program stresses shop discipline, organization, maintenance, and procedures. The final two semesters of study focus on the student’s individual interests and talents, including the development of a portfolio, the design of an Academy production, or internship at one of the Los Angeles theaters.

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

**COSTUME DESIGN – LEVEL 1**

*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.
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. 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, 105-4, or 104-4 .....	1
Theater 104-4.....	1
Theater 400 .....	3
Theater 425 .....	4
<b>Sub-Total .....</b>	<b>9 units</b>

**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 419 .....	3
Theater 420 .....	3
<b>Total.....</b>	<b>15 units</b>

**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 100 .....	3
Theater 105-1.....	1
Theater 425 .....	4
And one of the following restricted electives.....	3
Theater 400, 411, 413, 415, or 416	

**Second Semester**

Theater 105-2.....	1
Theater 425 .....	4
And one of the following restricted electives.....	3
Theater 400, 411, 413, 415, or 416	

**Third Semester**

Theater 105-3.....	1
Theater 200 .....	3
Theater 425 .....	4
And one of the following restricted electives.....	3
Theater 400, 411, 413, 415, or 416	

**Fourth Semester**

Theater 105-4.....	1
Theater 110 .....	3
Theater 300 or 338.....	3
Theater 425 .....	4
And one of the following restricted electives.....	3
Theater 400, 411, 413, 415, or 4116	
<b>Total.....</b>	<b>57 units</b>

**THEATER ACADEMY - TECHNICAL THEATRE  
ENTERTAINMENT TECHNOLOGY**

The Technical Theatre Training program graduates highly trained and specialized scenic technicians who have learned a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The Technical Theatre Training program at LACC is one of the most unique hands-on programs of its kind in the country, with faculty working alongside students who are specifically interested in the disciplines and craft related to the stage technician. The cutting edge technologies being taught on state-of-the-art equipment are some of the most advanced in 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 theatre 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, 3113, 314, or 315	
<b>Total.....</b>	<b>14 units</b>

**TECHNICAL THEATER ENTERTAINMENT  
TECHNOLOGY–LEVEL 2**

*Certificate of Achievement*

*(Program: 100600 State Code: 31547)*

**Program Student Learning Outcomes:**

1. Demonstrate advanced competency using technical theatre 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.

**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 .....	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 .....	4
One of the following four courses.....	3
Theater 311, 313, 314, or 315	

**Fourth Semester**

Theater 105-4.....	1
Theater 110 .....	3
Theater 335 .....	4
Theater 338 .....	3
One of the following four courses.....	3
Theater 311, 313, 314, or 315	
<b>Total.....</b>	<b>44 units</b>

**DESIGN AND DIGITAL MEDIA FOR THE  
ENTERTAINMENT INDUSTRY**

*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
<b>Sub-Total .....</b>	<b>12 units</b>

**Select one of the following:**

Art History 110.....	3
Art History 120.....	3
Television 1 .....	3
Theater 313 .....	3
<b>Total.....</b>	<b>15 units</b>

**WORKFORCE DEVELOPMENT  
READINESS ACADEMY**

Dean: Dr. Alex Davis  
 (323) 953-4000 ext. 2596 | AD208A  
<http://workforce.lacitycollege.edu/>

**PROGRAMS OFFERED**

The Los Angeles City College (LACC) Workforce Readiness Academy prepares English language learners proficient, economically disadvantaged, and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, and to effectively explore, plan and establish career ladder pathways leading growth opportunities in high demand occupations.

The focus of the Academy is to designate participation in workforce education programs as the first step in the career ladder of success towards attaining economic self-sufficiency, with subsequent career ladder

progression to credit, vocational education skills certificates, certificates, and associate degree programs.

Academy education and training programs encompass 12 non-credit Skills Certificates of Competency and Completion, and over 30 courses in Basic Education and Computing skills, English as a Second Language (ESL), Vocational ESL, Workforce Literacy and Job Readiness skills, and associated Short-Term Vocational Training for high demand jobs in high growth industries such as the healthcare, child development, and retail sectors. Other high demand Academy programs include Citizenship Preparation and Entrepreneurship skills training.

**SKILLS CERTIFICATE PROGRAMS**

**CERTIFICATES OF COMPLETION / COMPETENCY:**

**WORKFORCE LITERACY SKILLS**

*Certificate of Completion*

**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.

Blueprint for Workplace Success .....	36
Blueprint for Customer Service .....	18
30 Ways to Shine as a New Employee .....	6
Review of Basic Math .....	36
Review of Basic English .....	36
Workplace Computing for Limited English Pop .....	54
Vocational English as a 2nd Language A.....	54
<b>TOTAL LECTURE HOURS .....</b>	<b>240</b>

**JOB READINESS SKILLS**

*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.*

Blueprint for Workplace Success ..... 36  
 30 Ways to Shine as a New Employee ..... 6  
 Job Club ..... 6  
 Blueprint for Customer Service ..... 18  
**TOTAL LECTURE HOURS ..... 66**

**CAREER DISCOVERY SKILLS**

*Certificate of Completion*

**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.*

Blueprint for Workplace Success ..... 36  
 Job Club ..... 6  
**TOTAL LECTURE HOURS ..... 42**

**IN-HOME SUPPORTIVE SERVICES SKILLS**

*Certificate of Completion*

**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.*

VESL for Home Health Aide ..... 18  
 In-Home Supportive Services (IHSS) Provider ..... 90  
**TOTAL LECTURE HOURS ..... 108**

**RETAIL SALES AND CUSTOMER SERVICE SKILLS**

*Certificate of Completion*

**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.*

Customer Service Smarts: Going the Extra Mile ..... 6  
 Strategies in Meeting Your Customer Needs ..... 8  
 Strategies in Building a Continuous Relationship ..... 6  
 Get to Know Your Customer ..... 6  
**TOTAL LECTURE HOURS ..... 26**

**ENTREPRENEURSHIP SKILLS**

*Certificate of Completion*

**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*

Young Entrepreneur Training Program ..... 36  
 Blueprint for Customer Service ..... 18  
**TOTAL LECTURE HOURS ..... 54**

**ENGLISH AS A SECOND LANGUAGE-CIVICS I SKILLS**

*Certificate of Completion*

**Program Student Learning Outcomes:**

1. *Utilize the English language to function in a predominately English speaking society.*
2. *Express thoughts and ideas, both orally and in writing about the rights and responsibilities of U.S. citizens, American culture, symbols and historical events.*
3. *Describe the structure and functions of the U.S. Federal Government, State Government, and local government.*

English Literacy and Civics 0 ..... 108  
 English Literacy and Civics 1 ..... 108  
 English Literacy and Civics 2 ..... 108  
**TOTAL LECTURE HOURS: ..... 324**

**ENGLISH AS A SECOND LANGUAGE-CIVICS II SKILLS**

*Certificate of Completion*

**Program Student Learning Outcomes:**



1. Utilize effective English language communication in oral and written situations.
2. Discuss various workforce organizational structures and their operational and communication practices.
3. Practice interpersonal relationship skills appropriate to the workforce setting and culture.
4. Plan and conduct a job search.

ESL and Civics 4 .....	54
ESL and Civics 5 .....	54
ESL and Civics 6 .....	54
<b>TOTAL LECTURE HOURS .....</b>	<b>162</b>

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE**  
*Certificate of Completion*

**Program Student Learning Outcomes:**

1. Utilize effective English language communication in oral and written frameworks.
2. Apply knowledge of workforce organizational structures, operational procedures, and communication practices.
3. Practice interpersonal relationship skills appropriate to workforce culture, health, and safety.
4. Evaluate and demonstrate knowledge of personal workforce issues and personal qualities.
5. Plan and implement a job search.

Vocational English as a Second Language A .....	54
Vocational English as a Second Language B .....	54
Vocational English as a Second Language C .....	54
<b>TOTAL LECTURE HOURS .....</b>	<b>162</b>

**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.

30 Ways to Shine as a New Employee .....	6
Blueprint for Workplace Success .....	36
Blueprint for Customer Service .....	18
<b>TOTAL LECTURE HOURS .....</b>	<b>60</b>

**WORKFORCE READINESS ACADEMY**

**Angelica Ramirez**  
**Assistant Dean of Non-Credit Programs**  
**(323) 953-4000 ext. 2588**

**ALL COURSES ARE ALSO OFFERED  
 ON A "STAND-ALONE" BASIS**

The LACC Workforce Readiness Academy was voted "Best Workforce Development Program" at the LA Community College District's Excellence in Workforce Development Awards, held in May 2008. The District's eighth annual event also honored the program with a first place trophy in the category "Successful Encouragement of Special Populations." The program is focused on non-credit workforce education and enables students to enter various career ladder pathways. Courses are taught at Van de Kamp Innovation Center - 2930 Fletcher Drive.

# COURSE DESCRIPTIONS

## **ACCOUNTING 1** **Introductory Accounting I** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

Students learn fundamental accounting principles and concepts. This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus to the accounting cycle, applications of generally accepted accounting principles, financial statements and financial statements analysis. Includes issues relating to assets, liabilities, equity valuation, revenue and expense recognition, cash flows, internal controls and ethics. Note: Accounting 21 (3 units and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 units)

## **ACCOUNTING 2** **Introductory** **Accounting II** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Accounting 1 with a satisfactory grade or better*

Students learn how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit-analysis. Includes issues relating to cost systems, cost control, profit planning and performance analysis in manufacturing and service environments.

## **ACCOUNTING 15** **Tax Accounting I** **3 UNITS (CSU)**

*Lecture 3 hours*

Students learn to prepare Federal and California income tax returns for individuals, topics include overview, gross income, exemptions, deductions, tax credits, self-employment tax returns and rental property transactions. This course can be utilized to meet part of the basic qualification for registering as tax preparer and the continuing education requirement of the California Tax Preparer Act.

## **ACCOUNTING 17** **Payroll Accounting** **2 UNITS**

*Lecture 2 hours*

Students learn the procedures and practices involved in a firm's payroll system, including familiarizing students with current laws regarding computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

## **ACCOUNTING 21** **Bookkeeping and Accounting I** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Corequisite: Accounting 41*

*(Note: Accounting 21 students must also enroll in Accounting 41 at the same hour and with the same instructor as Accounting 21. Credit allowed for only Accounting 1 or the combination of Accounting 21 with 41 and 22 with 42.) UC limit: Accounting 21 and 22 equal five UNITS allowable.*

Students learn fundamentals of double-entry accounting; the accounting cycle; preparation of the trial balance; financial statements, accounting for merchandise businesses, cash transactions; special journals, etc.

## **ACCOUNTING 22** **Bookkeeping and Accounting II** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Corequisite: Accounting 42*

*(Note: Accounting 22 students must also enroll in Accounting 42 at the same hour and with the same instructor as Accounting 22.*

Students learn accounts receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, cash flow statement, and comparative financial statement analysis, etc.

## **ACCOUNTING 23** **Recordkeeping for Small Business** **3 UNITS**

*Lecture*

*3 hours*

*Prerequisite: Accounting 1 or Accounting 21 or Accounting 6 with satisfactory grades or better*

Students learn the cash basis concept of accounting, and small business computerized accounting software using Quickbooks. Students will complete simulated accounting projects designed for different types of small business firms using both manual and automated systems.

## **ACCOUNTING 27** **Automated Accounting Methods and Procedures II** **3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

*Pre-requisites: Accounting 1, 21, 41 or 51.*

Students use computer applications in the preparation of special journals, payroll register, bank reconciliation, aging accounts receivable, inventory costing and depreciation, analysis of financial statements.

**ACCOUNTING 31****Mathematics of Accounting****3 UNITS (CSU)***Lecture 3 hours*

Students learn the mathematical fundamentals, bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts and other accounting-related math subjects.

**ACCOUNTING 41****Laboratory for Accounting 22****1 UNIT (CSU)***Laboratory 2 hours**Co-requisite: Accounting 21*

Students learn fundamentals of double-entrée accounting; accounting cycle; trial balance; adjusting entries, three basic financial statements, accounting for merchandise and cash transactions; special journals and periodic reporting.

**ACCOUNTING 42****Laboratory for Accounting 21****1 UNIT (CSU)***Laboratory 2 hours**Pre-requisite: Accounting 41.**Co-requisite: Accounting 22*

Students learn the concepts involving Accounts Receivable, Accounts Payable, Bad Debts, Plants and Machinery, partnerships, corporations, bonds and Cash Flow Statements.

**ACCOUNTING 55****Accounting Computer Laboratory****1 UNITS***Laboratory 2 hours**Prerequisite: Accounting 21 with a satisfactory grade or better*

Students learn to use the spreadsheet software 'Microsoft Excel' for solving accounting problems and concepts being studied in other accounting classes.

**ADMINISTRATION OF JUSTICE 1****Introduction to Administration of Justice****3 UNITS (UC: CSU)***Lecture 3 hours*

The student will be introduced to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**ADMINISTRATION OF JUSTICE 2****Concepts of Criminal Law****3 UNITS (UC: CSU)***Lecture 3 hours*

The student will learn the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**ADMINISTRATION OF JUSTICE 3****Legal Aspects of Evidence****3 UNITS (CSU)***Lecture 3 hours*

The student learns the categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**ADMINISTRATION OF JUSTICE 4****Principles and Procedures of the Justice System****3 UNITS (CSU)***Lecture 3 hours*

Students learn, through examination and analysis, due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

**ADMINISTRATION OF JUSTICE 5****Criminal Investigation****3 UNITS (CSU)***Lecture 3 hours*

Students learn the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

**ADMINISTRATION OF JUSTICE 6****Patrol Procedures****3 UNITS (CSU)***Lecture 3 hours*

The students cover the history and development of patrol philosophy; panning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer.

**ADMINISTRATION OF JUSTICE 8****Juvenile Procedures****3 UNITS**

*Lecture 3 hours*

Students learn about the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

**ADMINISTRATION OF JUSTICE 14****Report Writing for Peace Officers****3 UNITS(CSU)**

*Lecture 3 hours*

Students learn to complete written reports as used by Law enforcement agencies and present factual material with clarity, definiteness, and conciseness emphasized.

**ADMINISTRATION OF JUSTICE 16****Recruitment Selection Process****3 UNITS (CSU)**

*Lecture 3 hours*

Students receive an in depth coverage of the selection process for employment in a law enforcement agency. The written exam, oral interview, agility exam, background investigation of law enforcement agency are reviewed

**ADMINISTRATION OF JUSTICE 53****Forensic Fingerprint Evidence****3 UNITS**

*Lecture 3 hours.*

Students learn the history of fingerprinting; fingerprint pattern types and classification; the searching and referencing of fingerprints; techniques for taking good fingerprints; the problems in taking inked fingerprints; the proper procedure for taking major case prints; and the preparation of fingerprint charts for court testimony.

**ADMINISTRATION OF JUSTICE 60****Arrest, Search and Seizure****3 UNITS (CSU)**

*Lecture 3 hours*

Students concentrate on their individual rights as it pertains to an officer searching and/or seizing property. Fourth Amendment rights regarding unreasonable search and seizure are discussed.

**ADMINISTRATION OF JUSTICE 62****Fingerprint Classification****3 UNITS (CSU)**

*Lecture 3 hours*

A practical course designed to cover the technical aspects of fingerprinting. Topics will include pattern interpretation, classification, taking and lifting of prints, and searching and filing procedures. Times will be devoted to laboratory work in the classroom.

**ADMINISTRATION OF JUSTICE 67****Community Relations I****3 UNITS**

*Lecture 3 hours*

Students will learn the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law.

**ADMINISTRATION OF JUSTICE 160****Police Organization and Administration****3 UNITS (CSU)**

*Lecture 3 hours*

Students learn to analyze the concept of police organizations and management styles; addressing the roles and responsibilities of law enforcement agencies.

**ADMINISTRATION OF JUSTICE 180****Introduction to Forensics****3 UNITS (CSU)**

*Lecture 3 hours*

Students will learn the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

**ADMINISTRATION OF JUSTICE 379****Advanced Criminalistics - Forensics I****3 UNITS**

*Lecture 3 hours*

*Advisory: Administration of Justice 180.*

Students concentrate on three areas of forensics: Serology (blood/DNA), blood spatter analysis and trace evidence. Students use a "hands-on" approach to identify and collect this type of evidence and learn the techniques, used by crime-lab criminalists, to analyze evidence.

**ADMINISTRATION OF JUSTICE 381****Law Enforcement Internship****3 UNITS**

*Lecture 1 hour; laboratory 8 hours*

The students provide voluntary service to a law enforcement agency of their choice to determine whether police work will be a career goal.

**ADMINISTRATION OF JUSTICE 382****Introduction to the Firearms Training System****3 UNITS**

*Lecture 3 hours*

Students learn the legal ramifications in the use of deadly force by law enforcement personnel. Additionally, with the use of a computer simulation, students are placed in "real life" type situations and must determine to "shoot or don't shoot"

**ADMINISTRATION OF JUSTICE 391****Firearms Evidence Analysis****3 UNITS****Lecture 3 hours**

Students learn forensic firearms evidence through the study of topics including, but not limited to, firearms; ammunition; ballistics; forensic firearms examination; gunshot residue examination; and gun-handling tests.

**ADMINISTRATION OF JUSTICE 396****Traffic Collision Investigation****3 UNITS***Lecture 3 hours**Advisories: English 28 and 67.*

Students concentrate on investigating traffic collisions by identifying and interpreting forensic evidence as well as diagramming and measuring scenes. Students also learn how to understand vehicle and pedestrian dynamics (behaviors) normally associated after a collision.

**ADMINISTRATION OF JUSTICE 413****Financial Crimes Investigations****3 UNITS***Lecture 3 hours**Advisories: English 28 and 67.*

Students concentrate on the criminal and civil investigation techniques in dealing with the highly technical field of financial crimes. Students analyze the following crimes: forgery, credit card fraud, financial scams, fake identification fraud, computer fraud, internet crimes and identification fraud (Social Security Number).

**AFRICAN-AMERICAN STUDIES 4****The African-American in the History of the United States I****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67.*

*Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on the African background of African Americans, the institution of slavery, the development of the African American community institutions, and African American participation in and impact on the Civil War and Reconstruction.

**AFRICAN-AMERICAN STUDIES 5****The African-American in the History of the United States II****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67*

*Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. Transfer Limit UC. Maximum credit one course from African Am Studies 5, Chicano Studies 8, and History 12 or 13.*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on ideas of black social thought, political protest and efforts to create social change from Reconstruction to the present.

**AFRICAN-AMERICAN STUDIES 60****African-American Music****3 UNITS (UC: CSU)***Lecture 3 hours*

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed Credit allowed for only one of African America 60 and Music 135.

**AFRICAN-AMERICAN STUDIES 7****African-Americans and the Political System****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67*

Students analyze the relationship of minority groups to American Politics with emphasis on African Americans in the political system. This course gives an in-depth study of the distribution of political power at the Federal and State levels, African American political thought, ranging from early 18th and 19th emigrations sentiments to the nationalist exhortations of contemporary African American culture, including African American feminist and socialist thought.

**AFRICAN-AMERICAN STUDIES 20****African-American Literature I****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67*

Students survey African American writers, covering all types of literatures (slave narrative, poetry, novels, etc.) to develop a positive attitude towards reading and understanding the progression of American culture as interpreted by African American writers.



**AFRICAN-AMERICAN STUDIES 60****African-American Music****3 UNITS (UC: CSU)***Lecture 3 hours*

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed for only one of African America 60 and Music 135.

**AMERICAN SIGN LANGUAGE 1****American Sign Language I****4 UNITS (UC: CSU)***Lecture 4 hours*

In this course students develop basic grammar and lexical proficiency in American Sign Language. Emphasis is placed on comprehension skills. Overview of topics include pronouns, colors, interrogatives, negations, schools, people, family relationships, work, life events, daily activities. transportations, time/calendar, fingerspelling. Functional/notional discourse behavior are developed including conversational openers, greetings, identifying, introducing, asking/requesting, responding, comparing /contrasting. This course also incorporates vital aspects of the Deaf culture and community.

**AMERICAN SIGN LANGUAGE 2****American Sign Language II****4 UNITS (UC: CSU)***Lecture 4 hours*

*Prerequisite: American Sign Language 1 with a satisfactory grade or better.*

In this course students complete the study of elementary vocabulary and grammar begun in ASL 1. Emphasis is placed on the development of inflectional and non-manual behavior patterns. Students continue to examine selected aspects of Deaf culture and community within receptive and expressive conversations. An overview of topics includes: grammatical features, such as, syntax, pronominalization, verb aspect/modulation, tense, number incorporation, adverbials, adjectival, topicalization, spatialization; interactive behaviors, such as, requests, turn-taking, making suggestions, giving feedback, interrupting; and cultural topics, such as, myths, social and political organizations, signaling devices, and technology within the Deaf community.

**AMERICAN SIGN LANGUAGE 3****American Sign Language III****4 UNITS (UC: CSU)***Lecture 4 hours*

*Prerequisite: American Sign Language with a satisfactory grade.*

Students continue to develop American Sign Language grammar, with special emphasis on idiomatic constructions. Conversational techniques are emphasized focusing on expressive skills, and expanded study of Deaf cultural issues.

**AMERICAN SIGN LANGUAGE 30****Finger Spelling I****1 UNIT (CSU)****ANATOMY 1****Introduction to Human Anatomy****4 UNITS (UC: CSU)***Lecture 3 hours Laboratory 3 hours*

*Advisory: English 101, Math 125 and Biology 3.*

Structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization.

**ANTHROPOLOGY 101****Human Biological Evolution****3 UNITS (UC: CSU)***Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn about human evolution by examining evolutionary theory, human genetics, classification, primate behavior, the hominid fossil record and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

**ANTHROPOLOGY 102****Human Ways of life: Cultural****3 UNITS (UC: CSU)***Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students are introduced to the field of socio-cultural anthropology and will examine the diversity of human life around the world. Topics covered include the "culture" concept, ethnography, language, kinship, gender, religion, political and economic organization, globalization and culture change. The objectives of this course are (1) to employ a relative perspective in the appreciation of the world's cultural diversity, and (2) to apply case studies to describe this variation.



**ANTHROPOLOGY 103****Archaeology: Reconstructing the Human Past  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Pre-requisite: ASL 2 with a satisfactory grade or better.*  
Students continue the development of proficiency in American Sign Language grammar with special emphasis on idiomatic constructions. Conversational techniques with a focus on expressive skills is further developed. Students continue to expand the study of Deaf cultural issues.

**ANTHROPOLOGY 121****Anthropology of Religion, Magic and Witchcraft  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students learn about the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, traditional healing, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

**ANTHROPOLOGY 151****Visual Anthropology: Exploring Culture Through Film Mixed Media  
3 UNITS (UC: CSU)**

Students survey and analyze the use of film and video in anthropological research, teaching, theory and methodology. Films are studied for their anthropological content and as artifacts of western culture, which reveal significant aspects of that culture. Students learn techniques in video and audio production in the creation of a final visual product.

**ANTHROPOLOGY 385****Directed Study - Anthropology  
3 UNITS (CSU)**

Lecture 3 hours

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

**ARABIC 1****Elementary Arabic I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory: English 28 and 67*

Student learns the fundamentals of the Arabic pronunciation and grammar structure. The student receives practical material for simple conversation based on everyday experiences and basic facts on the geography, customs and culture of the Arabic speaking world.

**ARABIC 2****Elementary Arabic II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Arabic 1 with a satisfactory grade or equivalent.*

Students complete learning elementary Arabic grammar and begin reading and writing relatively more advanced elementary texts. They continue with the study of the cultures of countries that speak Arabic.

**ARMENIAN 1****Elementary Armenian I  
5 UNITS (UC: CSU)**

Lecture 5 hours Laboratory 1 hour

*Advisory: English 28 and 67.*

The student completes the fundamentals of pronunciation and elementary grammar, practical vocabulary and useful phrases to understand, read and write simple Armenian.

**ARMENIAN 2****Elementary Armenian II  
5 UNITS (UC: CSU)**

Lecture 5 hours Laboratory 1 hour

*Prerequisite: Armenian 1 with a satisfactory grade or equivalent.*

The students learn the elementary grammar, reading and comprehension of simple text, with emphasis on oral expression. It also includes an introductory study of Armenian culture to complement comprehension of language.

**ART 185****Directed Study - Art Honors  
1 UNIT**

Lecture 1 hour.

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students work independently but consult with the instructor on a weekly basis to critique their work.

**ART 201****Drawing I  
3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours

Students apply elements and principles of design to the practice of drawing, employing a wide range of subject matter, drawing techniques and media. They develop observation based and technical drawing skills and hone their creative responses to materials and subject matter.

**ART 202****Drawing II****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours

Prerequisite: Art 201

Students explore artistic concepts, styles and creative expression related to intermediate drawing, focusing on complex subject matter and concepts using a variety of drawing media, techniques and methodologies. Students further develop technical and observational skills introduced in Drawing I, while arriving at personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

**ART 204****Life Drawing I****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 201 with a satisfactory grade.

Co-requisite: Art 501.

Drawing from the live model in various mediums, solving problems related to structure, anatomy, composition and expressive design.

**ART 205****Life Drawing II****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours

Prerequisite: Art 204 with a satisfactory grade.

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation-based and technical drawing skills and hone their creative responses by drawing the human figure at the intermediate level.

**ART 206****Life Drawing III****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours

Prerequisite: Art 205 with a satisfactory grade.

Students draw the live model in various drawing media at an advanced level, building upon techniques from Art 205. Different media, methods, and subject matter are employed to hone creativity and support the development of personal style.

**ART 209****Perspective Drawing I****3 UNITS (UC: CSU)**

Lecture 2 hour; Laboratory 2 hours

Prerequisite: Art 201 with a satisfactory grade.

Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. They explore methods of drawing cast shadows and mirror reflections in perspective.

**ART 285****Directed Study- Art Honors****2 UNITS**

Lecture 2 hours

Students pursue on their own an in depth study of a subject of special interest to them in studio art. Students create art works of special interest to them under guidance of the instructor.

**ART 300****Introduction to Painting****3 UNITS (UC: CSU)**

Lecture 2 hour; Laboratory 2 hours

Prerequisite: Art 201 and 501 with a satisfactory grade. Students learn the principles, elements, and practices of painting. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

**ART 301****Watercolor Painting I****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 300 with a satisfactory grade.

Students expand their knowledge of painting, focusing on composition and color techniques in watercolor media while continuing to explore art concepts, content, and imagery as applied to personal expression.

**ART 302****Watercolor Painting II****3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 300 with a satisfactory grade.

Students apply advanced techniques and explore concepts in color, composition, and surfaces.

**ART 304****Acrylic Painting I****3 UNITS (UC: CSU)**

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 201 and 501 with a satisfactory grade. Students learn a variety of techniques employing acrylic paints and related grounds and tools. A variety of subject matter is used to introduce a series of stylistic approaches.

**ART 305****Acrylic Painting II  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 304 with a satisfactory grade.*

Students learn to employ acrylic paints and related grounds and tools at an intermediate level, building upon techniques from Art 304. A variety of subject matter is used to support the development of stylistic approaches.

**ART 306****Acrylic Painting III  
3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours Prerequisite: Art 305 with a satisfactory grade.*

Students learn to employ acrylic paints and related grounds and tools at an advanced level, building upon techniques from Art 305. A variety of subject matter is used to support the development of personal style.

**ART 307****Oil Painting I  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 201 and Art 501 with satisfactory grades or better* Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools. Different subjects are used to introduce a variety of stylistic approaches.

**ART 308****Oil Painting II  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 307 with a satisfactory grade.*

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an intermediate level, building upon techniques from Art 307. Different subjects are used to support the development of stylistic approaches.

**ART 309****Oil Painting III  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 308 with a satisfactory grade.*

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an advanced level, building upon techniques from Art 308. Different subjects are used to support the development of personal style.

**ART 385****Directed Study- Art  
3 UNITS**

*Lecture 3 hours*

Students pursue directed study in studio art on a contract basis under the direction of a supervising instructor.

**ART 400****Introduction to Printmaking  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 201 and 501 with satisfactory grades or better*

Students practice various forms of platemaking and printing. Emphasis will be placed on the development of visual ideas and printmaking techniques.

**ART 401****Etching I  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 400 with a satisfactory grade.*

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and etching techniques.

**ART 402****Etching II  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 401 with a satisfactory grade.*

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and advanced etching techniques.

**ART 407****Relief Printmaking I  
3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 402 with a satisfactory grade.*

Students practice various forms of platemaking and printing in the relief process. Emphasis will be placed on the development of visual ideas and relief printing techniques.

**ART 501**  
**Beginning Two-Dimensional Design**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*

Students learn concepts, applications, and historical references related to the creation of two-dimensional art and design, utilizing the basic visual elements and design principles in studio art projects, developing a visual vocabulary for analysis and creative expression. The course includes problem-solving studio projects, lectures, presentations, and written assignments. This course is a prerequisite for many courses in studio art and graphic design.

**ART 502**  
**Beginning Three-Dimensional Design**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 501 with a satisfactory grade. Co-requisite: Art 201.*

Students study concepts of three dimensional form with experimental problems in a variety of materials using various spatial constructions.

**ART 604**  
**Graphic Design I**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 with satisfactory grades.*

Students learn the fundamentals of graphic design—the field: its terminology, tools, and working methods. Emphasis is placed on computer layout skills and their application to creative visual communication, with strong emphasis on typographical technical and historical elements.

**ART 605**  
**Graphic Design II**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 604 with satisfactory grades.*

*Co-requisite: Art 639.*

Students apply graphic design principles using computer graphic rendering. Emphasis is placed on comprehensive layouts for advertising design and graphics and include product rendering with the integration of typographical elements.

**ART 606**  
**Graphic Design III**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 605 and Art 639 with satisfactory grades.*

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of illustrations and digital images and their integration into page layout software to produce press-ready graphics.

**ART 620**  
**Illustration 1**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 201 with a satisfactory grade.*

*Co-requisite: Art 501.*

Students apply drawing, rendering and media techniques and composition skills to problems in commercial illustration, pictorial art for publications and advertising.

**ART 633**  
**Introduction to Computer Graphics**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 501 with a satisfactory grade.*

Students learn the fundamentals of computer graphics using Adobe Illustrator. The Macintosh operating system, color modes, file formats, basic scanning and digital printing techniques as well as web research is also surveyed.

**ART 634**  
**Computer Graphics 1: 3D Computer Graphics**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 with a satisfactory grade.*

Students explore three-dimensional digital design techniques, concepts and applications employed as tools in graphic design. Students focus on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

**ART 639**  
**Digital Imaging**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 with a satisfactory grade*

Students learn the fundamentals of still-image manipulation using Adobe Photoshop.

**ART 700****Introduction to Sculpture  
3 UNITS (UC: CSU)**

Lecture 1 hours; Laboratory 5 hours

Prerequisite: Art 501 and 502 with a satisfactory grade.

Advisory: Art 201.

Students practice three-dimensional sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpting methods are practiced with attention to creative self-expression and historical context.

**ART 701****Sculpture I  
3 UNITS (UC: CSU)**

Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 700 with a satisfactory grade.

Students practice various forms of sculpture including the armature. Emphasis will be placed on the development of visual ideas and sculptural techniques.

**ART 702****Sculpture II  
3 UNITS (UC: CSU)**

Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 701 with a satisfactory grade.

Students will be challenged with advanced problems in sculpture. Students will be encouraged to explore individual creativity, materials and processes.

**ART 708****Introduction to Ceramics  
3 UNITS (UC: CSU)**

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 501 with a satisfactory grade.

Students learn the different kinds of ceramic materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. Students explore the aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

**ART 709****Ceramics I  
3 UNITS (UC: CSU)**

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Art 501 and 708 with a satisfactory grade.

Advisory: Art 502

The student continues the study of ceramic processes, of the physical and chemical characteristics of clay, with an emphasis placed on ceramic design and glaze chemistry.

**ART HISTORY 103 (FORMERLY ART 103)****Art Appreciation  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 101.

The student learns about art forms and media in traditional and contemporary styles including terminology and problems of definition, meaning, and evaluation in the visual arts.

**ART HISTORY 110 (FORMERLY ART 101)****Survey of Western Art History I  
3 UNITS**

Lecture 3 hours

Advisory: English 101.

The student explores the development of art and architecture from prehistory through the medieval period, emphasizing the cultural context of the West, and its major points of contact with the non-European world.

**ART HISTORY 120 (FORMERLY ART 102)****Survey of Western Art History II  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 101.

Students learn about the development of Art from the time of the Renaissance to Contemporary Art. Emphasis is placed on the cultural context of the West while major points of artistic contact with the Non-European world is considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary period.

**ART HISTORY 130 (FORMERLY ART 105)****Survey of Asian Art History  
3 UNITS**

Lecture 3 hours

Advisory: English 101.

The student learns about the development of Asian art from prehistoric times through the 20th Century including the artistic traditions and histories of China, India, Japan, Korea, and Southeast Asia. The student considers how cultural, political, and religious forces influenced the arts and explore how the various regions of Asia formed and influenced one another.

**ART HISTORY 139****Introduction to Islamic Art  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 101.

The student examines the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms) and its historical and cultural context.



**ART HISTORY 140 (FORMERLY ART 109)  
Survey of Arts of Africa, Oceania, and Ancient America****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 101.*

Students learn about the visual culture within select regions in Africa, Oceania and indigenous North America.

**ART HISTORY 151  
Introduction to Latin American Art**  
**3 UNITS (CSU)***Lecture 3 hours**Advisory: English 101.*

The students examine the art and architecture of Latin America, beginning with Pre-Columbian period, but focus primarily on the 19th to 21st centuries. Students explore major historical periods of Latin American history and visual culture, which include an introduction to pre-Hispanic civilizations, Colonial rule and Independence, the emergence of Modernism and the Avant-garde, and contemporary art and architecture in Latin America. They gain an understanding of underlying social, economic, political and religious context of the production and use of the works of art considered.

**ART HISTORY 171  
Introduction to Global Contemporary Art**  
**3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 101.*

Students learn about thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms), produced by the global community.

**ASTRONOMY 1  
Elementary Astronomy**  
**3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67.*

A fascinating look into the general principles and the fundamental facts of astronomy. This introductory course is designed for the non technical student. Topics covered include the history and science of astronomy, the solar system, our sun, stars, galaxies and cosmology. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Astronomy 5.

**ASTRONOMY 5  
Fundamentals of Astronomy Laboratory**  
**1 UNIT (UC: CSU)***Laboratory 3 hours**Co-requisite: Astronomy 10 or 11**Advisory: Astronomy 1*

Astronomy 5 laboratory course offers a presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non- science and/or science majors. When taken together with Astronomy 1 or Astronomy 10 or Astronomy 11, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in Astronomy 5 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including celestial globes, astrolabes, azimuth sundials, astronomical binoculars and computer controlled telescopes.

**ASTRONOMY 11  
Stars, Galaxies, and the Universe**  
**3 UNITS (UC: CSU)***Lecture 3 hours*

This conceptual course surveys the universe beyond the solar system. Students learn about stars, stellar evolution, black holes, galaxies, the big bang, cosmology and the possibility to extraterrestrial life.

**BIOLOGY 3  
Introduction to Biology**  
**4 UNITS (UC: CSU)***Lecture 3 hours; Laboratory 3 hours**Advisory: English 21.*

*Credit not allowed for Biology 3, 3H to students who have previous credit for Biology 1, 6, 23, 25.*

In this survey course for non-majors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genet1c aspects of the modern world.



**BIOLOGY 6****General Biology I  
5 UNITS (UC: CSU)**

Lecture 3 hours; Laboratory 6 hours

Prerequisite: Mathematics 125 and Chemistry 60 with a satisfactory grade or equivalent.

Advisory: English 21 or equivalent.

This class is designed for general biology majors and pre professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals.

UC limit: No credit allowed for Biology 1, 3, 23 or 25 if taken after Biology 6.

**BIOLOGY 7****General Biology II  
5 UNITS (UC: CSU)**

Lecture 3 hours; Laboratory 6 hours

Prerequisite: Biology 6, Chemistry 60 and Math 125 with a satisfactory grade or equivalent. Advisory: Eligibility for English 21 or equivalent.

In this class designed for general biology majors and pre-professional students, students examine and learn the diversity, structure, and the life processes of plants and animals as well as the principles of organization at the organ and organ system levels, embryology, ecology and behavior.

**BIOLOGY 25****Human Biology  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: Eligibility for English 21 or equivalent.

Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, 23.

In this survey course for the non-science major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control and preservation of the natural environment.

**BUSINESS 1****Introduction to Business  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

The student surveys business, including forms of business organization, finance, personnel problems, marketing, managerial aids, business government relations; and business terms and concepts.

**BUSINESS 15****Business Statistics  
3 UNITS (UC: CSU)**

Lecture 3 hours

Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.

The student learns measures of Central Tendency, Measures of Dispersion. Normal Distribution, Hypothesis Testing, Correlation and Analysis of Variance. UC limit: Maximum one course from Mathematics 225, 227 and Business 15.

**BUSINESS 17****Computer Graphics for Business  
3 UNITS**

Lecture 1 hour; Laboratory 4 hours Pre-requisite: Business 1.

A comprehensive course in business graphics covering types of business graphics, their uses and techniques for generating graphics emphasizing computer usage, computer techniques and current computer graphics software. The student learns types of Excel and PowerPoint programs and how these applications are used in business.

**BUSINESS 38****Business Computations  
3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Note: Credit allowed for only one of Business 38 or Accounting 31.

Students learn basic mathematics, beginning with whole numbers and solving word problems, fractions, decimals, checking accounts, basic algebra, percents and their applications. The course covers business applications of mathematics, including trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes and compound interest.

**BUSINESS 911****Cooperative Education- Business  
1 UNIT (CSU)**

Lecture 1 hour

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non-paid.

**BUSINESS 921****Cooperative Education - Business  
2 UNIT (CSU)**

*Lecture 2 hour.*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non-paid.

**BUSINESS 931****Cooperative Education - Business  
3 UNIT (CSU)**

*Lecture 3 hours*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 225 paid hours or 180 volunteer hours during the semester.

**CAOT 1****Computer Keyboarding and Document  
Applications I  
3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 3 hours*

*Advisories: Eligibility for ESL Level 6B and 6C.*

Students will develop a salable skill--computer keyboarding by touch; minimum speed at end of course, 30 wpm accurately; formatting of letters, memos, tables, and simple reports using word processing software.

**CAOT 2****Computer Keyboarding and Document  
Applications II  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisite: Computer Keyboarding I or equivalent.*

Students master the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 accurately; formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

**CAOT 3****Computer Keyboarding III  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: Completion of CAOT 2 and CAOT 84 or equivalent.*

Student develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm. Keyboarding I, II, and III are sequential courses and should be completed in that order.

**CAOT 7****Machine Transcription  
3 UNITS**

*Lecture 3 hours; laboratory 1 hour*

*Prerequisite: CAOT 31 with a satisfactory grade or equivalent.*

*Advisory: CAOT 1 or ability to key 30wpm.*

Students develop proficiency in operating transcribing software on the computer to accurately transcribe a variety of business documents from taped dictation using word processing software. Students thoroughly review English fundamentals and strengthen keyboarding and proofreading skills.

**CAOT 9****Computer Keyboarding Improvement  
1 UNIT (CSU)**

*Laboratory 3 hours*

*Prerequisite: CAOT 1 with a satisfactory grade or equivalent.*

Students will improve keyboarding procedures through continued emphasis on correct keyboarding techniques and develops speed and accuracy through timed writings and corrective drills.

**CAOT 14****Microcomputer Office Applications: PowerPoint  
3 UNITS**

*Lecture 2 hour; laboratory 3 hours*

*Prerequisite: CAOT 82 with a satisfactory grade or equivalent.*

Develops proficiency in the operation of Microsoft PowerPoint. Provides an overview of presentation design principles. Develops the skill to create, modify, and retrieve various presentations, the skill to integrate PowerPoint with other programs, the skill to use PowerPoint templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

**CAOT 20**  
**Medical Office Procedures**  
**5 UNITS (CSU)**

*Lecture 5 hours*

Prerequisites: CAOT 2 or 31 with a satisfactory grade and equivalent. Advisory: CAOT 44.

Students learn proficiency in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, medical filing and handling of confidential documents, scheduling appointments in a variety of medical facilities and medical insurance.

**CAOT 23**  
**Legal Office Procedures I**  
**5 UNITS**

*Lecture 5 hours*

*Advisories: CAOT 2 and 31 with satisfactory grade or equivalent.*

Students planning to become legal secretaries are provided office procedures and administration for legal secretaries and offices duties. Discussions include different types of equipment and software systems used; various types of law practices, organizational structures; preparation of civil, criminal, and federal lawsuit pleadings.

**CAOT 31**  
**Business English**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn English grammar and punctuation rules; practice in writing sentences and paragraphs.

**CAOT 32**  
**Business Communications**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisites: CAOT 31 and English 101 with a satisfactory grade or equivalent.*

*Advisory: CAOT 1*

Students learn application of business communications, principles of writing a variety of business letters, interoffice memorandums, and business reports, and business presentations plus improve their general and business vocabularies.

**CAOT 33**  
**Records Management And Filing**  
**2 UNITS**

*Lecture 1 hour; Laboratory 2 hour.*

Students learn creation, storage, disposition and preservation of all types of documents using alphabetic, geographic, numeric, and subject methods. Includes introduction to database records management on a microcomputer.

**CAOT 34**  
**Business Terminology**  
**2 UNITS (CSU)**

*Lecture 2 hours*

The student practices the specialized vocabulary used in modern business communications, including correct definition, spelling, pronunciation, and effective usage.

**CAOT 43**  
**Office Procedures**  
**3 UNITS**

*Lecture 3 hours*

*Prerequisites: CAOT 1 and CAOT 31 with satisfactory grades or better.*

Students develop knowledge of automated office skills and develop attitudes for success on the job.

**CAOT 44**  
**Medical Terminology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students develop an understanding of medical terminology through a study of word roots, prefixes, and suffixes and body systems. Students' emphasis is also given to spelling, pronunciation, and definitions.

**CAOT 46**  
**Medical Transcription**  
**3 UNITS**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.*

*Advisory: CAOT 44 or equivalent.*

The student develops a proficiency in accurately transcribing medical documents, including medical letters, chart notes, history and physicals, and reports from CDs and/or through the Internet. Correct spelling, proofreading, correct terminology usage, and abbreviations are emphasized. Students simultaneously review anatomy and major body systems.

**CAOT 47**  
**Applied Office Practice**  
**2 UNITS**

*Laboratory 5 hours*

*Prerequisite: CAOT 1 with a satisfactory grade or equivalent and second semester standing.*

The student will learn practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

**CAOT 49****Machine Transcription for Legal Secretaries  
3 UNITS**

*Lecture 2 hours; laboratory 2 hours*

*Prerequisites: CAOT 2 and 31 with satisfactory grades or equivalent. Advisory: CAOT 23*

Students develop proficiency in operating transcribing machines to transcribe legal correspondence and documents, including court documents, from cassette tape. Emphasis is placed on spelling, proofreading, formatting, and the meaning of legal terms.

**CAOT 64****Computer Applications and Office Technologies  
Laboratory  
1 UNIT (CSU)**

*Laboratory 2 hours*

*Co-requisite: CAOT 1.*

Students in Computer Applications and Office Technologies classes receive additional time on computers to work with all the software that is offered in the Department. Students must complete a minimum of 32 hours per semester. In addition to lab hours that are required for any other classes student is enrolled in. Pass/No Pass.

**CAOT 79****Word Processing Applications  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: CAOT 84 and CAOT 31 with satisfactory grades or equivalent.*

Students develop further skill in preparing a variety of business documents on a personal computer. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents.

**CAOT 82****Microcomputer Software  
Survey in the Office  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: CAOT 1 and CAOT 98 with satisfactory grades or equivalent.*

Introduces students to the use of the microcomputer and commercially available software used in business office. Course provides hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing and presentation design software.

**CAOT 84****Microcomputer Office Applications:  
Word Processing  
3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 3 hours*

*Advisories: ESL Level 5A and completion of CAOT 1 with a satisfactory grade or equivalent.*

Use basic and advanced commands in Microsoft Word or other word processing software, to create, format, edit, save, and print documents including letters, tables, reports, and merge documents. Use desktop publishing features to create newsletters, brochures, fliers, and resumes.

**CAOT 85****Microcomputer Office Applications: Spreadsheet  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

Students learn office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print worksheets; construct graphs and build databases that utilize the data table function.

**CAOT 86****Microcomputer Office Applications: Database  
3 UNITS (CSU)**

*Lecture 1 hours; laboratory 4 hours*

*Advisory: CAOT 1.*

The students learn office database applications using a relational database program, such as MS Access. Records design, file creation and maintenance, data manipulation, report formats, and printing are covered. Office applications, such as records for personnel, inventory, and sales, are emphasized. Graphing and integration with a word processing program to produce automated mailings are included.

**CAOT 88****Microcomputer Office Applications: Desktop  
Publishing  
3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

Provides information and hands on training using a personal computer; printers and various desktop publishing software including Microsoft Publisher Includes producing camera ready, near typeset quality reports, newsletters, business forms, and presentations.

**CAOT 93****Legal Document Production  
2 UNITS (A)**

Lecture 2 hours

Prerequisites: CAOT 2 and CAOT 84 with satisfactory grades or equivalent.

Co-requisite: Law 2

Students produce legal documents and judicial forms using a computer. Emphasis is placed on the standards used in legal procedures for various areas of law.

**CAOT 97****Introduction to the Internet  
3 UNITS**

Lecture 2 hours; laboratory 3 hours

**CAOT 98****Microcomputer Office Applications: Introduction to Windows  
3 UNITS**

Lecture 1 hour; laboratory 4 hours

Students prepare to work in the Windows environment. Emphasizes the features of Windows, including changing and creating icons, opening and closing windows and other applications, responding to dialog boxes, and working with directories.

**CAOT 105****School-to-Work-Portfolio  
2 UNITS**

Lecture 2 hours

Prerequisite: CAOT 31 with a satisfactory grade or equivalent.

Students prepare a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. The course will also include career planning, networking with business and industry, and job search using the Internet and other resources.

**CAOT 112****Microcomputer Office Applications: Web Page Design  
3 UNITS (CSU)**

Lecture 2 hours; laboratory 3 hours

Students will learn the most important topics of Web page design. The course emphasizes creating a new website, integrating a database, styles, and working with HTML code.

**CAOT 126****Introduction to Medical Coding/Billing  
3 UNITS**

Lecture 3 hours Prerequisite: CAOT 44. Advisories: English 28 and 67

Students learn the comprehensive overview of medical insurance and billing procedures with introductory instruction in CPT and ICD-9-CM basic coding procedures. Basic medical insurance procedures for commercial and government insurance plans such as Blue Cross/Blue Shield, Medicare, Medicaid, Tricare/Chompva, Workers Compensation, and Disability insurance will be covered. HIPAA (Health Insurance Portability and Accountability Act) will be reinforced throughout the course. Introduction to electronic medical billing practice management and electronic claims billing will be presented and utilized throughout the course.

**CAOT 385****Directed Study- Computer Application Office Technology  
3 UNITS (CSU)**

Lecture 3 hours

In this course students pursue directed study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

**CAOT 911****Cooperative Education 911 - CAOT  
1 UNIT (CSU)**

Lecture 1 hour

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The worksite will be approved by the Department Chair. Students must work 75 hours paid or 60 hours non-paid.

**CAOT 921****Cooperative Education 921 - CAOT  
2 UNITS (CSU)**

Lecture 2 hours

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.



**CAOT 931****Cooperative Education 931 - CAOT  
3 UNITS (CSU)**

Lecture 3 hours

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

**CAOT 941****Cooperative Education 941 - CAOT  
4 UNITS (RPT 3) (CSU)**

Lecture 4 hours

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 300 hours paid or 240 hours non-paid.

**TRANSFER LIMITS: UC gives no credit for Chemistry  
51, 60, 68 if taken after Chemistry 101.****CHEMISTRY ENROLLMENT INFORMATION**

Enrollment in all chemistry classes is based on completion of the required prerequisites with satisfactory grades or better.

Students enrolling in Chemistry 60 or 68 who have not completed Math 115 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses. Students enrolling in Chemistry 101 who have not completed Chemistry 60, 65 or 68 or equivalent must pass the Chemistry Readiness Exam in order to enroll in this course. Please contact the Assessment Office at 323.953.4000 ext. 2264 for more information.

Students enrolling in Chemistry 101 and 102 who have not completed Math 125 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses.

It is recommended that all chemistry students complete English 28 and 67 or the equivalent. Students who have completed the prerequisites for chemistry courses outside of the Los Angeles Community College District must submit proof of prerequisite completion to the Counseling Office prior to enrollment in chemistry courses.

**INFORMATION FOR PRE-NURSING STUDENTS:**

AJI LACC pre-nursing students must complete Chemistry 60 with a satisfactory grade to satisfy the chemistry requirement for the LACC Nursing Program.

**CHEMISTRY 60****Introduction to General Chemistry  
5 UNITS (UC: CSU)**

Lecture 3 hours Laboratory 4 hours

*Prerequisite: Mathematics 115 or appropriate score on the placement assessment.*

*Advisory: English 28 and 67 or 31.*

A general basic chemistry course with laboratory, emphasizing fundamental principles of inorganic and physical chemistry, nomenclature of inorganic compounds, ionic and covalent bonding, problem solving, gas laws and solutions. This course serves as preparation for Chemistry 101, and meets the IGETC and CSU general education requirements for physical science with laboratory.

**CHEMISTRY 101****General Chemistry I  
5 UNITS (UC: CSU)**

Lecture 3 hours. Conference 2 hours. Laboratory 4 hours. *Prerequisite: Chemistry 60 or 65 or 68 and Mathematics 125*

*Advisory: English 28 and 67.*

The student learns nomenclature, atomic structure, quantum theory, bonding theories and molecular geometry, chemical equations, stoichiometry, thermochemistry, solid, liquid and gaseous states and related forces, gas laws, solutions and colligative properties, periodic relationships, and acid base theories. Laboratory exercises are quantitative in nature and are related to the lecture topics. This is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering.

**CHEMISTRY 102****General Chemistry II  
5 UNITS (UC: CSU)**

Lecture 3 hours. Laboratory 6 hours.

*PREREQUISITE: Chemistry 101 with a satisfactory grade or better.*

*ADVISORY: Eligibility for English 28 and 67 or 31.*

**DESCRIPTION:** The students receive in lectures the theory and application of chemical kinetics, general and aqueous equilibria, thermodynamics, electrochemistry, nuclear chemistry, descriptive chemistry, structure and bonding in transition metal complexes and carbon compounds. In the laboratory students apply what is learned in lecture to experiments in reaction kinetics, chemical qualitative analysis, chemical and spectroscopic quantitative analysis, potentiometric titration techniques, and electrochemistry.



**CHEMISTRY 185****Directed Study - Chemistry****1 UNIT (UC: CSU)***Lecture 1 hour.**Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

**CHEMISTRY 211****Organic Chemistry for Science Majors I****5 UNITS (UC: CSU)***Lecture 3 hours. Laboratory 6 hours**Prerequisites: Chemistry 102 with a satisfactory grade or better. Advisory: English 28 and 67.*

In this the first part of a two-course sequence students learn structure, nomenclature, stereochemistry, preparation and mechanisms of reactions of aliphatic and aromatic hydrocarbons and their derivatives. Students also learn a mechanistic approach to reactions and a focus on multistep synthesis throughout the course. The laboratory presents the techniques of preparation, where students learn isolation and analysis of organic compounds employing standard and modern instrumental methods.

**CHEMISTRY 212****Organic Chemistry for Science Majors II****5 UNITS (UC: CSU)***Lecture 3 hours. Laboratory 6 hours**Prerequisite: Chemistry 211. Advisory: English 28 and 67.*

Students complete the study begun in Chemistry 211. Students will learn more about the organic functional groups of alcohols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and amines. They will also learn more specialized topics including the following: carbohydrates, amino acids and peptides, fatty acids and polymers; difunctional compounds, polycyclic benzenoid hydrocarbons, heterocyclic compounds, mass spectroscopy, NMR techniques and strategies in modern organic synthesis. The students will learn further mechanistic approaches to reactions and a focus on multistep synthesis will be emphasized throughout the course. The laboratory presents more techniques of preparation, students will learn isolation and analysis of organic compounds employing modern instrumental analysis.

**CHEMISTRY 221****Biochemistry for Science Majors****5 UNITS (UC: CSU)***Lecture 3 hours**Conference 2 hours Laboratory 4 hours**Prerequisite: Chemistry 211.*

Students receive the principles of biochemistry, with an emphasis on the structure and function of biomolecules, the role of metabolism in energy production and biosynthesis, and common biochemical laboratory techniques. Topics relate to the chemistry and metabolism of biological compounds. Topics include the structure and function of biomolecules, including proteins, lipids, carbohydrates, nucleic acids and their precursors. The course also presents enzyme catalysis, and the details of the central metabolic pathways (glycolysis, gluconeogenesis, glycogenolysis, the citric acid cycle, electron transport and oxidative phosphorylation, lipid degradation and biosynthesis, and nitrogen metabolism) including their regulation and integration. Laboratory work includes electrophoresis, chromatography, spectroscopy, and enzyme purification and kinetics. This course prepares students for careers in the physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural science, nutrition and food chemistry, and related fields.

**CHEMISTRY 285****Directed Study - Chemistry****1 UNIT (UC: CSU)***Lecture 2 hours.**Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

**CHEMISTRY 385****Directed Study - Chemistry****1 UNIT (UC: CSU)***Lecture 3 hour.**Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

**CHICANO STUDIES 7****The Mexican American in the History of the United States I****3 UNITS (UC: CSU)**

Lecture 3 hours Note: Meets the Associate in Arts degree requirement in American Institutions.

Credit allowed for only one of Mexican American Studies 7 or African-American Studies 4 or History 11. UC limit: One course from Chicano Studies 7, African-American Studies 4, History 11.

This course traces the historical evolution of persons of Mexican descent and their institutions to 1850. It surveys the contributions of Mexican-descended persons to the development of the United States with particular emphasis on the present-day U.S. Southwest.

**CHICANO STUDIES 8****The Mexican American in the History of the United States II****3 UNITS (UC: CSU)**

Lecture 3 hours

Students survey the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe-Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican American ethnic identity in the United States.

**CHICANO STUDIES 44 (Same As Spanish 16)****Mexican Civilization****3 UNITS (UC: CSU)**

Lecture 3 hours

This course is a board survey of Mexican civilization and culture. The course covers the periods of prehistoric expansion of Mesoamerica, Pre-Columbian Mexican civilization, the Spanish conquest, the colonial period, and Mexico in the 19th and 20th century.

**CHILD DEVELOPMENT 1****Child Growth and Development****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Students examine the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

**CHILD DEVELOPMENT 2****Early Childhood Principles and Practices**  
**3 UNITS (CSU)**

Lecture 3 hours

CO-REQUISITES: Child Development 1. Verification of Mantoux test (or chest X-Ray) is required.

Advisory: English 28 and 67.

DESCRIPTION: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

**CHILD DEVELOPMENT 3****Creative Experiences for Children I****3 UNITS (CSU)**

Lecture 3 hours

Students develop and implement creative curriculum for young children. Activities include: sensory, motor, manipulative, art, music, movement, literacy, math, science, and dramatic play experiences. Emphasis is on environments that promote creativity and the role of the teacher.

**CHILD DEVELOPMENT 7****Introduction to Curriculum in Early Childhood Education I****3 UNITS (CSU)**

Lecture 3 hours

Prerequisite: CH DEV 2 and English 28

Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting development and engagement for all young children. Students learn strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills.

**CHILD DEVELOPMENT 10**  
**Health, Safety and Nutrition**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Co-requisite: English 21 or equivalent.*

Students learn about the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health, and safety for children and staff are identified along with importance of collaboration with families and health professional. The interrelationship of health, safety and nutrition and the impact on children's growth and development are key focuses.

**CHILD DEVELOPMENT 11**  
**Child, Family and Community**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students examine the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and sociocultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: social influences on parenting styles, communication, child-rearing and the relationships between the child, family and the school is studied.

**CHILD DEVELOPMENT 22**  
**Practicum in Child Development I**  
**4 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Child Development 1, 7 and 11*

*Note: Verification of annual Mantoux test (or chest x-ray) is required.*

Students are assigned to an approved Child Development program to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

**CHILD DEVELOPMENT 23**  
**Practicum in Child Development II**  
**4 UNITS (CSU)**

*Prerequisite: Child Development 22 or equivalent.*

*Lecture 2 hours Laboratory 6 hours per week.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. An educational philosophy statement, a resume and a professional portfolio are created. Students assigned to directed practicum teaching in a child development center demonstrate professional and ethical behaviors.

**CHILD DEVELOPMENT 30**  
**Infant and Toddler Studies I**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students receive an in-depth study of cognitive/language, social/emotional and perceptual/motor developmental domains and milestones of infants from birth to 36 months, in the context of respectful relationships. As well as, an overview of major theories including attachment, brain development, the value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

**CHILD DEVELOPMENT 31**  
**Infant and Toddler Studies II**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students learn the principles of inclusive, respectful, caregiving for infants and toddlers. Topics include: typical and atypical development, principles of early intervention, appropriate environments, curriculum, infant care licensing; observation, assessment and intervention plans; and tools for family communications and home visits within the context of home language, culture and traditions. Verification of Mantoux test (TB test) or chest x ray is required.

**CHILD DEVELOPMENT 34**  
**Observing and Recording Children's Behavior**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 1 and English 28 and English 67 or equivalent.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students learn the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

**CHILD DEVELOPMENT 38**  
**Administration and Supervision of Early Childhood Programs I**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent.*

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director

**CHILD DEVELOPMENT 39**  
**Administration and Supervision of Early Childhood Programs II**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent.*

Students learn how to administrate an Early Childhood Program. Students analyze state and federal regulations and learn how to apply the information to developing and supervising a comprehensive, culturally sensitive, developmentally appropriate program. In addition, students learn about appropriate computer applications for administration, how to write grants and proposals for funds, use advocacy skills for community improvement, develop leadership skills and team management techniques, develop a comprehensive parent partnership, work with program evaluation tools, and understand legal issues. This course partially fulfills the licensing requirement for the director.

**CHILD DEVELOPMENT 42**  
**Teaching in a Diverse Society**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development.

**CHILD DEVELOPMENT 44**  
**Early intervention for Children with Special Needs**  
**3 UNITS (CSU)**

This course is designed for students intending to work with children with special needs. Students examine components of a comprehensive service delivery system that is based on legal mandates and an understanding of typical and atypical development across all domains. Also discussed is the role of observation and documentation in adapting the environment, creating instructional strategies for including children with special needs in early childhood programs.

**CHILD DEVELOPMENT 45**  
**Programs for Children with Special Needs**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of Mantoux test (or chest x-ray) is required.*

Students learn about programs for exceptional children and best practices for inclusion of children with special needs into educational settings as close to their typically developing peers as possible. Students explore a variety of disabilities from a child development perspective includes definition, and educational implications.

**CHILD DEVELOPMENT 48**  
**Positive Guidance in Early Childhood Settings**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students explore developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

**CHILD DEVELOPMENT 65****Adult Supervision and Early Childhood Mentoring  
2 UNITS**

Lecture 2 hours

*Pre-requisite: Child Development 22 and 38 or 39.*

The class focuses on the principles and practices of supervision and evaluation of staff in Early Childhood Programs. Emphasis is placed on the role of experienced teachers who mentor or supervise new teachers and student teachers. This meets supervision requirement for the Child Development Permit.

**CHILD DEVELOPMENT 84-1****Child Development Lab 1: Curriculum Development  
0.5 UNITS (CSU)**

Laboratory 1 hour

*Co-requisite: One of the following Child Development 2, 3, 7, 10, 22, 42, or 44; or equivalent.*

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials, curriculum resource books, to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

**CHILD DEVELOPMENT 84-2****Child Development Lab 1: Technology For The  
Early Childhood Educator  
0.5 UNITS (CSU)**

Lab 1 hour

*Pre-Requisite: Ch Dev 84-1*

Students learn to use lab materials, and technology and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

**CHILD DEVELOPMENT 85-1****Child Development Literacy I  
0.5 UNITS (A) (RPT 3)**

Laboratory 1 hour

Students enrolled in Child Development classes who are interested in an Early Literacy Lab experience focus on quality literacy experiences such as exposure to age-appropriate literacy materials and modeling library habits under the supervision of a literacy expert. Students design curricular activities and select quality literature that foster children's language and literacy development.

**CHILD DEVELOPMENT 285 - DIRECTED STUDY  
2 UNITS (CSU)**

Lecture 2 hours

*Note: A maximum of 3 UNITS in Directed Study may be taken for credit.*

Child Development students pursue Directed Study on a contract basis under the direction of a supervising instructor. Scheduled consultations with the instructor are required.

**CHINESE 1****Elementary Chinese I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory: English 28 and 67.*

Mandarin Chinese corresponds to the first year of high school Chinese. Pronunciation, grammar, practical vocabulary, and basic facts on the geography, customs and culture of China.

**CHINESE 2****Elementary Chinese II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Pre-requisite: Chinese 1 with a satisfactory grade or equivalent.*

Competes the elementary Mandarin Chinese grammar; introduces reading and writing of elementary texts.

**CHINESE 3****Intermediate Chinese I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Pre-requisite: Chinese 2 with a satisfactory grade.*

A review of grammar with vocabulary building for conversational fluency, written composition and advanced reading.

**CHINESE 4****Intermediate Chinese II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Pre-requisite: Chinese 3 with a satisfactory grade.*

The student learns and completes the study of grammar, advanced writing and reading of everyday and literary subjects to study Chinese idiomatic expressions

**CHINESE 10****Chinese Civilization  
3 UNITS (UC: CSU)**

*Advisory: English 28 and 67.*

This course offers the students lectures and discussions in English on history, culture, geography, government and institutions of China; the life style and customs of the people; the language. Literature, arts, and sciences; the contributions to civilization.

**CINEMA 1****Introduction to Motion Picture Production  
3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 2 hours

A comprehensive introduction to movie production, film/video techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, lights, microphones, audio recorders and other motion picture equipment. Attention is also given to production planning, editing and post-production as well.



**CINEMA 2****Beginning Motion Picture Workshop  
3 UNITS (UC: CSU)**

Lecture 1 hour Laboratory 4 hours

Required of all Cinema majors. Open to all students.

Introductory workshop in practical filmmaking. Each student is responsible for the making of short films in digital video. Cinema 1 should be taken concurrently.

**CINEMA 3****History of Motion Pictures  
3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 2 hours

Required of all first semester Cinema majors; open to all others.

History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

**CINEMA 4****History of the Documentary Film  
3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 2 hours

Required of all first semester Cinema majors; enrollment open to all others.

Students examine the development of films dealing with the truth. Nonfiction films seen and discussed include: historical, animated, propaganda: educational, commercial, personal and participatory, cinema, verite and direct cinema. Students will develop critical standards for judging documentary films.

**CINEMA 5****Introduction to Screenwriting  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Prerequisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better

Required of all Cinema majors.

Students will write screenplays. Cinema majors will write the scripts for films they will make in Cinema 33.

**CINEMA 6****Motion Picture Photography  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Prerequisite: Cinema 1, 2, 3, 4, with satisfactory grades or better

Required of all Cinema majors

This course is an introduction to cinematography, including optics, photo emulsion, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using digital video camera equipment.

**CINEMA 7****Advanced Cinematography and Creative Techniques  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Prerequisite: Cinema 6 with a satisfactory grade or better

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

**CINEMA 9****Motion Picture Sound  
3 UNITS (CSU)**

Lecture 1 hour; Laboratory 4 hours

Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better.

Students learn the basics of motion picture production and post production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

**CINEMA 10****Introduction to Film Directing  
3 UNITS (CSU)**

Lecture 2 hours, Laboratory 2 hours

Prerequisite: Cinema 1,2,3, 4 with satisfactory grades or better.

The student is introduced to the crafts of acting and directing for the film medium.

**CINEMA 18****Introduction to Film Genres  
3 UNITS (CSU)**

Lecture 2 hours, Laboratory 2 hours

Students explore the main film genres along with the specific contributions of the major filmmakers in each genre, and the style and practices of studio production, marketing, and distribution. Each class includes the screening of a significant feature-length film that typifies or exemplifies that genre.

**CINEMA 20****Business Aspects of Motion Picture Production  
3 UNITS (CSU)**

Lecture 3 hours

Prerequisite: Cinema 1, 2, 3, 4, with satisfactory grades or better.

The student surveys cinema business practices including financing, production and distribution.



**CINEMA 25**  
**Producing Digital Video Features**  
**3 UNITS (A)**

*Lecture 3 hours*

Students research and prepare independent motion picture projects. Activities include: developing screenplays, researching state of the art media and business issues, analyzing professional production solutions and creating business plans. Students will learn professional standards for intellectual property, privacy and publicity rights as well as financing, contracts, production issues, capture, distribution formats/outlets and marketing. Students do case studies of contemporary "independent film" projects, including micro-budget films as well as low-budget films.

**CINEMA 32**  
**Editing Fundamentals**  
**3 UNITS (A)**

*Lecture 1 hours Laboratory 4 hours*

*Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.*

Intermediate students learn the principles of editing using digital non-linear editing equipment.

**CINEMA 33-1**  
**Digital Video Production Workshop I**  
**3 UNITS (CSU)**

*Lecture 1 hour Laboratory 4 hours*

*Pre-requisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better.*

Intermediate film and television students will produce short video projects using digital video cameras and editing systems.

**CINEMA 33-2**  
**Digital Video Production Workshop II**  
**3 UNITS (CSU)**

*Lecture 1 hour Laboratory 4 hours*

*Pre-requisite: Cinema 33 or 33-1 with satisfactory grades or better.*

Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s). Special emphasis will be on preproduction planning.

**CINEMA 38-1**  
**Modern Picture Stage Grip A**  
**3 UNITS (A)**

*Lecture 2 hours Laboratory 2 hours Open to all students.*

In this hands-on course, students learn basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production from the course textbook.

**CINEMA 38-2**  
**Modern Picture Stage Grip B**  
**3 UNITS (A)**

*Lecture 2 hours Laboratory 2 hours Open to all students.*

In this hands-on course, students learn additional basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production not covered in Cinema 38A.

**CINEMA 185**  
**DIRECTED STUDY**  
**1 UNIT (CSU)**

*Lecture 1 hour*

*Prerequisite Cinema 5 or Cinema 33*

The student creates a writing or post-production study project as agreed upon by the student and a supervising instructor.

**CINEMA 911**  
**COOPERATIVE EDUCATION - CINEMA**  
**1 UNIT (CSU)**

*Lecture 1 hour*

*Advisory: Cinema 1 with a satisfactory grade or better*

Cooperative Education is a work experience course that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 921**  
**COOPERATIVE EDUCATION - CINEMA**  
**2 UNITS (CSU)**

*Lecture 2 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 931**  
**COOPERATIVE EDUCATION - CINEMA**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*  
 Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 941**  
**COOPERATIVE EDUCATION - CINEMA**  
**4 UNITS (CSU)**

*Lecture 4 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*  
 Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**COMMUNICATION STUDIES 60A**  
**LISTENING AND SPEAKING LABORATORY**  
**0.25 UNIT NDA**

*Lab 0.75 hour*

*Co-requisite: Communication Studies 71*

*Advisories: ESL 3A, 3B, and 3C*

This level four course is co-requisite of Communication Studies 71. Students practice usage of the most common words in English, their accurate pronunciation of selected vowels and consonants and their usage in a speech laboratory setting.

**COMMUNICATION STUDIES 60B**  
**Listening and Speaking Laboratory**  
**0.25 UNIT NDA**

*Lab 0.75 hour*

*Pre-Requisites: Communication 60A, 71*

*Co-requisite: Comm 72*

*Advisories: ESL 4A, 4B*

This level five course is a co-requisite of Communication Studies 72. Students practice usage of the most common words, phrases and sentences in English, their accurate pronunciation of selected vowels, consonants, diphthongs, and their usage in a speech laboratory setting.

**COMMUNICATION STUDIES 60C**  
**Listening and Speaking Laboratory**  
**0.25 UNIT NDA**

*Lab 0.75 hour*

*Pre-Requisites: Communication Studies 60B, 72*

*Co-requisite: Comm 73*

*Advisories: ESL 5A and 5B*

This level six course is a co-requisite of Communication Studies 73. Students expand their vocabulary skills to include the most common words, phrases and sentences in English. They practice their accurate pronunciation of selected vowels and consonants within multi-syllabic words, differentiating minimal pairs, and their usage in a speech laboratory setting.

**COMMUNICATION STUDIES 60D**  
**Listening and Speaking Laboratory**  
**0.25 Unit NDA**

*Lab 0.75 hour*

*Pre-requisites: COMM 73 AND 60C*

*Co-requisites: COMM 76*

*Advisories: ESL 6A and 6B*

This level seven course is a co-requisite of Communication Studies 76. Students practice usage of the most common words and idiomatic expressions in English. They develop skills applying concepts of intonation and stress while employing accurate pronunciation of blended vowels, consonants and word endings in a speech laboratory setting.

**COMMUNICATION STUDIES 71**  
**Speaking English as a Second Language I**  
**3 UNITS NDA**

*Lecture 3 hours*

*Co-requisite: Communication Studies 60A*

*Advisories: ESL 3A, 3B, and 3C or appropriate placement score.*

Students practice using English as a Second Language. They supplement usage of the most common level four words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level four course is taken concurrently with Communication Studies 60A.

**COMMUNICATION STUDIES 72**  
**Speaking English as a Second Language II**  
**3 UNITS NDA**

*Lecture 3 hours*

*Prerequisite: Communication Studies 71 and 60A or appropriate placement score.*

*Co-requisite: Communication Studies 60B.*

*Advisories: ESL 4A, 4B*

Students practice English as a Second Language. They supplement usage of the most common level five words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level five course is taken concurrently with Communication Studies 60B.

**COMMUNICATION STUDIES 73**  
**Speaking English as a Second Language III**  
**3 UNITS NDA**

Lecture 3 hours

Prerequisite: Communication Studies 72 and 60B

Co-requisite: Communication Studies 60C.

Advisories: ESL 5A, 5B

Students practice English as a Second Language. They increase skills in articulation, pronunciation, fluency and oral composition. This level six course is taken concurrently with Communication Studies 60C.

**COMMUNICATION STUDIES 76**  
**English Speech as a Second Language IV**  
**3 UNITS (CSU)**

Lecture 3 hours

Pre-requisite: COMM 73 COMM 60C or appropriate placement score.

Co-requisite: COMM 60D.

Advisories: ESL 6A, 6B

May not be taken concurrently with any Communication Studies class other than COMM 60D.

Students accomplish speaking English as a second language fluently during in-class discussions and presentations. They acquire more skills with specific areas of articulation, pronunciation, fluency and oral composition when presenting speeches and conversing in small groups. This is a level seven course is taken concurrently with Communication Studies 60D

**COMMUNICATION STUDIES 91**  
**Speech Laboratory I**

**1 UNIT (A)**

Laboratory 3 hours

Advisory: COMM 76 and COMM 60D with a satisfactory grade or English 28 and 67 or equivalent.

Students learn about their own areas of speech functioning that require intervention such as adjusting respiration, phonation, resonance, articulation and cerebration. Results of an evaluation will become the basis of an educational plan of speech communication exercises. Students also learn the basic procedures for using computer-aided speech exercises and acquire fundamental skills in recording orally read text, analyzing their speech production and re-recording to accomplish mastery of new speech patterns. Students produce these newly acquired patterns with in a speech rate range of 60-89 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 92**  
**Speech Laboratory II**

**1 UNIT (A)**

Laboratory 3 hours

Prerequisite: COMM 91 with a satisfactory grade.

Students learn to differentiate their second set of speech functioning areas that require intervention based on the results of a second level evaluation. Students use computer-aided speech exercises and acquire mastery of more complex speech patterns by recording and analyzing their speech production followed by re-recording it. Students produce these newly acquired patterns within a speech rate range of 90-119 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 93**  
**Speech Laboratory III**

**1 UNIT**

Laboratory 3 hours

Prerequisite: Communication Studies 92

Students learn to assimilate the prior two levels in this third set of speech functioning areas that require intervention based on the results of a third level evaluation. Students use computer-aided speech exercises and conversational practice dialogues to apply complex integrated speech tasks. Recording and analyzing their speech production followed by re-recording to accomplish mastery of the third level of new speech patterns is also followed by small group guided conversational dialogues. Students produce the integrated speech patterns within a speech rate range of 120-149 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 94**  
**Speech Laboratory IV**

**1 UNIT**

Laboratory 3 hours

Prerequisite: Communication Studies 93

Students learn to generalize and habituate the prior three levels of speech functioning areas that have required intervention based on the results of a fourth level evaluation. Students utilize the prior learned technology and computer-aided speech exercises and conversational practice dialogues/feedback strategies transfer these skills for presenting short researched topics while applying the complex integrated speech tasks. Students produce the integrated speech patterns within a presentation speech rate range of 150-185+ words per minute and 90% mastery of the assigned speech tasks.

**TRANSFER COURSES****COMMUNICATION STUDIES 101****Oral Communication I****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 101 or 28, 67 or appropriate score on the College Placement*

Students study the theory and techniques of public speaking in a democratic society. They learn discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive extemporaneous public speeches utilizing effective outlines, structure and style.

**COMMUNICATION STUDIES 102****Oral Communication II****3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Communication Studies 101 and English 101.*

Students study advanced instruction and learn the art and skill of public speaking with particular focus on real-world speaking situations.

**COMMUNICATION STUDIES 104****Argumentation 1****3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Communication Studies 101*

*Advisory: English 101.*

Students learn the theory and uses of argumentation and critical thinking, including research and use of evidence and reason. Students also learn the application of critical thinking skills to construct and analyze oral and written arguments. Meets AA degree and transfer requirements in critical and analytic thinking.

**COMMUNICATION STUDIES 106****Forensics****2 UNITS (RPT 3) (CSU)**

Lecture 1 hour Laboratory 3 hours

Students develop the skills to research, prepare, and competitively deliver oral arguments in a debate or individual event at intercollegiate forensics tournaments.

**COMMUNICATION STUDIES 111****Voice and Articulation****3 Units (CSU)**

Lecture 3 hours

*Advisories: English 28 and 67 or Comm 76*

Students study methods of voice development and demonstrate improved speech sound production, articulation, pronunciation and prosody.

**COMMUNICATION STUDIES 121****The Process of Interpersonal Communication****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or COMM 76 with a satisfactory grade.*

Students identify the dynamics of informal speaking situations which take place when two to five people talk. Classroom exercises and experimentation provide understanding of self concept, perception, feedback, language, nonverbal communication, and listening.

**COMMUNICATION STUDIES 122****Communication Across Cultures****3 UNITS(UC: CSU)**

Lecture 3 hours

*Prerequisite: Communication Studies 121 and English 101*

Students analyze multicultural communication with a focus on communication fundamentals, language use, verbal and nonverbal communication styles of world cultures.

**COMMUNICATION STUDIES 130****Introduction to Oral Interpretation of Literature****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent with a satisfactory grade.*

Students learn oral interpretation of prose, poetry and drama. Stresses techniques of discovering published author's meanings and relating these meanings orally to an audience. Of special value to those whose occupation will involve reading aloud to others.

UC accepts only one of COMM 130 or Theatre 210. Meets both AA Degree and CSU Transfer requirements in Humanities.

**COMMUNICATION STUDIES 162****Communication Disorders****3 UNITS (CSU)***Lecture 3 hours**Prerequisites: COMM 111 and COMM 121*

Students learn about communication disorders such as stuttering, vocal pathologies, child language delays, autism and articulation disorders. The course outlines the development of speech and language including normal language acquisition. Focus is on guidelines for determining normal and disordered speech and language development. This course also discusses career paths related to Speech-Language Pathology.

**COMMUNICATION STUDIES 185****DIRECTED STUDY - 1 UNIT (CSU)****COMMUNICATION STUDIES 285****DIRECTED STUDY - 2 UNITS (CSU)****COMMUNICATION STUDIES 385****DIRECTED STUDY - 3 UNITS (CSU)**

*Prerequisite: 2.5 grade point average and at least 6 UNITS of transferable courses COMM 101, 102, 104, 121 and approval of the project.*

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information. Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit

**CO SCI 101****Introduction to Computers and Their Uses****4 UNITS (UC: CSU)***Lecture 3 hours; laboratory 2 hours**Credit not allowed if student has credit for CO SC/103.*

Students receive instruction in computer hardware, software, terminology, ethics, and social impact, plus an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all students.

**CO SCI 103****Introduction to Computer Systems for MIS****4 UNITS (UC: CSU)***Lecture 3 hours; laboratory 2 hours*

Students receive an introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and systems design, programming languages and flowcharting. Laboratory includes word processing, spreadsheets, database concepts and extensive programming in Visual BASIC.

**CO SCI 104****Mathematics for Programmers****3 UNITS (CSU)***Lecture 3 hours**Advisory: CO SC/103 or equivalent.*

The student develops mathematical reasoning and general problem solving skills using topics from discrete mathematics including first order logic, boolean algebra, set theory, relations and functions, combinations and permutations, discrete probability, graph theory, and finite state machine.

**CO SCI 107****Programming Logic****3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.*

The student develops program design skills and general problem solving skills by applying structured programming techniques to program specifications and already written programs. The student learns to write program designs and documentation from descriptions of programs and from the analysis of already written programs

**CO SCI 108****Beginning Visual Basic Programming****3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.*

The student learns program language terminology, the syntax and semantics of an event-driven, object-oriented program language, how to solve problems from descriptions of the problem in English and how to translate problem solution descriptions to Visual Basic.

**CO SCI 117****Beginning Microcomputer Assembly Language Programming****3 UNITS (UC: CSU)***Lecture 3 hours Laboratory 2 hours*

The student learns about organization and operation of real computer systems at the assembly-language level; mapping statements and constructs in a high-level language onto sequences of machine instructions as well as the internal representations of simple data types and structures; investigates basic principles of operating systems and programming language translation process; the various data representation errors and potential procedural errors.



**CO SCI 133****Micro Database Programming  
3 UNITS (CSU)**

Lecture 2 hours; laboratory 2 hours

The students learn the essential principles and concepts of microcomputer database environment. A comprehensive examination of the functions of a database command language is included.

**CO SCI 134****Operating Systems  
3 UNITS (CSU)**

Lecture 2 hours; laboratory 2 hours

Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.

The student gains knowledge and skills necessary to install, plan and maintain a Windows 7, one of the four core required courses of Microsoft Windows Certified Systems Engineer (MCSE), and prepares students for the related Microsoft exam.

**CO SCI 136****Introduction to Data Structures  
3 UNITS (UC: CSU)**

Lecture 2 hours; laboratory 2 hours

Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.

The student learns to apply complex data structures to the design of solutions to programming problems. The student learns to incorporate arrays, stacks, queues, dequeues, trees and graphs in the design of programs with the highly desirable result that the programs produced thereby are more data driven, more object oriented and more easily modified than designs that rely primarily on passing data among functions.

**CO SCI 138****Advanced Visual Basic Programming  
3 UNITS (UC: CSU)**

Lecture 2 hours; laboratory 2 hours

Prerequisite: CO SCI 108 with a satisfactory grade or better or equivalent.

An advanced programming course in the Visual Basic .Net programming language with objects, classes, exception handling, GUI, DBMS, SQL, ASP.NET, Data Structures, and Recursion.

**CO SCI 139****C++ Programming I  
3 UNITS (UC: CSU)**

Lecture 2 hours; Laboratory 2 hours

Prerequisite: CO SCI 103 with satisfactory grades or better.

The student learns all CS1 topics including Problem Analysis and Program Design, Simple Data Types, Streams and File I/O, Control Structures, Functions, Arrays, and Strings, emphasizing procedural programming with C++.

**CO SCI 140****C++ Programming II  
3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 2 hours

Prerequisite: CO SCI 139 with a satisfactory grade or better or equivalent.

Student learns Object-Oriented and Advanced programming with C++ including Classes, Data Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

**CO SCI 141****Programming in JAVA  
3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 3 hours

Prerequisite: CO SCI 103 and 141 with a satisfactory grade or better or equivalent.

Students learn the basics of procedural programming, plus the concepts of Object Oriented Programming.

**CO SCI 142****Advanced JAVA  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

Prerequisite: CO SCI103 and 141 with a satisfactory grade or better or equivalent.

The student learns about: UML, MultiThreading, Networking, Exception handling, Recursion, Files & Streams, JDBC, RMI, Inheritance, Polymorphism. This course is a sequel to CS141. This course will prepare a student to sit for the - Sun Certified JAVA Programmer - industry certification exam.

**CO SCI 148****Advanced Spreadsheet  
Applications  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

Prerequisite: CO SCI101 or 103 with a satisfactory grade or better or equivalent.

Students receive guidance in advanced spreadsheet operations, including nested functions, data tables, exporting/importing data, what-if-analysis, macro development, macro, logic, printing enhancements and spreadsheet systems development.

**CO SCI 151****Adobe Dreamweaver I  
4 UNITS (A)**

Lecture 2 hours Laboratory 1 hour

Advisory: CO SCI108 with a satisfactory grade or better or equivalent.

The student receives an extensive practical and theoretical framework for using Adobe's Dreamweaver to develop web sites, including enhancements for web page layout, coding, and Webmaster-user interactivity; server- and client-side scripting.

**CO SCI152****Adobe Flash  
3 UNITS (A)**

Lecture 2 hours Laboratory 1 hour

*Prerequisite:* CO SCI 151 with a satisfactory grade or better or equivalent.

The student receives an extensive practical and theoretical framework for using Adobe's Dreamweaver to develop web sites. It includes enhancements for web page layout, coding, and Webmaster-user interactivity; server- and client-side scripting.

**CO SCI158****Hyper-Text Markup Language (HTML)  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite:* CO SCI 101 with a satisfactory grade or better or equivalent.

The student learns basic internet concepts and technologies. The student learns to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and contra dynamic content using basic JavaScript.

**CO SCI 159****Web Projects  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite:* CO SCI 158 with a satisfactory grade or better or equivalent.

Covers more complex topics in rapidly changing technology of web pages construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students will complete web projects with emphasis placed upon recent developments in students and software.

**CO SCI 166****Discrete Structures with Applications  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite:* Math 125 and CO SCI 104 with a satisfactory grade or better or equivalent.

*Corequisite:* CO SCI 131 or 139

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: functions, relations and sets, basic logic, proof techniques, basics of counting, graphs, trees, and discrete probability.

**CO SCI 185****Directed Study - CO SCI  
1 UNIT (RPT 2) (CSU)**

Lecture 1 hour

Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

**CO SCI 186****Introduction to Oracle: SQL and PUSQL  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

The student learns the concepts of both relational and object relational databases and the SQL language. Students learn about data server technology and how to create and maintain database objects and how to store, retrieve, and manipulate data.

**CO SCI 187****Oracle DBA (Database Administration) Part 1A:  
Architecture and Administration  
3 UNITS**

Lecture 2 hours Laboratory 3 hours

*Prerequisite:* CO SCI 186 with a satisfactory grade or better or equivalent.

The student receives a firm foundation in basic administrative tasks and the necessary knowledge and skills to set up, maintain, and troubleshoot an oracle database. The students learn to use an administration tool to startup and shutdown a database, manage file and database storage, and manage users and their privileges.

**CO SCI 188****Oracle DBA (Database Administration) Part 1B:  
Backup and Recovery  
3 UNITS**

Lecture 2 hours Laboratory 3 hours

*Prerequisite:* CO SCI 187 with a satisfactory grade or better or equivalent.

This course focuses on planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various database backup, failure, restore and recovery scenarios. In hands-on exercises, students examine backup methodologies based on mission critical requirements of business enterprises.

**CO SCI 198****PUSQL Programming for Oracle  
3 UNITS**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.*

The student learns the Oracle PLISQL language which provides for programming logic features not contained within SQL. Also, the grammar, syntax and benefits of using the PLISQL language within an Oracle database environment are considered. The student creates and manages user-defined packages and Oracle supplied packages, plus creating functions and procedures to encapsulate business functionality. The skills to take an Oracle Developer Certification are provided.

**CO SCI 285****Directed Study- Computer  
Science Information Technology  
2 UNITS (CSU)**

*Lecture 2 hours*

Computer science students can pursue on their own an in-depth study of a subject of special interest in the field of Computer Science topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

**COMPUTER TECHNOLOGY 1****Introduction to Computer for Technicians  
4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Advisory: English 28 and 6 7. No UC credit if taken after Spring 1994.*

In this first course in the computer technology major students learn the physical aspects of computer hardware and low level programming.

**COMPUTER TECHNOLOGY 4****Introduction to Computer Networks  
4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

The students gain basic understanding of networking technologies, the OSI model, methods of signaling and encoding, interfaces, modems, and transmission media; and examine the most important protocols involved in moving data over a communication network.

**COMPUTER TECHNOLOGY 12****Introduction to Computer Hardware  
4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

Students learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

**COMPUTER TECHNOLOGY 14****A-Plus Certification Preparation  
4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

One of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam. Includes technology of portable computers, printers, understanding, installing and upgrading Microsoft Windows operating systems, working with the Windows Command Line Interface, troubleshooting and maintenance of Windows, essentials of computer security, networking, and internet.

**COMPUTER TECHNOLOGY 15****CompTIA Network+ Certification Preparation  
4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Computer Technology 4 with a satisfactory grade.*

Provides an in-depth examination of the technology and skills necessary to install, configure, and operate local and wide-area computer networks. Prepare the student for the CompTIA Network+ Certification examination.

**COMPUTER TECHNOLOGY 16****Security+ Certification Preparation  
4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Co Tech 4*

Students learn concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tools, and procedures to react to security incidents, and guard against the security risks. At the end of the course students are prepared for the CopmpTIA Security+ certification exam.

**COMPUTER TECHNOLOGY 17****Healthcare IT Technician Certification Preparation  
3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students learn concepts of Healthcare IT systems and gain skills necessary to apply knowledge to implement, deploy, and support IT systems in the healthcare field. Students will also learn the concepts of code of conduct policies and security best practices in medical facilities in order to support Electronic Health Records (EHR) systems. At the end of the course, students are prepared to take the CompTIA Healthcare IT Technician certification exam.

**COMPUTER TECHNOLOGY 20****Computer Logic and Arithmetic  
4 UNITS (CSU)**

*Lecture 3 hours. Laboratory 3 hours*

*Prerequisites: Electronics 4 and Electronics 10.*

The student learns the essential number and logic theory upon which digital computers today are based.

**COMPUTER TECHNOLOGY 30****Introduction to Microprocessors  
4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Computer Technology 20 with a satisfactory grade. Co-requisite: Computer Technology 36.*

*Advisory: Electronics 8.*

Students receive a survey of various microprocessor devices with an in-depth analysis of a selected microprocessor. Emphasis is placed on the architecture, instruction set, I/O interfacing, and typical applications of selected devices.

**COMPUTER TECHNOLOGY 36****Digital Devices and Circuits  
4 UNITS**

*Lecture 3 hours. Laboratory 3 hours*

*Prerequisite: Computer Technology 20 with a satisfactory grade. Advisory: Electronics 8.*

Students learn about digital integrated circuit devices such as registers, counters, encoder/decoders, multiplexer/demultiplexers, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

**COOPERATIVE EDUCATION 195****Work Experience - General I  
1 UNIT (RPT 1) (CSU)**

*Lecture 1 hour*

Students receive college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 75 paid hours or 60 volunteer hours during the semester.

**COOPERATIVE EDUCATION 295****Work Experience - General II  
2 UNITS (RPT 2) (CSU)**

*Lecture 2 hours*

Students receive supervised employment intended to assist them in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 150 paid hours or 120 volunteer hours during the semester.

**COOPERATIVE EDUCATION 395****Work Experience - General I  
3 UNITS (RPT 3) (CSU)**

*Lecture 3 hours*

Students receive supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 225 paid hours or 180 volunteer hours during the semester.

**CORRECTIONS 1****Introduction to Corrections  
3 UNITS (CSU)**

*Lecture 3 hours*

The student learns a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

**COUNSELING 40****College Success Seminar  
3 UNIT - (UC: CSU)**

*Advisory: Eligibility for English 28 and 67 or equivalent*  
This course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education. Los Angeles City College and Los Angeles Community College District policies and procedures, ethics and responsibility, diversity in higher education, learning strategies and educational planning, interpersonal communication, career development, health issues, and self-assessment techniques.

**DANCE SPECIALTIES 311  
(FORMERLY DNCESPC 459)****Flamenco and Spanish Dance  
1 UNIT (UC: CSU)**

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and basic step combinations.

**DANCE SPECIALTIES 321 (FORMERLY DNCESPC  
440)****Social Dance Techniques I  
1 UNIT (UC: CSU)**

Students learn basic social dance steps and combinations, terminology, music and appreciation of dance as an art form.

**DANCE SPECIALTIES 331  
(FORMERLY DNCESPC 446)****Tap Dance Techniques I  
1 UNIT (UC: CSU)**

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

**DANCE STUDIES 185  
Directed Study - Dance  
1 UNIT (CSU)**

*Laboratory 2 hours*

Students pursue directed study in Dance on a contractual basis under the direction of a supervising instructor. Refer to the 'Directed Study - Dance' section in the catalog for additional information. Consent of instructor.

**DANCE STUDIES 301  
Introduction to Choreography I  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Technique 111 or 121 or 141*

Students choreograph and perform dances with emphasis on energy space and time using basic steps and combinations, spacing, design, terminology, and music. Students learn an appreciation of dance as a performing art form.

**DANCE STUDIES 302  
Introduction to Choreography II  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Studies 301*

Students choreograph and perform dances with a minimum of 2 people with emphasis on basic steps and combinations, spacing, design, terminology, music, and appreciation of dance as a performing art form.

**DANCE STUDIES 303  
Introduction to Choreography III  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Studies 302*

Students choreograph and perform dances using at least 3 people or more with an emphasis on clear intention of dance, energy, space, and time, using basic, intermediate, or advanced steps and combinations, design, proper terminology, music, internal or external rhythms, themes and variations in dynamics, contrasts and direction. Students develop a greater appreciation and understanding of the tools necessary to create the dance as a performing art form.

**DANCE STUDIES 304  
Introduction to Choreography IV  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Studies 303*

Students choreograph and perform dances for 4 or more people, with emphasis on more advanced phrasing of movement combination spacing, design, terminology, music, an appreciation of dance as a performing art form and develop an ability to view dance critically.

**DANCE STUDIES 805  
History and Appreciation of Dance  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Pre-requisites: English 28 and 67.*

Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how Dance reflects the times, historical, social and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.



**DANCE TECHNIQUES 111  
(FORMERLY DANCETQ 434)**

**Ballet Techniques I  
1 UNIT (UC: CSU)**

Students learn basic Ballet steps and combinations at an introductory level, terminology, music, and appreciation of dance as a performing art.

**DANCE TECHNIQUES 112**

**Ballet Techniques II  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 111*

Students continue to learn basic Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCE TECHNIQUES 113**

**Ballet Techniques III  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 112*

Students learn more complex Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCE TECHNIQUES 114**

**Ballet Techniques IV  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 113*

Students perform several Ballet combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 121 (FORMERLY DANCETQ 437)**

**Jazz Dance Techniques I  
1 UNIT (UC: CSU)**

Students learn beginning jazz dance technique with an emphasis on basic steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 122**

**Jazz Dance Techniques II  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 121*

Students learn elementary jazz dance technique with an emphasis on basic elementary level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 123**

**Jazz Dance Techniques III  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 122*

Students learn intermediate jazz dance technique with an emphasis on intermediate level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 124**

**Jazz Dance Techniques IV  
1 UNIT (UC: CSU)**

*Pre-requisite: Dance Techniques 123*

Students learn advanced jazz dance technique with an emphasis on advanced level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 141**

**(FORMERLY DANCETQ431)  
Modern Dance Techniques I**

**1 UNIT (UC: CSU)**

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art. Course may be taken four times.

**DANCE TECHNIQUES 142**

**Modern Dance Techniques II  
1 UNIT (UC: CSU)**

*Pre-requisite: Modelli! Dance Techniques I*

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCE TECHNIQUES 143**

**Modern Dance Techniques III  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 142*

Students perform modern dance combinations with an emphasis on steps and combinations of greater complexity and duration, partnering, terminology, music, and appreciation of dance as a performing art.

**DANCE TECHNIQUES 144**

**Modern Dance Techniques IV  
1 UNIT (UC: CSU)**

*Prerequisite: Dance Techniques 143*

Students perform advanced level modern dance combinations with an emphasis on complexity in dance technique, rhythmic phrasing, dual and multi-partner weight sharing in all level dance phrases, clarity of detail and body connectivity. Students refine techniques of personal artistry, musicality, and performance and display deeper understanding and appreciation of dance as a performing art form.

**DANCE TECHNIQUES 221****(FORMERLY Phy Ed 225)****Yoga Skills I****1 UNIT (UC: CSU)**

Students learn the beginning level physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology

**DANCE TECHNIQUES 222****Yoga Skills II****1 UNIT (UC: CSU)***Pre-requisite: Yoga Skills I*

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**DANCE TECHNIQUES 223****Yoga Skills III****1 UNIT (UC: CSU)***Pre-requisite: Yoga Skills II*

intermediate-level Students deepen their understanding and strengthen their physical practice of Yoga, connecting body, mind and spirit. Students perform harder positions, longer flow/ vinyasa sequences, maintain balance and inversion postures for extended periods and gain greater knowledge of the philosophical principles of the Yoga system.

**DANCE TECHNIQUES 224****Yoga Skills IV****1 UNIT (UC: CSU)***Pre-requisite: Yoga Skills III*

Advanced-level students intensify their understanding and performance of Yoga asanas, develop a personal practice, and apply knowledge of the philosophical principles of the Yoga system to real life. Connecting body, mind and spirit, students perform challenging positions, in (sanding/seated inversions) and extended flow/vinyasa sequences.

**DANCE TECHNIQUES 241****(FORMERLY DANCETQ 400)****Stress Management Techniques Through Dance and Movement I****1 UNIT (UC: CSU)**

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**DANCE TECHNIQUES 242****Stress Management Techniques Through Dance and Movement****1 UNIT (UC: CSU)***Pre-requisite: Dance Techniques 241*

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**DENTAL TECHNOLOGY 100****Introduction to the Dental Laboratory****2 UNITS (A)***Lecture 1 hour Lab 3 hours*

Students learn an introduction to the modern dental laboratory. Working with gypsum products, as well as model and die production are stressed.

**DENTAL TECHNOLOGY 101****Elements of Dental Technology****2 UNITS (A)***Lecture 2 hours*

*Advisory: English 21 or equivalent. Open to all college students.*

Students receive an orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

**DENTAL TECHNOLOGY 102****Dental Anatomy and Terminology****3 UNITS (A)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

The students learn about dental terminology, oral cavity including morphology and function of the primary and secondary human dentition, occlusion concepts and anatomical landmarks. Additionally, the students learn the significance of: skull osteology, myology and tooth supporting structures, histology.

**DENTAL TECHNOLOGY 103****Complete Denture Prosthetics I****5 UNITS (A)***Lecture 3 hours Laboratory 5 hours**Prerequisite: Dental Technology 100 and 102*

The art and science of creating natural looking complete dentures.

This course will include: anatomy, concepts of natural smile, selecting teeth, setting denture teeth, waxing to duplicate natural tissue, processing, finishing, and polishing dentures.

**DENTAL TECHNOLOGY 105**  
**Complete Denture Prosthetics II**  
**2 UNITS (A)**

*Lecture 1 hour Laboratory 3 hours*

*Prerequisite: Dental Technology 103*

Construction of maxillary and mandibular dentures in balanced occlusion.

**DENTAL TECHNOLOGY 106**  
**Dental Materials**  
**3.5 UNITS (A)**

*Lecture 3 hours Laboratory 1 hour*

*Prerequisite: Dental Technology 100*

Students learn by lecture, demonstration and experiment the physical properties of dental materials including, composition and uses of dental materials.

**DENTAL TECHNOLOGY 108**  
**Gnathological Concepts**  
**3 UNITS (A)**

*Lecture 2 hours Lab 2 hours*

*Prerequisite: Dental Technology 109.*

Students learn about gnathological concepts of morphology and functional occlusion. Understanding and reconstructing ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on fully adjustable articulators.

**DENTAL TECHNOLOGY 109**  
**Fixed Prosthetics I**  
**4 UNITS (A)**

*Lecture 2 hour. Lab 6 hours*

*Prerequisite: Dental Technology 100 and 102*

*Advisory: English 28 and 67 or equivalent.*

The student learns morphological and functional waxing anterior and posterior single UNITS by using Productivity Training Corporation techniques and methodology based on establishing fundamentals and skills step learning system along with ongoing evaluation methods of student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. introduction to clinical impressions and full contour wax-up. the student learns techniques in spruing, investing and metal finish and polish are part of the course outline.

**DENTAL TECHNOLOGY 111**  
**Fixed Prosthetics II**  
**5 UNITS (A)**

*Lecture 2 hours Lab 6 hours*

*Prerequisite: Dental Technology 109*

Waxing single and multiple UNITS by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Applied techniques in spruing, investing and casting including soldering, are part of the course outline.

**DENTAL TECHNOLOGY 112**  
**Removable Partial Denture Prosthetics I**  
**5.5 UNITS (A)**

*Lecture 3 hours Laboratory 5 hours*

*Prerequisite: Dental Technology 103*

An introduction to the study of removable partial denture construction, use of the dental surveyor, design of the partial, waxing and casting techniques.

**DENTAL TECHNOLOGY 202**  
**Laboratory Management**  
**4 UNITS (A)**

*Lecture 2 hours Lab 6 hours*

*Co-requisite: Dental Technology 207 or 208*

The students learn to observe and work with a skilled dental technician in a dental office, clinic or dental laboratory. The student applies the knowledge and skills learned in the classroom in a dental office, clinic or dental laboratory. The students learn about production, operation, and management of dental laboratory business including; Human Resource Management. Various types of business financing. Identify various marketing strategies. Business ownership and current professional topics.

**DENTAL TECHNOLOGY 203**  
**Metal Ceramic Restorations**  
**2 UNITS (A)**

*Lecture 1 hour Lab 3 hours DENTAL TECHNOLOGY 207*

*Advanced Complete Dentures*

*10 UNITS (A)*

*Lecture 4 hours Laboratory 12 hours Prerequisite:*

*Dental Technology 105*

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, polishing, as well as science of color and esthetic design.

**DENTAL TECHNOLOGY 204**  
**Orthodontics**  
**3 UNITS (A)**

*Lecture 2 hours Lab 2 hours*

*Prerequisite: Dental Technology 112*

This course goes into the construction and repair of orthodontic and pedodontic appliances. Emphasis will be paced on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances

**DENTAL TECHNOLOGY 205**  
**Advanced Removable Partial Dentures**  
**10 UNITS**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 112 and 105.*

This course is the first course for Removable Prosthetic Specialists in Dental Technology Program. This course incorporates advanced removable partial denture design, and manufacturing techniques

**DENTAL TECHNOLOGY 206**  
**Advanced Fixed Prosthetics**  
**10 UNITS**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 111 and Dental Technology 108*

This course is the first course for Fixed Prosthetic

**DENTAL TECHNOLOGY 207**  
**Advanced Complete Dentures**  
**10 UNITS (A)**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology 105*

This course is the second course for Removable Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced removable partial denture design and manufacturing techniques.

**DENTAL TECHNOLOGY 208**  
**Advanced Ceramic Restorations**  
**10 UNITS (A)**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 206*

This course is the second course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced Ceramic Restoration design and manufacturing techniques.

**DENTAL TECHNOLOGY UCLA COURSES MASTER CERAMIST PROGRAM**

**DENTAL TECHNOLOGY 300**  
**Introduction to Esthetic Dentistry**  
**0.5 UNITS**

*Lecture .5 hour*

*Prerequisite: Dental Technology 111. Advisory: Dental Technology 108.*

Students learn to use the right side of the brain to analyze and execute the waxing of both anterior and posterior teeth. Successful completion of all aspects of this course allows entry into the LACC/ UCLA Esthetic Dental Design Program.

**DENTAL TECHNOLOGY 301**  
**Macro and Micro Esthetics**  
**8 UNITS**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology Advisory: Dental Technology 108.* Students learn the inter-tooth components of a natural esthetic smile as well as the intra-tooth component of each individual tooth.

**DENTAL TECHNOLOGY 302**  
**Esthetic Dental Photography Communications & Shade Analysis**  
**3.72 UNITS**

*Lecture 2.22 hours Laboratory 4.45 hours Prerequisite: Dental Technology 300.*

Master Ceramist Program students learn to master the art and science of dental photography for analysis and communication. The different zones of an individual teeth are analyzed and mapped using both visual and computer generated techniques to create a guide for fabricating a dental restoration.

**DENTAL TECHNOLOGY 303**  
**Skeleton build-up for Porcelain Fused to Metal**  
**5 UNITS**

*Lecture 4 hours Laboratory 4 hours Prerequisite: Dental Technology 300.*

The Master Ceramist Program student learns the design and fabrication of Cast and Composite Metal, single and multiple unit substructures, and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.

**DENTAL TECHNOLOGY 304**  
**Skeleton build-up for All Ceramic Restorations**  
**8 UNITS**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology 300.*

The Master Ceramist Program students learn the design and fabrication of All-Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

**DENTAL TECHNOLOGY 305**  
**Skeleton build-up for Pressable Ceramic Restorations**  
**8 UNITS**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology 300.*

The Master Ceramist Program student learns the design and fabrication of Heat-Pressed Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

**DENTAL TECHNOLOGY 306****Prototypes and Indirect Composite Restorations  
12 UNITS**

*Lecture 6 hours Laboratory 18 hours Prerequisite: Dental Technology 301.*

The Master Ceramist Program student learns multiple techniques in making esthetic temporary and permanent restorations.

**DENTAL TECHNOLOGY 308****Skeleton Build-up for Laminate Veneers  
2.5 UNITS**

*Lecture 1 hour Laboratory 5.66 hours Prerequisite: Dental Technology 301.*

The Master Ceramist Program students learn the design and fabrication of Laminate Veneer single and multiple unit substructures and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.

**DENTAL TECHNOLOGY 309****Live-Patient Course  
18 UNITS**

*Lecture 5 hours Laboratory 46.8 hours Prerequisite: Dental Technology 304.*

Second term Master Ceramist Program students learn to interact with patients for shade analysis and establish tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

**DENTAL TECHNOLOGY 311****Master Ceramist Uve- Patient Course I  
7 UNITS**

*Lecture 3 hours Laboratory 12 hours  
Prerequisite: Dental Technology 304*

The Master Ceramist Program students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

**DENTAL TECHNOLOGY 312****Master Ceramist Uve- Patient Course III  
7 UNITS**

*Lecture 3 hours Laboratory 12 hours  
Prerequisite: Dental Technology 304*

Third term Master Ceramist students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

**DENTAL TECHNOLOGY 313****Master Ceramist Uve- Patient Course IV  
18 UNITS**

*Lecture 5 hours Laboratory 39 hours  
Prerequisite: Dental Technology 304*

Fourth term Master Ceramist Program students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom contour dental restorations for placement in the patients' mouth.

**ADVANCED PROSTHODONTICS,  
IMPLANTS AND MAXILOFACIAL  
PROGRAM****DENTAL TECHNOLOGY 401****Dental Implants  
4 UNITS**

*Lecture 2 hours Laboratory 6 hours  
Prerequisite: Dental Technology 207 and 208.*

The students will learn about dental implants including: history, surgical overview, types of implants and implant restorations, case planing, prosthodontic procedures, laboratory procedures, restorative materials, case finalization.

**DENTAL TECHNOLOGY 402****Advanced Prosthodontics 1  
16.5 UNITS**

*Lecture 5 hours Laboratory 35 hours Prerequisite: Dental Technology 401.*

The Advanced Prosthodontic, Implant & Maxillofacial Program students learn the planning and fabrication of Advanced Implant, Fixed and Removable Prosthodontics and Dental Ceramics.

**DENTAL TECHNOLOGY 403****Advanced Prosthodontics 2  
6 UNITS**

*Lecture 3 hours Laboratory 10.3 hours Prerequisite: Dental Technology 402.*

The Advanced Prosthodontic, Implant & Maxillofacial Program students learn the planning and fabrication of advanced multi-unit full mouth reconstruction dental ceramics.

**DENTAL TECHNOLOGY 404****Advanced Prosthodontics 3  
16.5 UNITS**

*Lecture 5 hours Laboratory 35 hours*

The Advanced Prosthodontic, Implant & Maxillofacial students learn the planning and fabrication of advanced implant, fixed, removable prosthodontic and maxillofacial appliances using hybrid materials and precision attachments.



**EARTH SCIENCE 1****Earth Science  
3 UNITS (UC: CSU)**

Lecture 3 hours .

Advisory: English 28 and 67 or equivalent.

Students learn a general introduction to the study of earth's rocks, landforms, atmosphere, and oceans. Students learn interrelationships between the land, atmosphere, and oceans and relate these subjects to global climate change.

**ECONOMICS 1****Principles of Economics I  
3 UNITS (UC: CSU)**

Lecture 3 hours

PREREQUISITES: Mathematics 115

ADVISORIES: English 28 and 67 or equivalent and Mathematics 125.

Students learn the principles and methods of economic analysis; topics include the analysis of the laws of supply and demand, price theory, economic analysis of the firm and resource allocation, market structures of the American economy, and other topics relevant to microeconomic analysis.

**ECONOMICS 2****Principles of Economics II  
3 UNITS (UC: CSU)**

Lecture 3 hours

PREREQUISITES: Mathematics 115

ADVISORIES: English 28 and 67 or equivalent and Mathematics 125.

Students learn the principles and methods of aggregative macroeconomic analysis; topics include money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

**ELECTRONICS 2****Introduction to Electronics and Computer  
Technology  
3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Students learn the basic concepts of electricity and applications of simple electronic components through introduction to the technological implications of electronics. The laboratory emphasizes skills in breadboarding and soldering and hands-on exposure to basic electronic principles.

**ELECTRONICS 4****Fundamentals of Electronics I  
4 UNITS (CSU)**

Lecture 3 hours Laboratory 3 hours Co-requisite: Electronics 10.

Students learn the concepts of direct current circuits, including basics of electricity, series and parallel circuits, meters, batteries, resistors, and magnetism. The laboratory emphasizes skills in the analysis of circuits and the use of test equipment.

**ELECTRONICS 6****Fundamentals of Electronics II  
4 UNITS (CSU)**

Lecture 3 hours Laboratory 3 hours

Prerequisite: Electronics 4 with satisfactory grade or better or equivalent.

Co-requisite: Electronics 12.

The student receives a detailed study of alternating current theory and applications, including reactance, impedance, resonance, transformers, coupling, filters, bandpass, and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

**ELECTRONICS 8****Electron Devices  
4 UNITS (CSU)**

Lecture 3 hours Laboratory 3 hours

Prerequisite: Electronics 4 and 10 with satisfactory grade or better or equivalent.

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

**ELECTRONICS 10****Mathematics of Electronics I  
3 UNITS (CSU)**

Lecture 3 hours.

The student learns mathematical methods and techniques for the solution of basic DC circuit problems including the study of algebraic operations, simple linear equations, algebraic fractions, ratio and percent, graphing, and use of the electronic calculator.

**ELECTRONICS 12****Mathematics of Electronics II  
3 UNITS (CSU)**

Lecture 3 hours

Perquisite: Electronics 10 with satisfactory grade or better or equivalent.

Students develop skills in the use of algebra, trigonometry, complex numbers, logarithms, and determinants as needed in electronics calculations. Techniques of network solutions including Kirchhoff's and Ohm's laws and Thevenin's and Norton's theorems are emphasized.

**ELECTRONICS 20**  
**Electronics Circuits I**  
**4 UNITS(CSU)**

Lecture 3 hours Laboratory 3 hours

Prerequisite: Electronics 6 and 8 with satisfactory grades or better or equivalent.

The students learn the applications of electronic devices such as diodes, junction and FET transistors, MOSFET's, SCR's, to circuits such as signal and power amplifiers, multi-stage amplifiers, differential amplifiers, and special controller circuits. They solve circuit analysis problems with breadboards and computer simulations in the electronics laboratory.

**ELECTRONICS 101**  
**Science Electronics**  
**3 UNITS (CSU)**

Lecture 3 hours

Advisory: Electronics 2

Students receive a survey of electronics technology in the context of the principles of science. The application of the methods of science, technology, engineering, and mathematics (STEM) to topics ranging from basic circuits to complex integrated circuits, and products that use them. Includes topics in electronic music, computers, robotics, digital communication, and a variety of existing technologies. Social, political, and economic impact of electronic technology are explored.

**ELECTRONICS 155**  
**Electronics V**  
**4 UNITS (A)**

Lecture 3 hours Laboratory 3 hours

Prerequisite: Electronics 20

Students learn the advanced theory related to electronic devices and their analog applications. Topics include oscillators, regulated power supplies, analog-digital and digital-analog-converters, introduction to radio frequency theory, modulation, transmission line, antennas, and analog systems as in audio and video analog systems. The laboratory provides hands-on skills in the design, construction, and troubleshooting of typical circuits and the use of test equipment.

**ELECTRONICS 156**  
**Electronics VI**  
**4 UNITS (A)**

Lecture 3 hours Laboratory 3 hours

Prerequisite: Co Tech 30

Students learn the technology involved in the design and implementation of intelligent machines using a top-down systems approach. Topics include programmable logic devices, complex microprocessors, embedded controllers, and input/output devices using microprocessors or designed to work with microprocessor-based machines. The laboratory involves system design using CAD software, construction of prototypes, and microprocessor programming.

**ELECTRICAL ENGINEERING 220**  
**Electrical Circuits I**  
**4 UNITS (UC: CSU)**

Lecture 3 hours Laboratory 3 hours

Prerequisites: Physics 102 with a satisfactory grade or equivalent. Co-requisite: Mathematics 275.

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical engineering such as DC, AC, operational amplifiers, multi-phase power, and frequency response. Students also perform laboratory exercises to learn how to realize circuit designs using electronic components and to use instruments such as multimeters, oscilloscopes, and signal generators.

**ENGINEERING 101**  
**Introduction to Science, Engineering and Technology**  
**2 UNITS (UC: CSU)**

Lecture 2 hours

Required of all engineering first semester students. Open to all. Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic math is required.

**ENGINEERING 131**  
**Statics**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

Prerequisite: Physics 101 with a satisfactory grade or equivalent.

The students learn how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. The course also covers center of mass, centroids, friction, and moment of inertia.

**ENGINEERING 151**  
**Materials of Engineering**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Physics 101 and Chemistry 101 with satisfactory grades or better or equivalent.*

The student learns how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation, fracture, electrical, and magnetic properties.

**ENGINEERING 212**  
**CADD for Engineers II**  
**3 UNITS (RPT 3) (UC: CSU)**

*Lecture 2 hour Laboratory 2 hours*

Students develop 3-0 representations of engineering components and assemblies using Solidworks feature based parametric solid modeling software. Instruction is given in the types of solid object manipulations that are common to all parametric solid modeling software and used in industry to construct components that can be further combined to make assemblies. The preparation of engineering drawings from the 3-0 representation using automation tools is also covered.

**ENGINEERING 241**  
**Strength of Materials**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Engineering, General131 with a satisfactory grade or equivalent.*

The student learns the application of mechanics to determining the effect of forces and torques on materials. The student will be able to apply this knowledge to the design of load bearing components. The course will cover the following topics: stress, strain, axial Loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

**ENGLISH 20**  
**College Reading Skills**  
**6 UNITS NDA**

*Lecture 6 hours*

*Prerequisite: Appropriate score on the English Placement Exam.*

Students receive instruction in techniques of writing clear, coherent compositions and improvement in reading skills which reinforce writing skills necessary for academic success.

**ENGLISH 28**  
**Intermediate Reading and Composition**  
**3 UNITS (A)**

*Lecture 3 hours*

*Prerequisite: ESL 6A or English 21 or 73 or 97 or equivalent or appropriate placement score.*

*Co-requisite: English 67*

Students receive instruction in techniques of writing at the college level with an emphasis on grammar and various essay writing modes. Students develop reading skills through an analysis of fiction and non-fiction materials.

**ENGLISH 67**  
**Writing Laboratory**  
**0.5 UNITS NDA**

*Laboratory 1 hour.*

*Co-requisite: English 28*

Students practice the writing skills presented in English 28.

**ENGLISH 68**  
**Reading Laboratory**  
**0.5 UNIT NDA**

*Laboratory 1 hour.*

Students can improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences, and summarizing a chosen text.

**ENGLISH 69**  
**Writing and Revising on the Computer**  
**1 UNIT- (RPT 3) NDA**

Laboratory 2 hours

English 69 is designed to supplement and enhance learning in intermediate writing composition and reading courses by providing individualized tutorial and self-help assistance, computers, online resources, and other resource materials that enhance students' critical reading, writing, and computer skills necessary for success in college, career, and vocations.

**ENGLISH 78**  
**Writing Memoir**  
**3 UNITS (A)**

Lecture 3 hours

Advisory: English 97, ESL 6A, or equivalent.

Students read full-length memoirs by published writers and outline and compose their own memoirs. Students read full-length memoirs by published writers create an outline and compose their own memoir.

**ENGLISH 94**  
**Intensive Grammar Review**  
**3 UNITS NDA**

Lecture 3 hours

Advisory: English 21 or 97.

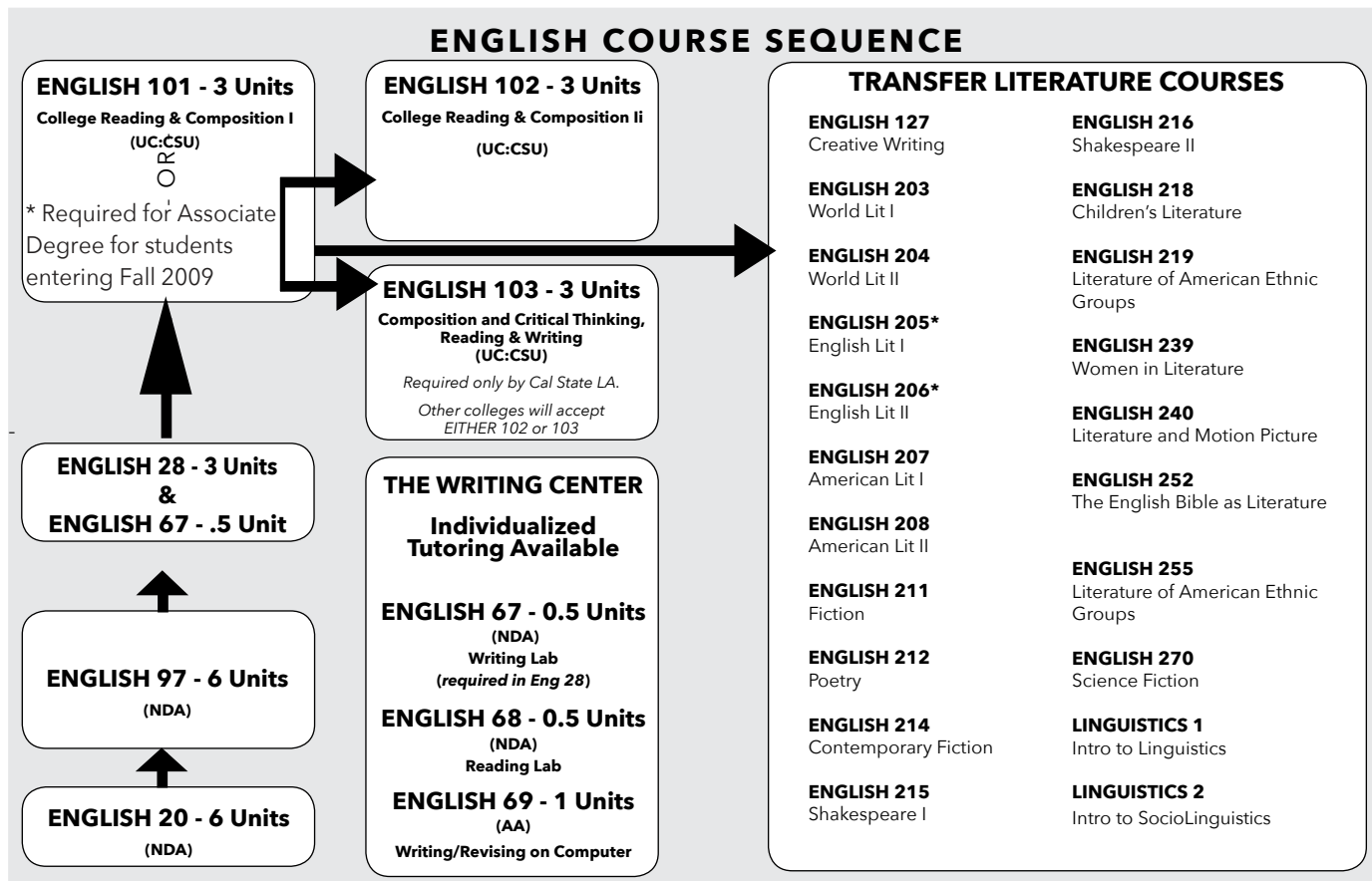
Students learn the parts of speech, grammar, mechanics, sentence style, punctuation, and word usage in English. The students engage in an intensive review of grammar and sentence structure to better prepare them for English 28 or 101.

**ENGLISH 97**  
**Introduction to College English and Reading Skills**  
**6 UNITS**

Lecture 6 hours

Prerequisite: English 20 or Appropriate placement score.

Students will be introduced to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills. There will also be an introduction to English grammar, college vocabulary, and academic writing skills as well as instruction in comprehending expository articles, narratives, and college -level textbook material.



**ENGLISH 101**  
**College Reading and Composition I**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 67 and 28 or appropriate placement score.

*Advisory:* English 108

Students develop their skills for writing college-level essays that incorporate various documentation styles. Students learn the importance of various fiction and non-fiction readings.

**ENGLISH 102**  
**College Reading and Composition II**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*PREREQUISITE:* English 101 or equivalent.

*ADVISORY:* English 108.

Students study representative works from major genres, to develop close reading and analytical writing skills, and have appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Students study literature and literary criticism in order to develop critical thinking and reading and writing skills beyond the level achieved in English 101. This course emphasizes logical reasoning, analysis, and strategies of argumentation.

**ENGLISH 103**  
**Composition and Critical Thinking**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 101 or equivalent.

This is an advanced writing course where students further develop their logical, argumentative and analytical thinking, and writing skills. The course will utilize various fiction and non-fictional readings.

**ENGLISH 108**  
**Writing Workshop**  
**0.50 UNITS (CSU)**

Laboratory 1 hour

Students enrolled in English 101, 102 and 103 will receive additional instruction in writing their college-level essays. The lab course will review research techniques and proper citation, as well as strategies in organization and support, to revise their papers.

**ENGLISH 127**  
**Creative Writing**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 102 or equivalent.

Students receive intensive training in writing poetry, prose fiction, and/or playwriting. Students compose works that are discussed as part of instruction, supplemented by examples of published writers and theoretical essays on the creative process.

**ENGLISH 203**  
**World Literature I**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 101 or equivalent.

A reading of key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

**ENGLISH 204**  
**World Literature II (1600 to the present)**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 101 or equivalent.

Study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

**ENGLISH 205**  
**English Literature I (Beginnings to 1800)**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 102 or equivalent.

Students read, discuss, and analyze major works of English literature from the beginnings to the late eighteenth century to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

**ENGLISH 206**  
**English Literature II:**  
**Nineteenth Century to the Present**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite:* English 102 or equivalent.

Students read, discuss and analyze major works of English literature from the nineteenth century to the present to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.



**ENGLISH 207****American Literature I:  
Nineteenth Century to the Present  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read American writers and analyze themes from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of subject, and opinion, in American literature.

**ENGLISH 208****American Literature II:  
Nineteenth Century to the Present  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read, discuss, and analyze major American literature from the Civil War Period to the present in order to understand, appreciate, and investigate multicultural influences within national identity. Students read works by Mark Twain, Kate Chopin, Robert Frost, Wallace Stevens, Langston Hughes, William Faulkner, Zora Neale Hurston, Leslie Marmon Silko, Tomas Rivera, Bharati Mukerjee, Allen Ginsberg, and others.

**ENGLISH 211****Fiction- 3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read, discuss, and analyze selected short stories and novels written in, or translated into, English from a diversity of cultures and countries to increase students' understanding and appreciation of the art and craft of fiction writing.

**ENGLISH 212****Poetry- 3 UNITS (UC: CSU)**

Lecture 3 hours.

*PREREQUISITE: English 101 or equivalent.*

Students study works by selected poets and background for appreciation of the poetic form, including early verses to 20th and 21st century poetry. Students gain a historical sense and literary appreciation shaped by readings which include reading stylistically and culturally diverse works.

**ENGLISH 214****Contemporary Literature  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read key literary works and ideas of recent mainstream and ethnically diverse literature to develop understanding and appreciation of contemporary culture through reasoned analyses of its literature.

**ENGLISH 215****Shakespeare I  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read Shakespeare to develop an understanding of and appreciation for his sonnets and representative comedies, histories, and tragedies, focusing primarily on the spectrum of his earlier work to his career's midpoint.

**ENGLISH 216****Shakespeare II  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students continue to study Shakespeare's poetry, theater, and drama with a selection of different works of Shakespeare than those used in English 215.

**ENGLISH 218****Children's Literature  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

A study of children's literature with an emphasis on the nature and development of the genre and why this literature takes so many different forms. Some consideration of the various concepts of the "child" will be included.

**ENGLISH 219****The Literature of American Ethnic Groups  
3 UNITS (UC: CSU)**

Lecture 3 hours Laboratory 3 hours *Prerequisite: English 101 or equivalent.*

Students use critical analysis of the various ethnic American writers who straddle two or more cultures, analyzing in terms of assimilation, acculturation, double and mestiza consciousness and wholeness.

**ENGLISH 239****Women in Literature  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students become acquainted with the work of women writers, historical and contemporary, who have made important contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, Cisneros, Butler, Hong-Kingston, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominant themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

**ENGLISH 240****Literature and the Motion Picture I  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

The student will examine the comparative arts of literature and the motion picture, analyzing the inherent conflicts of translation between two different mediums. This includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers. The course explores the variations in mediums and the act of translation across mediums.

**ENGLISH 252****The English Bible as Literature  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students study the principle achievements of the Hebrew and Greek Testaments, analyzing the numerous literary and cultural influences within and of the Bible.

**ENGLISH 255****Latin American Literature  
3 UNITS (UC: CSU)**

Lecture 3 hours *Prerequisite: English 101 or equivalent.*

Students study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges and will explore the themes of magical realism, social engagement, 'la raza cosmica'; and utopian yearnings.

**ENGLISH 270****Science Fiction- Fantasy  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: English 101 or equivalent.*

Students read and study works of science fiction, with an emphasis on the use of mythology, science fiction by scientists and non scientists, philosophically oriented science fiction, and science fiction as fantasy and escape literature.

**ENGLISH 285****Directed Study-English  
2 UNITS (CSU)**

Lecture 2 hours

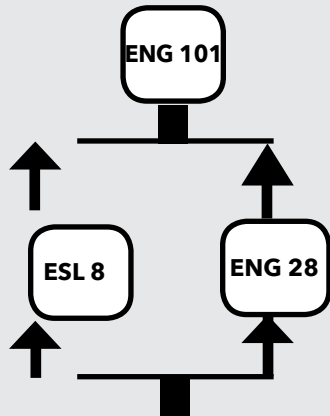
Students pursue directed study in literary analysis, a particular genre or period, or independent research on a contract basis under the direction of a supervising instructor.

**ENGLISH 385****Directed Study-English  
3 UNITS (CSU)**

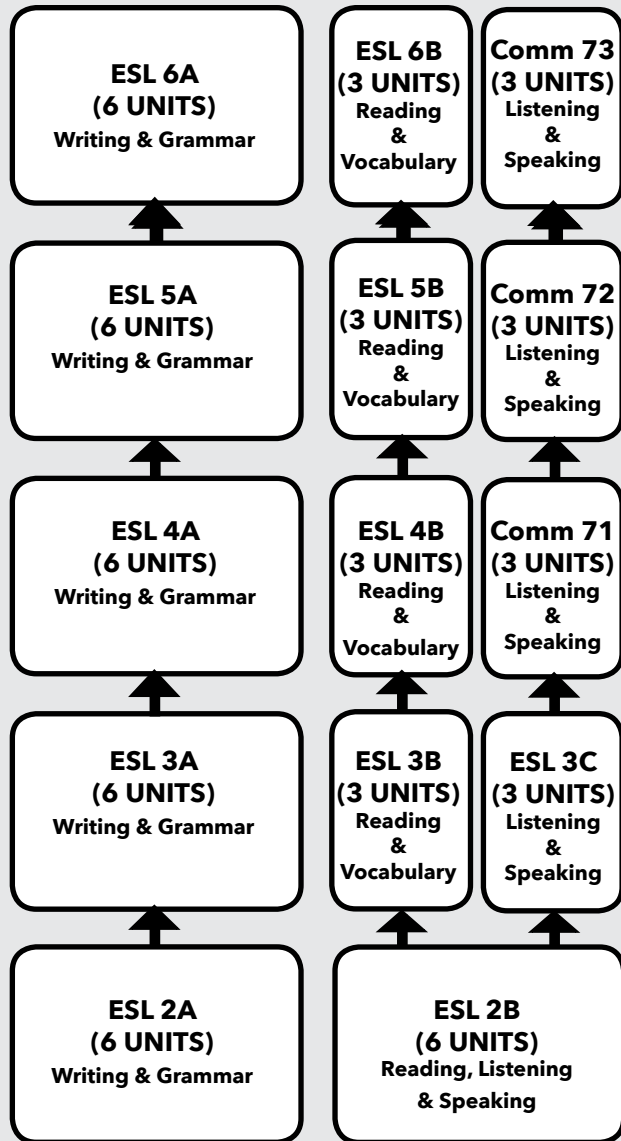
Lecture 3 hours

Allows students to pursue directed study on a contract basis under the direction of a supervising instructor.

### ESL COURSE SEQUENCE



Students who receive credit in ESL 6A may register for ESL 8 or English 28.



**ESL 2A**  
**College ESLII: Writing and Grammar**  
**6 UNITS NDA**

*Lecture 6 hours*  
*Prerequisite: Appropriate placement level demonstrated through the assessment process.*  
*Advisory: ESL 2B. (Pass/No Pass)*  
 Students in this high-beginning ESL course learn reading, writing, and grammar skills to prepare them for academic work. The course content emphasizes vocabulary, grammar, and writing through guided and free writing of multi-sentence compositions on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development. Required: Eight to ten writing assignments, including at least four compositions of 100-150 words.

**ESL 2B**  
**College ESL II: Reading, Listening, and Speaking**  
**6 UNITS NDA**

*Lecture 6 hours*  
*Prerequisite: Appropriate score on the ESL placement assessment.*  
*Advisory: ESL 2A. (Pass/ No Pass)*  
 Students in this high-beginning ESL course learn listening, speaking, and reading comprehension and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to start building academic vocabulary and reading skills.

**ESL 3A**  
**College ESL III: Writing and Grammar**  
**6 UNITS**

*Lecture 6 hours*  
*PREREQUISITES: ESL 2A or Appropriate Score on the English Placement Exam. A*  
*ADVISORIES: ESL 3B or ESL 3C. (Credit/No Credit)*  
 Students in this low-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 150-250 words. Prerequisite: Completion of ESL 2A with credit, or appropriate ESL placement level demonstrated through the assessment process.

**ESL 3B****College ESL III: Reading and Vocabulary  
3 UNITS**

Lecture 3 hours

*Prerequisite:* ESL 2B or appropriate score on the ESL placement assessment.

*Advisory:* ESL 3A or ESL 3C. (Pass/No Pass)

Students in this low-intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

**ESL 3C****College ESL III: Listening and Speaking  
3 UNITS**

Lecture 3 hours

*Prerequisite:* ESL 2B or appropriate score on the ESL placement assessment.

*Advisory:* ESL 3A and ESL 3B.

(Pass/ No Pass)

Students at the low-intermediate ESL level learn skills to improve listening and speaking to prepare them for college work.

**E.S.L. 4A****College ESL IV: Writing and Grammar  
6 UNITS**

Lecture 6 hours

*Prerequisite:* ESL 3A or appropriate score on the ESL placement assessment.

*Advisory:* ESL 4B.

(Pass/ No Pass)

Students in this intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, each of at least four paragraphs of 200-300 words. Prerequisite: Completion of ESL 3A with credit, or appropriate ESL placement level demonstrated through the assessment process.

**E.S.L. 4B****College ESL IV: Reading and Vocabulary  
3 UNITS**

Lecture 3 hours

*Prerequisite:* ESL 3B or appropriate score on the ESL placement assessment.

*Advisory:* ESL 4A. (Pass/ No Pass)

Students in this intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

**E.S.L. 5A****College ESL V: Writing and Grammar  
6 UNITS (CSU)**

Lecture 6 hours

*Prerequisite:* ESL 4A or appropriate score on the ESL placement assessment.

*Advisory:* ESL 5B.

Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words. Prerequisite: Completion of ESL 4A with credit, or appropriate ESL placement level demonstrated through the assessment process.

**E.S.L. 5B****College ESL V: Reading and Vocabulary  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* ESL 4B or appropriate score on the ESL placement assessment. *Advisory:* ESL 5A.

Students in this high-intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

**E.S.L. 6A****College ESL VI: Writing and Grammar  
6 UNITS (CSU)**

*Prerequisite:* ESL 5A or appropriate score on the ESL placement assessment.

*Advisory:* ESL 6B.

Students at this advanced ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 400-600 words. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

**E.S.L. 6B****College ESL VI: Reading and Vocabulary  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* ESL 5B or appropriate score on the ESL placement assessment.

*Advisory:* ESL 6A.

Students in this low-advanced ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including advanced academic vocabulary.

**E.S.L.008****Advanced ESL Composition  
6 UNITS (UC: CSU)**

*Prerequisite:* ESL 6A or appropriate placement level demonstrated through the assessment process.

This is a course in written composition, grammar, and critical reading skills tailored for the ESL student. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words and one research paper.

**ENVIRONMENTAL DESIGN 102****Foundations of Design II  
3 UNITS (CSU)**

Lecture 1 hour; laboratory 5 hours

*Prerequisite:* Environmental Design 101 with a satisfactory grade.

Second level architectural design studio. Students continue to develop creative, conceptual and analytical skills by designing more complex projects addressing multiple programmatic requirements, symbolism and contextualism. Drawing, rendering, computer and model making skills are further refined. Students will also create a portfolio of their work.

**FAMILY AND CONSUMER STUDIES 21  
(SAME AS NUTRITION 21)****Nutrition****3 UNITS (UC: CSU)**

Lecture 3 hours

*Co-requisite:* English 21 and 67 or equivalent.

Students learn the scientific concepts of Nutrition in a lecture interactive format evaluating how lifestyle, diet, food/nutrition/nutrient excess and deficiencies; phytochemicals; food safety; food technology affect diseases and assessment of nutrition in human development from conception through maturity. Personal dietary assessment, synthesizing data from computerized dietary program and family tree, appraises nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit and nourishing the body.

**FAMILY AND CONSUMER STUDIES 24****Food Preparation****3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

*Advisory:* English 28 and 67 or equivalent.

Students are introduced to the scientific fundamentals of food preparation in both lecture and laboratory format. Scientific principles of food preparation are emphasized using current technology. The role of food in cultures, nutrition, and the economy are integrated into meal planning and preparation.

**FAMILY AND CONSUMER STUDIES 27****Nutrition Care****3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* Family and Consumer Studies 21, 55, and 56

*Co-requisite:* Family and Consumer Studies 127 required.

*Advisory:* English 101 and Biology 25.

Students learn about nutritional problems of patients with cancer, HIV/AIDS, heart disease, diabetes, gastrointestinal diseases, renal diseases, and liver diseases. Development and implementation of the nutrition care process is emphasized.



**FAMILY AND CONSUMER STUDIES 28****Advanced Nutrition Care****3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* Family and Consumer Studies 27 or equivalent.

*Co-requisite:* Concurrent enrollment in Family and Consumer Studies 128 and 29 required.

The student will study the nutritional needs at each stage of the life cycle. Cultural food preferences are studied and incorporated into nutrition education and counseling of clients. Popular weight control programs are assessed for effectiveness.

**FAMILY AND CONSUMER STUDIES 29****Dietetic Seminar****1 UNIT (CSU)**

Lecture 1 hour.

*Co-requisite:* Concurrent enrollment in Family and Consumer Studies 129 and 28 required.

The student will learn about the role of the dietetic technician in the dietetics profession and health care delivery system where methods for quality improvement and marketing are emphasized.

**FAMILY AND CONSUMER STUDIES 31****Marriage and Family Life****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67 or equivalent.

Interpersonal growth and rewarding relationship are explored over the course of the family life cycle. Examines the impact of social, psychological and economic forces that affect the family.

**FAMILY AND CONSUMER STUDIES 50****SANITATION AND SAFETY****3 UNITS (CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67 or equivalent.

Students learn basic principles of sanitation and safety including the types of microorganisms that cause foodborne illness, foodborne infections, toxin-mediated infection, and intoxication. Class includes discussion of environmental conditions including food hazards, contamination, cross-contamination, time and temperature, and personal food handler practices that cause sanitation/safety risks. US Food Code regulations, California state and Los Angeles County Environmental Health Department regulations and a HACCP system of food safety will help define the role of food, people, and facility in managing a sanitary food facility operation. Emphasis on the importance of proper employee food safety training practices as related to the providing of safe food are core competencies of this class.

**FAMILY AND CONSUMER STUDIES 51****Food Production Management****3 UNITS (CSU)**

Lecture 3 hours

*Co-requisite:* Family and Consumer Studies 151

*Advisory:* Math 105 (or LS 10) and English 21

Students are introduced to menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

**FAMILY AND CONSUMER STUDIES 52****Food Service Management****3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* Family and Consumer Studies 51 and 55.

*Advisory:* English 28 and 67 or equivalent.

Current concepts in food service management are presented in a lecture/discussion format. The course focuses on the systems approach to food service management, including the menu, food purchasing, personal management, facility management, fiscal management, marketing, and information systems.

**FAMILY AND CONSUMER STUDIES 55****Dietetic Education****3 UNITS (CSU)**

Lecture 3 hours

*Advisory:* English 21 or equivalent.

Students will be introduced to careers in dietetics and food service. The application of communication skills to training, counseling, and education will be studied.

**FAMILY AND CONSUMER STUDIES 56****Nutrition Delivery Systems****3 UNITS (CSU)**

Lecture 3 hours

*Co-requisite:* Family and Consumer Studies 156.

*Advisories:* English 28 or equivalent, and Mathematics 105 or higher, Learning Skills 10ABC or higher.

The student learns an introduction to nutrition delivery systems and institutional menu diet modifications. The student will study medical nutrition therapy and how to modify diets for particular diseases. State and federal regulatory guidelines for food service are studied.

**FAMILY AND CONSUMER STUDIES 127****Nutrition Care Laboratory****2 UNITS (A)**

Laboratory 6 hours.

*Prerequisite:* FCS 21, 55 and 56

*Co-requisite:* Family and Consumer Studies 27.

*Advisory:* English 101 and Biology 28

In this clinical laboratory setting, students receive supervised practice in the development and implementation of nutrition care plans in acute care facilities.

**FAMILY AND CONSUMER STUDIES 128****Advanced Nutrition Care Laboratory****2 UNITS (A)**

Laboratory 6 hours

*Prerequisite:* Family and Consumer Studies 127, Physical examination, negative TB test within the past 6 months, MMR, student liability insurance, background check, fingerprinting, drug screening, etc. may be required.

*Co-requisite:* Family and Consumer Studies 28.

This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in group education and counseling of clients from various stages of the life cycle.

**FAMILY AND CONSUMER STUDIES 129****Dietetic Laboratory****2 UNITS (A)**

*Prerequisite:* Physical examination and negative TB test within the past 6 months, student liability insurance, background check, fingerprinting, drug screening, etc. may be required; Family and Consumer Studies 151.

*Co-requisite:* Family and Consumer Studies 29.

The student will practice community nutrition, management and marketing for food service facilities in a supervised practice setting.

**FAMILY AND CONSUMER STUDIES 151****Food Production Management Laboratory****2 UNITS (A)**

Laboratory 5 hours

*Co-requisite:* Family and Consumer Studies 51 required.

*Advisory:* English 28 and 67; and Math 105 or LS 10

Students receive supervised practice in food requisitioning, food production planning, and quantity food production in a clinical laboratory.

**FAMILY AND CONSUMER STUDIES 156****Nutrition Delivery Systems Laboratory****2 UNITS (A)**

Lecture 5 hours

*Prerequisite:* Physical exam, negative TB test within previous 6 months, student liability insurance, fingerprinting, social security criminal background verification and drug screen

*Co-requisite:* Family and Consumer Studies 56 required.

*Advisory:* English 28 and 6; and , Math 105 or LS 10

The student completes supervised practice at a long term care facility in nutritional services. Nutrition delivery systems are evaluated according to state and federal regulatory guidelines. Student shadows a Dietetic Service Supervisor and increasingly contributes as a supervised member of the health care team.

**FINANCE 2****Investments****3 UNITS (CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67.

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

**FINANCE 8****Personal Finance and Investments****3 UNITS (CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67 or equivalent.

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security and retirement plans.

**FINANCE 15****Principles of Banking****3 UNITS (CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67 or equivalent.

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operation of a bank.

Transfer limit: UCLA allows no credit for duplication of a foreign language if the student completed in high school the equivalent levels with a satisfactory grade; A.A. Degree.

One year of high school study in French corresponds to one college semester of credit or one semester of French at LACC equals one full year of high school credit.

**FRENCH 1****Elementary French I****5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory:* English 28 and 67

The student learns French pronunciation and grammar, practical vocabulary, useful phrases as well as basic facts on the geography, customs and culture of the French speaking world.

**FRENCH 2**  
**Elementary French II**  
**5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: French 1 with a satisfactory grade or equivalent.*

The student completes the study of elementary French grammar, increases their practical vocabulary, and masters useful phrases. The student reads elementary texts including those that explore basic facts on the geography, customs and culture of the French speaking world.

**FRENCH 3**  
**Intermediate French I**  
**5 UNITS (UC: CSU)**

Lecture 5 hours Laboratory 1 hour.

*Prerequisite: French 2 with a satisfactory grade or equivalent.*

Review of grammar, composition and vocabulary building. Introduction to French and Francophile authors.

**FRENCH 4**  
**Intermediate French II**  
**5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: French 3 with a satisfactory grade or equivalent.*

Students will speak, read and understand spoken French at an intermediate (semi-fluent) to advanced (near-fluent or completely fluent) level. Students will discuss cultural, artistic, literary and historical traditions of the French-speaking world.

**FRENCH 8**  
**Conversational French**  
**2 UNITS (UC: CSU)**

Lecture 2 hours

*Prerequisite: French 2 with a satisfactory grade or equivalent.*

Oral expression in French is the main thrust of the course. The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in French-speaking countries, or when interacting with French-speaking people in the United States.

UC Limit: maximum units: 2 courses.

**FRENCH 10**  
**French Civilization**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67.*

An overview of the French culture from before the Romans to today. The course includes an understanding of the different dynasties ruling France through the ages. It also covers the various wars and revolutions and their affect on the arts and literature movement. It underlines the role of France in Europe and the world.

**FRENCH 21**  
**Fundamentals of French I**  
**5 UNITS (UC: CSU)**

Lecture 3 hours

The students build basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Students learn to greet people, compare tastes and preferences in music, film, art, and other activities, tell time, and make plans with others. Students will gain knowledge of France and other French-speaking cultures of the world through readings and multimedia. French 21 is the first half of French 1. Credit can not be earned for both French 1 and for French 21.

**GEOGRAPHY 1**  
**Physical Geography**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students learn about basic scientific principles of geography such as Earth-Sun relationships, weather, climate, water, plate tectonics, landforms, soil, and the biosphere. Emphasis is on the interrelationships among physical systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Optional field trips are offered.

**GEOGRAPHY 2****Cultural Elements of Geography****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students learn about human cultural variables in the Students learn about diverse human populations in the context of the globe, including the description, analysis, and explanation of demography, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, economic activities, urban areas, and resource utilization. Special emphasis is placed on contemporary issues such as the effects of globalization and the impact of human settlements on the natural environment. Students also learn basic geographic literacy and map reading.

**GEOGRAPHY 15****Physical Geography Laboratory****2 UNITS (UC: CSU)***Lecture 1 hour. Laboratory 2 hours**Pre/Co-requisite: Geography 1**Advisory: English 28 and 67 or equivalent.*

This course is designed to provide supplemental exercises in topics covered in Physical Geography lecture (Geography 1). Students learn to analyze and interpret maps, including weather maps and topographic maps, as well as perform hands-on exercises that explore Earth-Sun relationships, atmospheric energy transfer, pressure and moisture, climate and biogeography, plate tectonics and volcanoes, and landforms.

**GEOLOGY 1****Physical Geology****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students learn: the scientific method and significant historical developments in geological sciences; formation of Earth materials, including minerals, igneous rocks, sedimentary rocks, and metamorphic rocks; geological time, including relative dating, absolute dating, and fossil correlation; Earth's internal processes, including plate tectonics, earthquakes, volcanism and magmatism, mountain building, geological structures, and metamorphism; Earth's external processes, including weathering, erosion, sedimentation, mass wasting, groundwater, surface water, and climate systems; and renewable and nonrenewable resources, including water and fossil fuels.

**GEOLOGY 002****Earth History****3 UNITS (UC: CSU)**

Students receive an introduction to the geological history of Earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; significant tectonic events, such as mountain building episodes; and the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans. Multimedia presentations are used throughout the course. Field trips will be taken.

**GEOLOGY 6****Physical Geology Laboratory****2 UNITS (UC: CSU)***Lecture 1 hour. Laboratory 2 hours**Pre-Co-Requisite: Geology 1**Advisory: English 28 and 67 or equivalent.*

In this elementary course the student learns to identify Students learn: identification of minerals and rocks; topographic and geologic map skills, including changing map scales using dimensional analysis and interpretation of geological structures in map view and cross-section; stratigraphic interpretation of sea level change; coastal sedimentary processes; determination of the location and magnitude of earthquakes; geological time and important geological events; the scale of the Earth and its place in the solar system; and energy and mineral resources. Field trips may be taken.

**HEALTH 2****Health and Fitness****3 UNITS (UC: CSU)***Lecture 2 hours Laboratory 2 hours*

Course explores physical fitness as related to The students will determine the components of a healthy physical and psychological lifestyle, with an emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. During the physical fitness segment, students participate in aerobic, flexibility, and strengthening activities, focusing on individual improvement. Students assess their fitness status to build their own fitness plan.

**HEALTH 8****Women's Personal Health  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student will investigate both physiological and psychological health issues that are unique to women, including, nutrition, hygiene, sexuality, reproduction, drug use, violence and abuse, and diseases common to women.

**HEALTH 11****Principles of Healthful Living  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

The course offers health related concepts for today and the future as guidelines for a self-directed, responsible, satisfying, and productive life-style. Emphasis is on cognitive concepts and strategies of wellness for the individuals personal community, vocational, and leadership roles.

**HEALTH 12****Safety Education and First Aid  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students receive the theory and a detailed demonstration of the first aid care of the injured. This course covers how to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

**HISTORY 1****Introduction to Western Civilization I  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the development of western culture and civilization to the Reformation.

**HISTORY 2****Introduction to Western Civilization II  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student learns the history of Western Civilization focusing on the period from the French Revolution to the present.

**HISTORY 3****History of England and Great Britain I  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from earliest times to 1500.

**HISTORY 4****History of England and Great Britain II  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from 1500 to the present.

**HISTORY 7****The World's Great Religions  
3 UNITS (UC: CSU)**

*Advisories: English 28 and 67*

Students survey the historical development of the world's great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religions, and religion as a discipline of study.

**HISTORY 11****Political and Social History of the United States I  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

*UC limit: Credit allowed for only one of African-American Studies 4 or History 11 or Chicano Studies 7.*

Students survey the political and social history of the United States from the colonial period through the Civil War and Reconstruction.

**HISTORY 12****Political and Social History of the United States II  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

*UC limit: Credit allowed for only one of History 12, 13 or African American Studies 5, or Chicano Studies 8.*

Students survey study of the social and political history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs.

**HISTORY 13****The United States in the Twentieth Century  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn to explain and analyze the main events, personalities, and themes of the social and political history of the U.S. in the 20th & 21st centuries by focusing on their overall impact on United States history, (i.e. cultural, political, and social movements), including a discussion of the country's central institutions.



**HISTORY 59****Comparative History of Genocide and War Crimes  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67

The student learn the comparative history of genocide and war crimes in the 20th century and the legal instruments and organizations that have attempted to criminalize acts that fit within the definitions of genocide under international law. Students will also learn the comparative history of cultural conflict (identity), race & racism, and nationalism.

**HISTORY 73****Race and Racism in the United States  
3 UNITS (UC: CSU)**

Lecture 3 hours

Prerequisite: English 21 or equivalent.

Students survey the development of racial theories and the interactions between ethnic groups in the United States. Students investigate and develop an understanding of how racism has affected intercultural collaboration or confrontation. This course encourages an understanding of the similarities and differences in racial and ethnic experiences in the United States.

**HISTORY 78****The Environment in World History  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisories: English 101 and 67

Students learn about the environment history of the world from prehistoric times to the present. This introductory course covers human interactions with the environment in gatherer/hunter, agricultural, and industrial societies, addressing such issues as agricultural revolutions, the collapse of ancient civilizations, pollution, social constructions of nature, the loss of biological diversity, environmental ethics, globalization, and climate change.

**HISTORY 81****A History of Working People in the United States I  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 101 and 67

The student learns the history of working people in the United States from the colonial period through Reconstruction. Colonial life, the Revolutionary War, the early republic, the market revolution, the rise of urban America, westward expansion, the Civil War, and Reconstruction are examined from the perspective of indentured servants, slaves, farmers, skilled and unskilled laborers, and male and female workers.

**HISTORY 82****A History of Working People in the United States II  
3 UNITS (UC: CSU)**

Lecture 3 hours

The student learns the history of working people in the United States from Reconstruction to the present. Reconstruction, the gilded Age and Progressive Era, immigration, imperialism, the Twenties, the Great Depression and New Deal, the World Wars, the Cold War and the Fifties, the Sixties, the conservative shift, and globalization are examined from the perspective of people from diverse social groups.

**HISTORY 86****Introduction to World Civilizations I  
3 UNITS (UC: CSU)**

Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the era of European expansion in the sixteenth century.

**HISTORY 87****Introduction to World Civilizations II  
3 UNITS (UC: CSU)**

Prerequisite: English 28 and 67 or equivalent.

Traces the development of interrelationships of the major world civilizations and their cultural traditions and contributions for the earliest times to the era of European expansion to the sixteenth century.

**HISTORY 385****Directed Study - History  
3 UNITS (CSU)**

Students study History on a contract basis under the direction of a supervising instructor.

**HUMANITIES 6****Great People, Great Ages  
3 UNITS (RPT 1) (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Introduction to ideas and methods in the Humanities. Exploration of the way in which individuals and groups create meaning in their lives and in the world around them.

**HUMANITIES 8****Great Women in Humanities  
3 UNITS (RPT 1) (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Students are introduced to the ideas and methods in gender studies. A wide range of conceptions of how gender identities are defined across cultures and historical eras are explored. Various course topics covered include: how women have resisted oppression, how women have found sources of power in family, friends, work and education, how sexuality is constructed across time and place, and how gender relations continue to evolve.

**HUMANITIES 30****The Beginnings of Civilization  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Students receive an introduction to Ancient Cultures and World Religions. The course explores the foundational texts, art and ideas of ancient India, China, the Middle East, Egypt and Greece.

**HUMANITIES 31****People in Contemporary Society  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Examination of the cultural encounters between European culture and the cultures of the Americas, Asia and Africa beginning from the Renaissance to present day.

**HUMANITIES 61****People and Their World: The Creative Processes  
3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Students explore contemporary arts, literature, and popular culture. Students employ a range of analytic frameworks, including how the creative process is generated through myth and dreams as well as how race, class, gender, and sexuality are portrayed in popular culture.

**INTERNATIONAL BUSINESS 1****International Trade  
3 UNITS (CSU)**

Lecture 3 hours

Prerequisite: Business 1 with a satisfactory grade or better.

Students gain an understanding of international business, the dynamics between developed and developing countries, recent trends, how and why the world's countries differ, and implications to managers of international companies. The principles of international trade, including the central tenets of globalization, the new world order in the global economy, and the institutions that govern global trade will be covered. Topics include: globalization, foreign direct investment, political economies, regional economic integration, foreign exchange market, international monetary system, global capital markets, strategies of international organizations, and exporting, importing and counter-trade.

**INTERNATIONAL BUSINESS 3****Exporting Procedures I  
3 UNITS (CSU)**

Lecture 3 hours

Prerequisite: International Business 1 with a satisfactory grade or better.

The student identifies, defines, and explains that which is required by the United States regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

**INTERNATIONAL BUSINESS 4****Import Procedures I  
3 UNITS (CSU)**

Lecture 3 hours

Advisory: International Business 1.

The student learns how to identify, define, and explain the United States regulatory agencies requirements to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present to the Bureau of Customs the shipment and its document.

**INTERNATIONAL BUSINESS 5****Payment Instruments and Procedures I  
3 UNITS**

Lecture 3 hours

Advisories: Business 1 and/or International Business 1 with satisfactory grades or better.

The student learns how to arrange and receive payment for merchandise shipped from one country to another. Topics covered include how to prepare and fill out documents. Also included is information regarding credit and political risk insurance.

**INTERNATIONAL BUSINESS 6****International Marketing I****3 UNITS (CSU)***Lecture 3 hours**Open to all students.*

Student is focused on how to get foreign customers for American made products, how to identify prospective customers, how to make contact and how to sell the product. Variables include: culture, trade customs, politics, climate, wealth, business and government structures and international law.

One year of high school study in Italian corresponds to one college semester or one semester of college Italian equals one full year of high school study.

**ITALIAN 1****Elementary Italian I****5 UNITS (UC: CSU)***Lecture 5 hours Laboratory 1 hour.**Corresponds to the first year of high school Italian.**Advisory: English 28 and 67.*

Pronunciation and grammar, practical vocabulary, useful phrases: basic facts on the geography, customs and culture of the Italian-speaking world.

**ITALIAN 2****Elementary Italian II****5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Italian 1 with a satisfactory grade or equivalent.*

The students learn the pronunciation, grammar, and culture of the Italian-speaking world.

**JAPANESE 1****Elementary Japanese I****5 UNITS (UC: CSU)***Lecture 5 hours**Advisory: English 28 and 67.*

Students learn the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing with Romanized alphabet and Japanese scripts, basic facts on the geography, customs and culture of Japan. Corresponds to the first year of high school Japanese.

**JAPANESE 2****Elementary Japanese II****5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Japanese 1 with a satisfactory grade or equivalent.*

Students continue to learn the fundamentals of pronunciation and grammar. Additional Chinese characters are introduced. Japanese geography, customs and culture are also included.

**JAPANESE 3****Intermediate Japanese I****5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Japanese 2 with a satisfactory grade or equivalent.*

Students continue to study the intermediate level of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writing.

**JAPANESE 4****Intermediate Japanese II****5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Japanese 3 with a satisfactory grade or equivalent.*

Students complete the study of fundamental grammar and provides additional training in grammar, written composition, and use of idioms. Greater emphasis is placed on the knowledge and use of Kanji. Continues the reading of short narrative stories.

**JAPANESE 8****Elementary Conversational Japanese****2 UNITS (UC: CSU)***Lecture 2 hours**Prerequisite: Japanese 2 with a satisfactory grade or equivalent.*

The students focus on conversational skills revolving around everyday situations that a person encounter when traveling or living in Japanese-speaking environment.

UC Maximum credit: 2 times (4 units).

**JAPANESE 9****Japanese Civilization****3 UNITS (UC: CSU)***Lecture 3 hours Laboratory 3 hour.**Advisory: English 28 and 67.*

The student surveys Japanese civilization from ancient times to the present; the historical and cultural backgrounds; significant aspects of Japanese culture; religion, philosophy, socio-political institutions and art forms.

**JOURNALISM 101**  
**Collecting and Writing News**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Pre-requisite: English 28 or equivalent.*

This introductory course stresses instruction and practice in newsgathering and news writing. Curriculum connects theory with meaningful activity in the basic principles of news writing, including a section on broadcast writing. The course includes an examination of freedom of the press along with a critical analysis of its responsibilities. Students receive an overview of press ethics and resolving ethical dilemmas.

**JOURNALISM 105**  
**Mass Communications**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Pre-requisite: English 28 and 67 or equivalent.*

Students examine America's mass communication systems and learn how they affect human behavior in relation to social, political and economic institutions. Students learn the structure and function of media in the digital age. Students learn and discuss media literacy and mass communication theories, as well as public relations practice, the history of advertising and the evolution of the Internet. Survey of factors that influence the creation and distribution of media messages, and the impact of those messages on society.

**JOURNALISM 185**  
**Directed Study - Journalism**  
**1 UNIT (CSU)**

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

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

*Laboratory: 6 hours*

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

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

*Laboratory: 6 hours*

*Pre-requisite: Journalism 217-1*

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

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

*Laboratory: 6 hours*

*Pre-requisite: Journalism 217-2*

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

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

*Laboratory: 6 hours*

*Pre-requisite: Journalism 217-3.*

Students learn professional-level newspaper production techniques through the publication of the campus newspaper, the Collegian with an emphasis on mobile journalism and social media. At the professional level, students write for the Collegian and practice the skills necessary to work across social media, broadcast and print platforms. At the professional level, all students publish blogs, and create online portfolios.

**JOURNALISM 218-1****Practical Editing I  
3 UNITS (CSU)**

Lecture 1 hour Laboratory 6 hours

*Prerequisite: Journalism 101 with a satisfactory grade or equivalent.*

In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Collegian. This includes basic copy editing, writing headlines and cropping photographs. Editors evaluate and discuss issues of the newspaper in regularly scheduled critique sessions following publication.

**JOURNALISM 218-2****Practical Editing II  
3 UNITS (CSU)**

Lecture 1 hour Laboratory 6 hours

*Prerequisite: Journalism 218-1 with a satisfactory grade or equivalent.*

Students learn intermediate newspaper editing skills through the publication of the campus newspaper, the Collegian. Editors check facts, spelling, grammar and Associated Press style for all copy. Improve stories and oversee major revisions. Collaborate with news design staff, photographers and reporters. Create style sheets and dummy pages for upcoming issues.

**JOURNALISM 218-3****Practical Editing III  
3 UNITS (CSU)**

Lecture 1 hour Laboratory 6 hours

*Prerequisite: Journalism 218-2 with a satisfactory grade or equivalent.*

In this course, students practice advanced newspaper editing skills through the publication of the campus newspaper, the Collegian. Students edit reporter work for grammar, punctuation, clarity and Associated Press Style. Student editors craft headlines and cutlines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

**JOURNALISM 218-4****Practical Editing IV  
3 UNITS (CSU)**

Lecture 1 hour Laboratory 6 hours

*Prerequisite: Journalism 218-3 with a satisfactory grade or equivalent.*

Students learn professional-level newspaper writing and copy editing through the publication of the campus newspaper, the Collegian. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve broadcast, online, multimedia and social media content. Editors review and critique all content in regularly scheduled class meetings.

**JOURNALISM 219-1****Techniques for Staff Editors I  
1 UNIT (CSU)**

Laboratory 3 hours

*Prerequisite: Journalism 101*

In this beginning course, students learn practices in editorial writing and analysis, while working as editors on the campus newspaper, The Collegian. Students also learn newsroom leadership skills and how to formulate editorial policy. Student learn to be accountable for what they publish. They also learn to respond to feedback from readers, including letters to the editor.

**JOURNALISM 219-2****Techniques for Staff Editors II  
1 UNIT (CSU)**

Laboratory 3 hours to be arranged

*Prerequisite: Journalism 219-1*

In this course, student editors receive intermediate instruction in editorial writing and analysis of editorial problems. Students survey research methods. Students learn newsroom leadership skills and how to formulate editorial policy. Students set advertising and editorial policy.

**JOURNALISM 219-3****Techniques for Staff Editors III  
1 UNIT (CSU)**

Laboratory 3 hours to be arranged

*Prerequisite: Journalism 219-2*

In this course, students learn advanced techniques for managing and producing the student newspaper, the Collegian. Students focus on newsroom operations and staff hierarchy. Editors learn planning techniques and establish reporting guidelines. At this level, editors analyze coverage during regular meetings and implement changes to improve print and online content. Students master real newsroom techniques and practices, and learn to produce under intense deadline pressure.



**JOURNALISM 185****Directed Study  
1 UNIT (CSU)**

This course allows journalism students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**JOURNALISM 285****Directed Study  
2 UNITS (CSU)**

*Advisory: English 28 and 67131 or equivalent.  
Conference: 1 hour per unit.*

This course allows journalism students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit.

**KINESIOLOGY 045****(FORMERLY PHYS ED 642)****Adapted Fitness****1 UNIT (UC: CSU)**

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

**KINESIOLOGY 180****Marathon Training Course for Run/Walk****1.5 UNITS (UC: CSU)**

Students develop an understanding of cardiovascular endurance and specificity of training for marathons using a variety of tempo run/walks. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained along with proper hydration and nutrition.

**KINESIOLOGY 185****(FORMERLY PHYS ED 185)****DIRECTED STUDY - PHYSICAL EDUCATION****1 UNIT CSU**

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

**KINESIOLOGY 201-1****(FORMERLY PHYS ED 102)****SWIMMING SKILLS -1****1 UNIT (UC: CSU)**

*Laboratory 2 hours*

Students learn intermediate swimming skills. Skills for each stroke include kicking, arm stroke, proper breathing techniques, body position and rhythm of stroke. The student also learn water safety skills.

**KINESIOLOGY 202****(FORMERLY PHYS ED 110)****Lap Swimming Skills****1 UNIT (UC: CSU)**

Advanced swimmers improve their speed, strength, and endurance. Instructor directs organized, challenging workouts with all four competitive strokes. Students should be able to swim 50 yards, without stopping, in deep water using the freestyle stroke and rotary breathing. At the first pool session, students' swimming ability will be assessed to ensure minimum skills for participation.

**KINESIOLOGY 205****Water Polo****1 UNIT (UC: CSU)**

Students learn ball handling, game strategy, shooting, defense, offense, counter attack, and game management. Instruction includes progressive skills attainment.

**KINESIOLOGY 206****Diving Skills****1 UNIT (UC: CSU)**

Students learn the theory and practice of diving drills necessary to use the one-meter diving board. Demonstration and instruction on the five categories of basic dives, a front approach, the back take-off, jumps, line-ups, dry-land conditioning exercises and drills, and work toward building a five-dive list is covered.

**KINESIOLOGY 215-1****(FORMERLY PHYS ED 241)****Judo Skills-1****1 UNIT (UC: CSU)**

Students learn fifteen throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

**KINESIOLOGY 215-2****JUDO SKILLS-2****1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 215-1*

Students apply the techniques of judo to a moving opponent. Students practice five throwing techniques, five pinning techniques, five constriction techniques and two arm locks.

**KINESIOLOGY 215-3****Judo Skills - 3****1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 215-2*

Students learn the competitive rules of the International Judo Federation. Additionally students learn five new throwing techniques, five new pinning techniques, two new arm locks, and five new constriction techniques, all of which are applied while attacking and defending simultaneously while randomly moving about the competition area.

**KINESIOLOGY 217****(FORMERLY PHYS ED 238)****Self-Defense Skills****1 UNIT (CSU)**

The student develops the basic skills of self-defense, beginning with lateral movement, strength and cardiovascular fitness, agility and awareness of self in one's environment. The basic skills include striking, kicking, blocking, throwing, grappling, and other techniques. Additionally, legal and moral issues of self-defense are discussed.

**KINESIOLOGY 229****Body Conditioning****1 UNIT (UC: CSU)**

Students participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility. Various modes of aerobic exercises are emphasized in support of the cross-training concept. Resistance training using fixed weight of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education.

**KINESIOLOGY 230****Cardiokickboxing Fitness****1 UNIT (UC: CSU)**

Students learn a non-contact aerobic activity designed to teach basic kicking and punching techniques to improve overall fitness and increase bio mechanics training including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

**KINESIOLOGY 237****Bootcamp I****1 UNIT (UC: CSU)**

Students learn and apply low intensity style boot camp class activities along with nutrition and diet assessments. Students learn training exercises like basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. Students train individually, with a partner or in a team setting.

**KINESIOLOGY 246****Body Sculpting****1 UNIT (UC: CSU)**

Students learn techniques for body sculpting to achieve cardiovascular fitness, flexibility, muscle toning and endurance. Students will utilize exercise bands, core strength training on mats, weights, stability balls, medicine balls, kettle bells, and other activities are used to increase cardiac output and overall lean muscle mass.

**KINESIOLOGY 249-1****(FORMERLY PHYS ED 299)****STRESS MANAGEMENT SKILLS - 1****1 UNIT (UC: CSU)**

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**KINESIOLOGY 249-2****STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II****1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 249-1*

Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises. Students develop listening skills and presentation skills through practice.

**KINESIOLOGY 250-1****(FORMERLY PHYS ED 230)****WEIGHT TRAINING SKILLS-1****1 UNIT (UC: CSU)**

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

**KINESIOLOGY 250-2**  
**WEIGHT TRAINING SKILLS-2**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 250-1*

Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

**KINESIOLOGY 250-3**  
**WEIGHT TRAINING SKILLS-3**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 250-2*

Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Advanced Weight Training are required to take a skills test.

**KINESIOLOGY 251-1**  
**(FORMERLY PHYS ED 225)**  
**YOGA SKILLS - 1 (SAME AS DANCETQ 221)**  
**1 UNIT (UC: CSU)**

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**KINESIOLOGY 251-2**  
**YOGA SKILLS -2 (SAME AS DANCETQ 222)**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 251-1*

Students' progress in the physical practice of Yoga asana, moving beyond beginning level positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn asana (positions), terminology, and gain greater understanding of yoga philosophy and its application to daily life.

**KINESIOLOGY 251-3**  
**YOGA SKILLS -3 (SAME AS DANCETQ 223)**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 251-2*

Students learn the physical and psychological aspects of Yoga through the practice of connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**KINESIOLOGY 265**  
**CROSS COUNTRY CONDITIONING SKILLS**  
**1 UNIT (UC: CSU)**

Students learn basic biomechanics pertaining to jogging, running and race walking. Students will improve their cardiovascular system through various conditioning programs. Students learn a variety concepts pertaining to pacing, nutrition, cross training and weight management that help enable them to increase their quantity and quality of life.

**KINESIOLOGY 266 -1**  
**BADMINTON -1**  
**1 UNIT (CSU)**

Students learn the basic novice level skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, rules and basic strategies for the games of singles and doubles.

**KINESIOLOGY 266 -2**  
**(FORMERLY PHYS ED 203)**  
**BADMINTON -2**  
**1 UNIT (CSU)**

*Prerequisite: Kinesiology 266-1*

Students learn the intermediate level skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, deception, rules and intermediate strategies for the games of singles and doubles as played at the intermediate level.

**KINESIOLOGY 271-1**  
**(FORMERLY PHYS ED 212)**  
**TENNIS SKILLS 1**  
**1 UNIT (CSU)**

Students learn the fundamental skills and knowledge necessary to play tennis such as serve, forehand and backhand ground strokes and volleys, singles and doubles rules, and basic court positioning and strategy.

**KINESIOLOGY 271-2**  
**TENNIS SKILLS -2**  
**1 UNIT (CSU)**

*Prerequisite: Kinesiology 271-1*

Students learn intermediate level skills and knowledge to play tennis. Essential aspects of the game are presented through lecture, demonstration, group and individual drills, stroke analysis, theory and application of singles and doubles play. Emphasis is also placed on physical fitness. This skill level articulates with United States Tennis Association's level 2.5 to 3.0.

**KINESIOLOGY 272**  
**Track and Field Skills**  
**1 UNIT (UC: CSU)**

*Lecture .5 hour. Laboratory 2.5 hours*

Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

**KINESIOLOGY 285**  
**Directed Study - Kinesiology**  
**2 UNITS (CSU)**

*Lecture 2 hours*

Students learn to participate professionally in a variety of fitness environments. Areas of study include youth fitness, personal training, group fitness, senior classes and health, diabetes prevention, and etc. Students learn to work with clients, manage client care, and analyze results. They also pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

**KINESIOLOGY 287-1**  
**(FORMERLY PHYS ED 304)**  
**BASKETBALL SKILLS 1**  
**1 UNIT (UC: CSU)**

Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

**KINESIOLOGY 287-2**  
**BASKETBALL SKILLS 2**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 287-1*

Students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

**KINESIOLOGY 289-1**  
**(FORMERLY PHYS ED 313) SOCCER SKILLS-1**  
**1 UNIT (UC: CSU)**

Students learn basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feed back.

**KINESIOLOGY 289-2**  
**SOCCER SKILLS-2**  
**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 289-1*

Students learn fundamental skills, team strategies, rules of the games, refereeing, and active participation of game play also learn how activities can lead to active healthy lifestyles by developing a personal fitness plan.

**KINESIOLOGY 290**  
**SOFTBALL SKILLS**  
**1 UNIT (UC: CSU)**

Students learn the fundamental skills and rules of softball. Students learn proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

**KINESIOLOGY 291-1**  
**(FORMERLY PHYS ED 322)**  
**VOLLEYBALL SKILLS - 1**  
**1 UNIT (UC: CSU)**

Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.

**KINESIOLOGY 291-2**  
**VOLLEYBALL SKILLS - 2**  
**1 UNIT (UC: CSU)**

*Prerequisite: Volleyball Skills - 1*

Students learn volleyball skills and techniques. Skills learned are passing, serving, hitting and blocking. The students also learn strategy used for games and the rules of the sport.

**KINESIOLOGY 303**  
**AQUA AEROBICS**  
**(UC[REQUESTED]:CSU) - 1.00 UNIT**

*Lecture .5 hour. Laboratory 2.5 hours*

Students learn basic principles of water safety, nutrition and water aerobics exercises for conditioning. This class emphasizes cardiovascular endurance and strength training by the use of water resistance.

**KINESIOLOGY 307**  
**SWIM AND RUN FOR FITNESS**  
**1 UNIT (UC: CSU)**

Students develop an understanding of cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running technique with practice drills and feedback. The emphasis will be to provide safe and effective training progressions to improve health and skill acquisition. This class promotes the appreciation of outdoor fitness and all abilities are welcomed.

**KINESIOLOGY 326 (FORMERLY PHYS ED 630)  
AEROBIC SUPER CIRCUIT LAB  
1 UNIT (UC: CSU)**

The student rotates through a series of weight training and cardiovascular exercises/machines at short, timed intervals for a challenging form of conditioning that develops muscular strength, muscular endurance and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and increased overall wellness along with issues pertaining to exercise physiology.

**KINESIOLOGY 327  
(FORMERLY PHYS ED 640)  
BEGINNING LIFELONG FITNESS LABORATORY  
1 UNIT (UC: CSU)**

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

**KINESIOLOGY 328  
Bicycle Spinning Activity  
1 UNIT (UC: CSU)**

Students develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

**KINESIOLOGY 331  
Cross Training Lab  
1 UNIT (UC: CSU)**

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength/endurance and flexibility.

**KINESIOLOGY 333  
Fitness Walking  
1 UNIT (UC: CSU)**

Students focus on achieving cardiovascular fitness and a healthy lifestyle through walking programs and gate training. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, nutrition, BMI, cardiovascular disease prevention and assessing fitness level.

**KINESIOLOGY 334  
Walking for Fitness  
1 UNIT (UC: CSU)**

Students focus on achieving cardiovascular fitness and a healthy lifestyle through walking programs and gate training. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, nutrition, BMI, cardiovascular disease prevention and assessing fitness level.

**KINESIOLOGY MAJOR 100  
(FORMERLY P.E. 712)  
Introduction to Kinesiology  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the study of human movement through an interdisciplinary approach that includes discussing the importance of the sub-disciplines in kinesiology and the variety of career opportunities in the areas of teaching, allied health, and fitness professions.

**KINESIOLOGY MAJOR 107  
Preparation for Certification Personal Fitness  
Trainer  
3 UNITS**

*Lecture 3 hours Laboratory 1 hour.*

*Pre-requisites: Health 2 and KIN 250-1.*

Students learn the knowledge, skills, and abilities to become a Certified Personal Trainer. Students study how the muscular, skeletal, and cardio-respiratory systems function. Topics include anatomy and physiology, principles and methods of cardiovascular training, strength training, safety, nutrition, and weight. One year of high school study in Korean corresponds to one college semester or one semester of college Korean equals one full year of high school study.

**KOREAN 1  
Elementary Korean I  
5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

Students learn the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing in Hangeul, the Korean alphabet, basic facts on the geography, customs and culture of Korea. Advisory: English 28 or equivalent.



**KOREAN 2  
Elementary Korean II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite:* Korean 1 with a satisfactory grade or equivalent.

Students continue to learn the fundamentals of pronunciation and grammar. Korean geography, customs and culture are also included.

**KOREAN 3  
Intermediate Korean I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory:* Korean 2 with a satisfactory grade.

Students continue to study the intermediate level of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writing.

**KOREAN 4  
Intermediate Korean II  
3 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite:* Korean 3 with a satisfactory grade or equivalent.

Students complete the study of fundamental grammar and provides additional training in grammar, written composition, and use of idioms. Continues the reading of short narratives.

**KOREAN 8  
Conversational Korean  
2 UNITS (UC: CSU)**

Lecture 2 hours

*Prerequisite:* Korean 2 with a satisfactory grade or equivalent.

The students focus on conversational skills on everyday topics, current events, and cultural materials.

**KOREAN 10  
(SAME AS HUMANITIES 45)  
Korean Civilization  
3 UNITS (UC: CSU)**

*Advisory:* English 28 and 67 or equivalent.

Students are introduced to the geography, history, government and institutions of Korea; the life and customs of the Korean people; Korean literature, arts, and sciences; and Korea's contribution to world civilization. Same as Humanities 45.

**LAW 1  
Business Law I  
3 UNITS (UC: CSU)**

Lecture 3 hours

Students examine the U.S. legal system, focusing on the legal aspects of business; court procedures relating to business law; torts and criminal laws as related to various business practices; elements of a valid contract; breach of contracts and its remedies; sales and lease contracts.

**LAW 2  
Business Law II  
3 UNITS (UC: CSU)**

Lecture 3 hours

Students learn about the fundamental principles of law as they apply in the business world. Topics include, but are not limited to, Bankruptcy Law; Employment and Labor Law; Employment Discrimination; Corporations; Administrative Law; Environmental Law; Real Property and Landlord-Tenant Relationships; and Wills, Trusts, and Elder Law. This course is necessary for a well-rounded knowledge of business law.

**LAW 3  
Civil Rights and the Law  
3 UNITS (UC: CSU)**

Lecture 3 hours

Students learn about the broad range of privileges and rights guaranteed by the United States Constitution and subsequent amendments and laws that guarantee fundamental freedoms to all individuals. These freedoms include the rights of free expression and action; the right to enter into contracts, own property, and initiate lawsuits; the right of due process and equal protections of the laws; opportunities in education and work; the freedom to live, travel, and use public facilities wherever one chooses; and the right to participate in the democratic political process.

**LAW 4  
Directed Field Work in Legal Assisting  
3 UNITS (CSU)**

Lecture 1 hour. Laboratory 6 hours

*Prerequisite:* Law 10 with a satisfactory grade or equivalent.

Students gain practical experience by working in a law office or other legal environment. Students are supervised by an attorney, paralegal supervisor, or other legal personnel. These unpaid internship positions are available in a variety of legal fields and legal settings. Through weekly seminars, students also gain and share information on preparing for permanent employment. Students must complete 108 hours in their internship assignments.

**LAW 7****Street Law****4 UNITS (CSU)**

lecture 3 hours. laboratory 3 hours.

advisory: english 101. students develop a practical understanding of the u.s. legal system and students will engage in active community participation. students learn about areas of the law that affect the daily lives of all americans and u.s. residents. particularly relevant are the areas of consumer, housing, family, and employment law, along with marriage, and parental rights. additionally, students learn fundamental criminal law and constitutional law principles. this knowledge provides a platform for guided discussion of important public policy issues concerning crime, discrimination, health care, and immigration.

**LAW 10****Introduction to Legal Assistant I****3 UNITS (CSU)**

*Corequisite: English 101 or equivalent.*

The students learn about careers in the paralegal profession; the inner workings of the law office; ethics and professional responsibility; sources of American law; the court system and alternative dispute resolution; and conducting interviews and investigations. This is an introductory course in understanding the role of the paralegal in the legal field.

**LAW 11****Introduction to Legal Assistant II****3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 with a satisfactory grade or equivalent.*

Students study a detailed examination of civil cases, the methods used in trial preparations and are introduced to legal drafting and writing.

**LAW 12****Tort Law and Claims Investigation****3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 with a satisfactory grade or equivalent.*

Students learn the academic and practical principles of tort law needed for a successful career as a paralegal. Special emphasis will be placed on the three major categories of tort law: Intentional Torts; Negligence; and Strict Liability. Other topics covered include, but are not limited to, Malpractice; Misrepresentation; Product Liability; Defamation; Vicarious Liability; and Joint Liability.

**LAW 13****Wills, Trusts, and Probate Administration****3 UNITS**

*Lecture 3 hours*

Students learn the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation. Students learn the organization and jurisdiction of the California Probate Court, with an overview of the administration of estates in probate.

**LAW 14****Law Office Management****3 UNITS (CSU)**

*Lecture 3 hours*

Students learn comprehensive, up-to-date information on the use of technology by paralegals in all types of legal organizations. This course describes basic computer concepts as well as more complex skills and software programs, with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Summation iBlaze, Tabs3, TimeMap, TrialDirector, and more. This course covers important topics such as electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing.

**LAW 17****Legal Writing****3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.*

Students study advanced legal drafting and writing, including special research projects.

**LAW 18****Marriage and Family Law****3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 with satisfactory grades or equivalent.*

This course presents fundamental common law and statutory concepts of family law with emphasis on California's Community Property Laws.

**LAW 19****Property and Creditor Rights****3 UNITS**

*Lecture 3 hours*

An introduction to California real property law. Students learn the following subject matter: Forms of Ownership; Estates in Real Property; Property Title in California; Agency Law; The Rights and Duties of Landowners; Disputes Between Neighbors in California; Involuntary Liens in California; Foreclosure Law in California; California Real Estate Sales Contracts; Tenant–Landlord Law; Fair Housing; Transfers of Real Property; Common Interest Developments in California; Restrictions on Land Use; Environmental Law; Litigating a Real Property Case in California; Negotiation; and Personal Property.

**LAW 33****Law and the Media****3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the federal, state, and local laws that most directly affect mass communication in the United States, focusing on: a basic understanding of the American legal system, its institutions, and some of its terminology; a broad understanding of First Amendment principles as they relate to mass communication; and a working knowledge of the laws that directly restrict or enhance information gathering and message dissemination in the mass media, and an understanding of the rationales behind those laws.

**LAW 35****Immigration Law for Paralegals****3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the fundamental concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

**LAW 37****Bankruptcy Law****3 UNITS**

*Lecture 3 hours*

Students learn the basics of bankruptcy law and procedure. The course focuses predominantly on Chapter 7 and Chapter 13 Bankruptcy, including preparing the necessary forms for these types of bankruptcy. Other topics include, but are not limited to, the evolution of bankruptcy law, researching bankruptcy law, the roles of various individuals in the bankruptcy process, and information gathering and counseling.

**LAW 38****Criminal Law and Procedure****3 UNITS**

*Lecture 3 hours*

Students learn substantive criminal law and the procedural rights of criminal defendants. The two essential elements of a crime - mens rea and actus reus - will be covered in detail. Other topics that will be covered include, but are not limited to, crimes against the person, crimes against property and habitation, crimes against the public, parties and inchoate offenses, and factual and statutory defenses.

**LAW 51****Legal Research for Paralegals****3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with a satisfactory grade or equivalent.*

Students learn how to perform library and computer-assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands-on training in Westlaw and LexisNexis.

**LEARNING SKILLS 1****Reading Comprehension****3 UNITS**

*Laboratory 9 hours*

The student learns individualized reading for English as a Native Language (ENL) or English as a Second Language (ESL) students at the beginning level. Students progress from reading sentences and paragraphs to short selections and excerpts from novels. Based upon a preliminary diagnostic assessment, students are placed in an appropriate Learning Skills reading course in which the Learning Skills Department staff utilizes a system of texts, testing, tutoring and personalized instruction to help students increase comprehension skills and vocabulary development. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 2**  
**English Fundamentals**  
**3 UNITS***Laboratory 9 hours*

The student learns beginning-to-advanced grammar. Students receive instruction in the basic structure of the sentence, parts of speech, phrases, clauses, and agreement; using verbs, pronouns, and modifiers correctly; punctuation, clear reference, a glossary of usage, and capital letters. After an initial diagnostic assessment, students are placed in an appropriate Learning Skills grammar course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 4**  
**The Mechanics of Spelling**  
**1 UNIT - NDA***Laboratory 3 hours*

The student learns intensive spelling designed for non-spellers. Emphasis is placed upon the use of phonics, focusing on additive doubling, ie or ei, finding silent e, pronunciation aids, tricky endings, words often confused, plurals, capitals, apostrophes, and basic principles. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills spelling course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 6**  
**Academic Study Skills**  
**3 UNITS***Laboratory 9 hours*

The student learns academic study skills. Students are introduced to making transitions to higher learning, first steps to self-discovery, time management, discovering how to learn, memorization, and reading. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills study skills course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 7**  
**Basic Composition**  
**3 UNITS***Laboratory 9 hours*

The student learns beginning to advanced writing instruction. Learning Skills 7 focuses on basic sentence structures, paragraph development and essay organization. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills writing course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 8**  
**Résumé Preparation and Job Search Skills**  
**1 UNITS NDA***Laboratory 3 hours*

The student learns how to write a résumé and cover letter. In addition, job search techniques and job interview skills are explored. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills résumé preparation course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a Pass/Non-Pass basis.

**LEARNING SKILLS 10**  
**Mathematics Fundamentals**  
**3 UNITS NDA***Laboratory 9 hours*

Individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents, ratio and proportion, simple geometry, statistical graph analysis, and signed numbers. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

**LEARNING SKILLS 11**  
**Elementary Algebra**  
**5 UNITS NDA***Laboratory 15 hours*

The student learns basic algebra skills including the language of algebra; equations and inequalities, polynomials, factoring; rational expressions; graphing and inequalities; linear equations; exponents and radicals; quadratic equations. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills elementary algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 15**  
**Overcoming Math Anxiety**  
**3 UNITS NDA***Laboratory 9 hours*

The student learns to reduce math anxiety and build self-confidence so that math concepts are comprehensible. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills math anxiety course: LS15A -Basic Mathematics, LS15B - Elementary Algebra, and LS15C - Intermediate Algebra. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 17**  
**Individualized Intermediate**  
**3 UNITS NDA**

*Laboratory 15 hours*

The student learns individualized instruction in intermediate algebra including number properties and linear equations in one variable. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills intermediate algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 24**  
**Theory & Practice of Tutoring**  
**3 UNITS NDA**

*Laboratory 9 hours*

The student learns theory and practice in tutoring sessions. Also, tutor training is provided in each tutor's discipline. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills theory and practice of tutoring course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 40**  
**Introduction to Learning Disabilities**  
**1 UNIT NDA**

*Laboratory 3 hours*

The student learns about learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, the student discovers personal learning strengths and weaknesses in order to develop a plan for academic success. Eligibility for support services will be determined. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 41**  
**Study Strategies for the**  
**Learning Disabled**  
**1 UNIT NDA**

*Laboratory 3 hours*

Students learn study skills utilizing multi-sensory techniques and strategies for coping with the demands of the college's academic curriculum. This study skills class is specifically designed for students with learning disabilities. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 43**  
**Adaptive Word Processing Operations**  
**1 UNIT NDA**

*Laboratory 3 hours*

*Offered on a Pass/no-pass basis only.*

Students with disabilities learn how to use adaptive computer modifications and/or assistive technology utilizing keyboarding, word processing, database management and other appropriate software applications. Enrollment is intended for students with current functional limitations that require individually-paced training.

**LEARNING SKILLS 49**  
**Introduction to Computer Assisted Instruction**  
**Application**  
**0.5 UNITS NDA**

*Laboratory 1 hour.*

The student learns to use the computer as a tool for learning by using hands-on computer interactive programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted application (CAI) course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 50**  
**Introduction to CAI**  
**Applications Language Arts**  
**0.5 UNITS NDA**

*Laboratory 1 hour.*

The student learns to use hands-on interactive instructional applications programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted instruction (CAI) language arts course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 53**  
**Test Preparation for the General Education**  
**Development (GED): Writing Skills**  
**1 UNIT NDA**

*Advisory: English 20, LS 1A, 1B, 1C-Basic Composition or LS 2A, 2B, 2C, English Fundamental.*

*Laboratory 4 hours*

This course is designed to prepare students to pass the General Education Development Test (GED): Writing Skills Test. It will include basics grammar and usage skills, sentence structure, capitalization, punctuation, spelling, and the essay. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.



**LEARNING SKILLS 56****Test Preparation for the General Education Development****(GED): Social Studies****1 UNIT NDA**

*Advisory: English 20 or Learning Skills 1A, 18, & 1C-Reading. Laboratory 4 hours*

The student learns skills to pass the General Educational Development (GED): Social Studies Test. It includes the thirteen English colonies, the Revolutionary War, inflation and its effects, the various branches of government, time zones, anthropology, sociology, and psychology. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills GED preparatory course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/Non-Pass basis. LEARNING SKILLS 485

**LEARNING SKILLS 485****Internet Research****1 UNIT NDA**

*Laboratory 2 hours*

The Internet Research course teaches students how to use search engines; basic and advanced searches with Boolean operators; how to locate, store, and retrieve materials in various content fields; how to critically evaluate these sources; and how to use cite electronic resources. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a pass/no-pass basis.

**LIBERAL ARTS****(TRANSFER MAJOR-See a Counselor for Information Interdisciplinary Program)**

The Library department is designed to help students succeed in their college classes. The course gives students confidence in doing research using standard library resources as well as the Internet.

**LIBRARY SCIENCE 101****Library Research Methods****1 UNIT (UC: CSU)**

*Lecture 1 hour.*

*Advisory: CAOT 1*

The student learns basic research skills. This is a self-paced course in the use of the Library, its print and selected on-line resources and the rudiments of research.

**LINGUISTICS 1****Introduction to Language and Linguistics****3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or or ESL 8 equivalent.*  
Students are introduced to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

**LINGUISTICS 2****Introduction to Sociolinguistics****3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or ESL 8 or equivalent.*

*Advisory: Linguistics 1*

Students study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both monolingual and multilingual settings. Students gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

**LINGUISTICS 3****Introduction to Psycholinguistics****3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or ESL 8*

*Advisory: Linguistics 1*

In this general introduction to psycholinguistics course, students focus on speech, perception, language processing, language production, and language acquisition. Students study the relationship between the theories proposed by linguistics and data as observed in everyday life. Students also review related areas such as processes of reading, language and the brain, and language and thought.

**MANAGEMENT 2****Organization and Management Theory****3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the basic process of the management of an organization. The course presents the process of achieving set goals and objectives in a formal organization. The course objectives include : (a) To provide the student with a basic framework of the subject matter through an overview of how an enterprise is organized and managed. (2) To develop student sensitivity to the four key tools of management - planning, organizing, influencing, controlling. (3) To introduce learning tracks by which students will appreciate the essence of management activities throughout the process and activities related to production, distribution, finance and administration, and decision-making.

**MANAGEMENT 13****Small Business Entrepreneurship****3 UNITS (CSU)**

Lecture 3 hours

Students receive the fundamentals of how to organize and operate a small business.

**MANAGEMENT 31****Human Relations for Employees****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

The students learns to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

**MANAGEMENT 33****Personnel Management****3 UNITS (CSU)**

Lecture 3 hours

The student will learn the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations and collective bargaining.

**MARKETING 1****Principles of Selling****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Students learn about careers in selling, ethics in selling, the psychology of selling and benefit selling. They learn prospecting methods, the approaches to customers, using questions in selling, techniques for meeting objections to buying and techniques for closing the sale. This course is one of a series of classes which lead to the Marketing Certificate and the AA Degree with a major in marketing.

**MARKETING 11****Fundamentals of Advertising****3 UNITS (CSU)**

Lecture 3 hours Advisory: English 28 and 67 or equivalent. Open to all students.

Students have an opportunity to explore the planning process, the strategies and the techniques used by corporations and small businesses to stimulate sales.

**MARKETING 13****Marketing Laboratory****3 UNITS (CSU)**

Lecture 3 hours Advisory: English 28 and 67 or equivalent; and Marketing 11.

Students receive instructions on how to formulate and evaluate an advertising plan

**MARKETING 21****Principles of Marketing****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Students learn the importance of making decisions with the customer in mind and the need to select target markets for products and services. The course covers decision making relative to product development and management, trademarks, wholesaling, retailing, selling, sales promotion, advertising and pricing. It is the first in a series of courses which lead to the Certificate in Marketing and the AA Degree with a major in marketing.

**MARKETING 31****Retail Merchandising****3 UNITS (CSU)**

Lecture 3 hours

The student will learn the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

**Placement Information**

High school courses are not accepted as equivalent to college courses. Every new incoming student will be required to take the math assessment unless he/she has satisfied the prerequisite by a college level course or a comparable assessment process from another college (must not be based on high school transcripts). The result of the assessment test is valid for one year. The student is encouraged to start his or her mathematics sequence as soon as possible after the assessment is taken.

If you place in a 200 level math course, you should review the Mathematics Course Sequence flowchart to determine which track best fits your circumstance and discuss your choice with a counselor. UC maximum limit: Refer to [www.assist.org](http://www.assist.org)

**MATHEMATICS 10****Math as a Second Language (MSL)****1 UNIT**

Lecture 1 hour.

Students study the basic mathematics sequence. The course introduces mathematical language and notation, along with fundamental concepts necessary for successful completion of the mathematics sequence. Topics include writing and speaking mathematical language, understanding how to determine what a problem is asking, and a multi-step program for solving problems. Also included are techniques that will enable students to have a positive outlook toward future mathematics classes.

**MATHEMATICS 100**  
**Mathematics Workshop**  
**1 UNIT NDA**

Laboratory 3 hours

Co-requisite: MATH 105 or 111 or 113 or 114 or 115 or 124, or 215 or 216 or 227 or 230 or 236 or 240 or 245 or 260.

Students can supplement and enhance learning in mathematics through tutorial and self-help assistance, calculators, computers, programmed texts and other learning aids.

**MATHEMATICS 105**  
**Arithmetic**  
**3 UNITS**

Lecture 3 hours

Students learn to perform arithmetic operations with whole numbers. Students learn to work with whole number factors and multiples. Students learn to perform arithmetic operations with fractions. Student apply knowledge of fractions to solve word problems including problems involving ratio and proportion. Students learn to perform arithmetic operations with decimals and percents. Students apply knowledge of whole numbers, fractions, percents, and decimals to solve problems involving plane geometry of basic shapes, perimeters and areas. Open to all students.

**MATHEMATICS 112**  
**Pre-Algebra**  
**3 UNITS NDA**

Lecture 3 hours

Prerequisite: Appropriate score on the math placement test. The student can, in this course, bridge the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

**MATHEMATICS 113**  
**Elementary Algebra A**  
**3 UNITS**

Lecture 3 hours

Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.

This is the first half of Mathematics 115. This course is for those who have had no algebra or whose preparation in algebra is deficient. Topics include inequalities, an introduction to polynomials and their operations, equations, factoring, and graphs of two variables.

**MATHEMATICS 114**  
**Elementary Algebra B**  
**3 UNITS**

Lecture 3 hours

Prerequisite: Mathematics 113 with a satisfactory grade or equivalent.

This is the second half of Mathematics 115. Mathematics 113 and Mathematics 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one Mathematics 115, or Mathematics 113 and 114 combination. Simultaneous enrollment in Mathematics 113 and Mathematics 114 is not permitted. Topics include factoring polynomials, manipulating rational expressions and equations, manipulating roots and radicals, solving and graphing quadratic equations.

**MATHEMATICS 115**  
**Elementary Algebra**  
**5 UNITS**

Lecture 5 hours

Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.

For students who have had no algebra or whose preparation in algebra is deficient, topics in this course include variables, polynomials, equations, factoring, system of linear equations, graphs, inequalities and quadratic equations.

**MATHEMATICS 121**  
**Elementary Geometry for College Students**  
**3 UNITS (A)**

Lecture 3 hours

Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.

The student learns the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Basic constructions are introduced. The meaning and techniques of logical proofs are heavily emphasized.

**MATHEMATICS 124**  
**Intermediate Algebra**  
**5 UNITS**

Lecture 4 hours Laboratory 2 hours

Prerequisite: Mathematics 115 with satisfactory grade or equivalent.

The student learns the first part of Mathematics 125. Mathematics 124A and 124B together are equivalent to Mathematics 125. Topics include linear functions, systems of equations, inequalities, polynomials, rational functions, and exponents. Credit is allowed in only one Mathematics 125, or the Mathematics 124A and 124B combination. Simultaneous enrollment in Math 124A and 124B is not permitted. Simultaneous enrollment in Math 124A and 124B is not permitted.

**MATHEMATICS 125**  
**Intermediate Algebra**  
**5 UNITS**

Lecture 5 hours

*Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.*

*Note: A maximum of 8 UNITS may be earned by any combination of Mathematics 125, 240, and 245.*

Students learn techniques for solving compound linear inequalities as well as absolute value equations and inequalities, solving systems of linear equations in two and three variables, simplifying non-linear expressions and solving non-linear equations such as polynomial, rational, radical, exponential, and logarithmic. Students learn techniques for rewriting the equation in the standard form for parabola and circle, and graph. Students learn how to compute terms and sums of arithmetic and geometric series. Students will apply the binomial theorem to expand the binomial with given power. Applications are included in a wide variety of word problems.

**MATHEMATICS 202**  
**Mathematics Workshop II**  
**1 UNIT (CSU)**

Laboratory 3 hours

*Co-requisite: One of the following MATH 215, 216, 225, 226, 230, 235, 236, 237, 240, 245, 260, 261, 262, 263, 270, or 275*

Students supplement and enhance their learning in mathematics by providing tutorial and self-help assistance, calculators, computers, programmed text, and other learning aids for baccalaureate level mathematics courses.

**MATHEMATICS 215**  
**Principles of Mathematics I**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course is the first of two in a sequence designed for prospective elementary school teachers. Topics include sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

**MATHEMATICS 216**  
**Principles of Mathematics II**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 215 with a satisfactory grade or equivalent.*

This course is the second of two in a sequence for prospective elementary school teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

**MATHEMATICS 227**  
**Statistics**  
**4 UNITS (UC: CSU)**

Lecture 4 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling, and estimation. Hypothesis testing, analysis of variance, test of independence, linear correlation and regression analysis also are covered.

**MATHEMATICS 230**  
**Mathematics for Liberal Arts Students**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

**MATHEMATICS 236**  
**Calculus for Business and Social Sciences**  
**5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course consists of elementary differential and integral calculus of algebraic, exponential and logarithmic functions, as well as derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

**MATHEMATICS 237****Advanced Calculus for Business and Social Sciences  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 236 with a satisfactory grade or equivalent.*

Students learn advanced calculus topics with emphasis on business and social science applications. Topics include definite integrals, probability, techniques of integration, improper integrals, numerical integration, elementary differential equations, functions of several variables, partial derivatives, chain rule, total differentials, optimization of functions of several variables without and with constraints, method of Lagrange multipliers, double integrals.

*NOTE: This course is not offered every semester. See Class Schedule.*

**MATHEMATICS 240****Trigonometry  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: Both Mathematics 125 and 121 with satisfactory grades or equivalent.*

A maximum of 8 UNITS of credit may be earned by any combination of Mathematics 125, 240 and 245.

Students in Math 240 study the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, solution of triangles, models for periodic phenomena, identities, conditional equations, and polar coordinates. Students also learn the basic properties of the cotangent, secant, and cosecant functions.

**MATHEMATICS 245****College Algebra  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

Students receive instruction in the theory of equations, functions and their graphs, polynomial functions and their graphs, rational functions and their graphs, systems of equations, matrix algebra, determinants, permutations, combinations, probability, sequences and series, binomial theorem, and mathematical induction.

**MATHEMATICS 260****Pre-calculus  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.*

Students prepare for calculus, which covers the properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and DeMoivre's Theorem, conic sections with translation and rotation of axes, nonlinear systems of equations and inequalities, vector algebra with dot and cross products, polar coordinates and graphs of polar functions, partial fractions and mathematical induction.

**MATHEMATICS 261****Calculus I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 260 with a satisfactory grade or equivalent.*

The student receives instruction in functions and their graphs, limits, continuity, derivatives of functions in one variable, Mean Value Theorem, integrals, the Fundamental Theorem of Calculus (Part 1 and Part 2). Applications include optimization problems, and finding the area between curves, the volumes of bodies with non-rotational cross sections and with rotational cross sections (shell method and disk method), work of a force, and average value of a function.

**MATHEMATICS 262****Calculus II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.*

Students learn the differentiation of transcendental functions, techniques of integration, sequences, infinite series, and curves in polar coordinates.

**MATHEMATICS 263****Calculus III  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students solve problems from vectors calculus, parametric equations, surfaces, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integrals, surface integrals, and line integrals. Students consider physical and mechanical applications of Green's Theorem, Divergence Theorem, and Stokes' Theorem.



**MATHEMATICS 270****Linear Algebra****3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.*

Students analyze vector spaces, linear transformations, matrices, matrix algebra, and solve systems of equations.

**MATHEMATICS 272****Methods of Discrete Mathematics****5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students study logic, algorithms, number systems, mathematical induction, sets, counting principles, probability, Boolean algebra, logic network, Pigeonhole principle, cardinality and computability, recurrence relations and recursion, graph theory, switching circuits, trees.

**MATHEMATICS 275****Ordinary Differential Equations****3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students learn to categorize different types of differential equations. Students learn to use techniques such as separation of variables, exact differentials, homogeneity, and change-of-variable (substitution) to solve first-order equations as well as first-order Initial Value Problems (IVPs). Students apply this knowledge to solve real-world problems such as population growth and mixture problems. Students learn to solve higher-order linear differential equations using constant coefficient technique, the method of undetermined coefficients and variation of parameters. Students apply this knowledge to physics applications such as simple harmonic motion. Students solve equations of higher-order with variable coefficients applying specific techniques based on the type of the given equations. Topics Include: Cauchy-Euler Equations, Power Series solutions, Bessel's Equations, and Legendre's Equation. Students learn the Laplace transform and its properties and apply this knowledge to solving various differential equations as well as IVP's. Students use techniques for solving Systems of Linear Differential Equations.

**MICROBIOLOGY 1****Introductory Microbiology****5 UNITS (UC: CSU)***Lecture 3 hours Laboratory 6 hours**Prerequisite: Biology 3 or Physiology 1; and Chemistry 60 or ANY Chemistry and AND Biology with a satisfactory grade of better or equivalent.**Advisory: Eligibility for English 21 or equivalent.**PREREQUISITE: Biology 3 or Physiology 1, and Chemistry 60. Advisories: English 21.*

DESCRIPTION: Students examine and learn: bacterial physiology, cytology, genetics, growth and reproduction, and the effects of physical and chemical agents on the bacterial cell. Applied fields covered are food, water, milk, air, soil and industrial microbiology. The immune response, diseases and bacteriologic techniques are stressed.

**MICROBIOLOGY 20****General Microbiology****4 UNITS (UC: CSU)***Lecture 3 hours Laboratory 3 hours**Advisory: English 21 or equivalent and Chemistry 60.*

Students examine diseases produced by microorganisms including an introduction to bacterial classification, cytology, physiology, growth, reproduction, sterilization, disinfection and the applied fields of bacteriology. Bacteriological techniques are emphasized in the laboratory.

**MICROBIOLOGY 40****Microbiology Laboratory****Preparations****1 UNIT (RPT 2) (CSU)***Laboratory 3 hours**Corequisite: Microbiology 1 or Microbiology 20*

Students prepare media and reagents normally used in a bacteriological laboratory with emphasis on safety and proper use and care of laboratory equipment and supplies.

**MUSIC 101****Fundamentals of Music****3 UNITS (UC: CSU)***Lecture 3 hours**(For the non-Music major)*

*(For the non-Music major.)* A study of the fundamentals of music including notation, meter signatures and rhythms, major and minor scales and key signatures, intervals, triads, terms and symbols. Some sight reading and ear training is included. Satisfies Humanities requirement.

**MUSIC 111**  
**Music Appreciation I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Required of all Music majors. Open to all students.*

The student learns about masterpieces of western music from the Middle Ages to the present day with an emphasis on perceptive listening. Topics include the elements of music, musical forms, music periods, styles, and the role of music and musicians in the western world. Fulfills humanities requirements for graduation.

**MUSIC 121**  
**Music History and Literature I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisories: Music 111 and Music 202.*

The student studies music history and literature from earliest times to 1750, including music of the ancient Greeks, early Christians, Middle Ages, Renaissance and Baroque periods, through the music of Bach and Handel.

**MUSIC 122**  
**Music History and Literature II**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Music 111 and Music 202.*

This course is a survey of music history and music literature from 1750 to the present time, including music of the Pre-Classic, Classic, and Romantic periods, as well as Contemporary 20th Century music.

**MUSIC 135**  
**African-American Music**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

A study of African and African-American music and their influence on folk, spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American artists. (Credit allowed for only one of Music 135 and African-American Studies 60.) Satisfies Humanities requirement for graduation.

**MUSIC 137**  
**Music as a Business**  
**3 UNITS (A)**

*Lecture 3 hours*

The student learns the skills and knowledge necessary for success in the many careers available in the music industry. Covers the roles of personal managers, agents and attorneys; the process of producing, publishing and copyrighting songs; and record production and marketing.

**MUSIC 152-1**  
**(FORMERLY MUSIC 152)**  
**Current Musical Events I**  
**1 UNIT - (CSU)**

*Laboratory 2 hours*

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

**MUSIC 152-2**  
**Current Musical Events II**  
**1 UNIT (CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 152-1*

The student observes and critiques live concert performances, developing an understanding of more advanced elements, styles and forms of music.

**MUSIC 161**  
**Introduction to Electronic Music**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

The student learns electro-acoustic, MIDI and computer assisted music techniques for both the MAC and PC platforms. Emphasis is in computer-assisted sequencing, digital and MIDI recording, mixing, sound reinforcement and CD production.

**MUSIC 180-1**  
**(FORMERLY MUSIC 180)**  
**Applied Music Laboratory I**  
**1.5 UNITS**

*Laboratory 5 hours*

*Co-requisite: Music 181*

The student uses departmental practice rooms to enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation.

**MUSIC 180-2**  
**Applied Music Laboratory II**  
**1.5 UNITS (CSU)**

*Laboratory 5 hours*

*Prerequisite: Music 180-1*

*Co-requisite: Music 182*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature.

**MUSIC 180-3**  
**Applied Music Laboratory III**  
**1.5 UNITS (CSU)**

*Laboratory 5 hours*

*Prerequisite: Music 180-2*

*Co-requisite: Music 183*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a manner suitable to the genre, period, and style of the literature.

**MUSIC 180-4**  
**Applied Music Laboratory IV**  
**1.5 UNITS (CSU)**

*Laboratory 5 hours*

*Prerequisite: Music 180-3*

*Co-requisite: Music 184*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer.

**MUSIC 181**  
**Applied Music I**  
**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Co-requisite: Music 180-1.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 182**  
**Applied Music II**  
**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 181 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-2.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 183**  
**Applied Music III**  
**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 182 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-3.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a stylistically appropriate manner suitable to the genre, period, and style of the literature. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 184**  
**Applied Music IV**  
**0.5 UNIT (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 183 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-4.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 185**  
**Directed Study**  
**1 UNIT (CSU)**

*Lecture 1 hour.*

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 200**  
**Introduction to Music Theory**  
**4 UNITS (UC: CSU)**

*Lecture 2 hours Lab 4 hours*

The student writes and recognizes rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh chords, figured bass symbols, and non-harmonic tones. The student applies and develops these materials through ear training, sight singing, analysis, and dictation. The student also develops skills in handwritten notation.

**MUSIC 201**  
**Harmony I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

*Co-requisite: Music 217-2*

The student writes and analyzes diatonic harmony including primary and secondary triads and the dominant seventh chord. Also includes figured bass and non-harmonic tones, as well as introducing two-part counterpoint, non-dominant seventh chords, secondary dominants and modulation. Students taking this class should also enroll in Music 217-2.

**MUSIC 202**  
**Harmony II**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 201 with a satisfactory grade or equivalent.*

*Corequisite: Music 218-2*

The student writes and analyzes advanced diatonic and beginning chromatic harmony using seventh chords, modally borrowed chords, sequences, secondary dominants, simple modulations, basic musical forms, and the writing of original compositions. Students enrolling in this class should also enroll in Music 218-2.

**MUSIC 203**  
**Harmony III**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

*Co-requisite: Music 219-2*

The student writes and analyzes advanced chromatic harmony using augmented chords, linear chromatic chords, Neapolitan chords, augmented-sixth chords, chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. The student also writes and analyzes jazz and modal harmony as well as twentieth century techniques including Impressionism, tone rows, set theory, polytonality/pandiatonicism, and advanced meter/rhythm. Students enrolling in this class should also enroll in Music 219-2.

**MUSIC 217-2**  
**MUSICIANSHIP 2**  
**1 Unit (CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony I (diatonic harmony) through ear training, sight singing, analysis, and dictation.

**MUSIC 218**  
**Sight Reading I**  
**1 UNIT**

*Lecture 1 hour.*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

The student will acquire basic skills in sight reading rhythms and melodies. The goal is to acquire sight reading skills necessary for reading, performing, composing and producing music.

**MUSIC 218-2**  
**MUSICIANSHIP 3**  
**1 Unit (CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 217-2 with a satisfactory grade or equivalent.*

*Corequisite: Music 202*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony II (advanced diatonic and beginning chromatic harmony) through ear training, sight singing, analysis, and dictation.

**MUSIC 219-2**  
**MUSICIANSHIP 4**  
**1 Unit (CSU)**

Laboratory 3 hours

*Prerequisite: Music 218-2 with a satisfactory grade or equivalent.*

*Corequisite: Music 203*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III (advanced chromatic harmony and twentieth century techniques) through ear training, sight singing, analysis, and dictation.

**MUSIC 221**  
**Counterpoint I**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

The student studies 18th-century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development and canon and resulting in analysis and composition of two-part inventions, binary dance forms and three and four-part fugue expositions.

**MUSIC 223**  
**Twentieth Century Compositional Techniques**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

**MUSIC 224**  
**Composition**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Music 201 with a satisfactory grade or equivalent.*

The student composes instrumental works based on specific compositional techniques. The student will establish a solid technique in counterpoint, harmony, and instrumentation, resulting in a greater awareness of new compositional ideas and aesthetics. The goal is to apply those techniques and ideas to the development of a personal approach to composition.

**MUSIC 231**  
**Orchestration and Arranging I**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Music 202 with a satisfactory grade or equivalent. Advisory: Music 241.*

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

**MUSIC 251-1**  
**(FORMERLY MUSIC 251)**  
**Jazz Improvisation Workshop I**  
**1 UNIT (UC: CSU)**

Laboratory 3 hours

*Prerequisite: Music 101*

The student improvises and performs level one standard repertoire in a jazz combo setting. Focus is on swing, bebop and blues. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-2**  
**Jazz Improvisation Workshop II**  
**1 UNIT (UC: CSU)**

Laboratory 3 hours

*Prerequisite: Music 251-1*

The student improvises and performs level two standard repertoire in a jazz combo setting. Focus is on modal and pentatonic scales and hard bop style. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-3**  
**Jazz Improvisation Workshop III**  
**1 UNIT (UC: CSU)**

Laboratory 3 hours

*Prerequisite: Music 251-2*

The student improvises and performs level three standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-4**  
**Jazz Improvisation Workshop IV**  
**1 UNIT (UC: CSU)**

Laboratory 3 hours

*Prerequisite: Music 251-3*

The student improvises and performs level four standard repertoire in a jazz combo setting. Focus is on Afro-Cuban and Brazilian jazz styles. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 261-1**  
**(FORMERLY MUSIC 261)**  
**Electronic Music Workshop I**  
**3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite: Music 161 and Music 101 with a satisfactory grade or equivalent.*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on MIDI and audio sequencing in Pro Tools.



**MUSIC 261-2**  
**Electronic Music Workshop II**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 261-1*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced editing, beat detective and elastic audio automation.

**MUSIC 261-3**  
**Electronic Music Workshop III**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 261-2*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced bussing, mastering and signal processing.

**MUSIC 271**  
**Songwriter's Workshop**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisites: Music 201 and Music 312 or Music 651*

Students learn the conventions of songwriting including lyrics, melody the relationship of lyrics and music, harmony, and song structure. Students analyze a wide variety of songs and apply the conventions of songwriting in the composition and performance of original songs.

**MUSIC 281**  
**COMMERCIAL MUSIC TECHNIQUES I**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 161 and Music 201 with a satisfactory grade or equivalent.*

This is the first in a sequence of courses offering opportunity to develop the techniques of music for commercial applications. Skills in the preparation of music for compact disc production, multimedia applications, audio production techniques, songwriting and stage performance will be emphasized.

**MUSIC 282**  
**Commercial Music Techniques II**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 281 with a satisfactory grade or equivalent.*

The student continues developing techniques of music for commercial applications. Advanced skills in the preparation of music for compact disc and DVD production, multimedia applications, audio production techniques, songwriting, score realization, stage performance and talent promotion will be emphasized.

**MUSIC 285**  
**DIRECTED STUDY**  
**3 UNITS (CSU)**

*Lecture 2 hour*

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 291**  
**MIDI Instrument Instruction I**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 161 with a satisfactory grade or equivalent. Advisory: Music 261.*

The student develops functional skills to utilize synthesizers, digital keyboards, sequencers, digital audio interface, MIDI controllers, computers and other MIDI equipment.

**MUSIC 292**  
**MIDI Instrument Instruction II**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 291 with a satisfactory grade or equivalent.*

The student continues to develop functional skills to utilize MIDI instruments. Emphasis is on advanced MIDI instrument techniques and applications in creative music technology using both MAC and PC computers.

**MUSIC 311**  
**Piano I**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Open to all students.*

The student receives instruction in basic piano skills with an emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces. Students are required to furnish their own headphones.

**MUSIC 312**  
**Piano II**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 311 with a satisfactory grade or equivalent.*

The student receives continued instruction in basic piano skills emphasizing note reading, simpler major and minor scales in quarter and eighth note patterns, triads, repertoire and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 313****Piano III****1 UNIT (UC: CSU)**

Laboratory 2 hours

*Prerequisite:* Music 312 with a satisfactory grade or equivalent.

The student receives continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 314****Piano IV****1 UNIT (UC: CSU)**

Laboratory 2 hours

*Prerequisite:* Music 313 with a satisfactory grade or equivalent.

The student receives instruction in piano skills emphasizing major and minor scales; major and minor arpeggios; repertoire from the Baroque, Classical, Romantic, and 20th Century; and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-1****(FORMERLY MUSIC 341)****Intermediate Piano I****2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 314 with a satisfactory grade or equivalent.

The student studies, practices, and performs level one intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach inventions, Diabelli sonatinas, Schumann Kinderszenen, and Kabalevsky Op. 27. Technique to include the equivalent of Hanon 60 exercises #1-19, Czerny Op. 100 #10-20, and all melodic minor scales in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-2****Intermediate Piano II****2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 341-1

The student studies, practices, and performs level two intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach sinfonias, Haydn early sonatas, Chopin mazurkas and Bartok Mikrokosmos Book #3. Technique to include the equivalent of Hanon 60 exercises #20-29, Czerny Op. 100 #20-30, and all major scales in thirds in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-3****Intermediate Piano III**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 341-2

The student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30-39, Czerny Op. 299 #1-9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-4****Intermediate Piano IV**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 341-3.

The student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40-60, Czerny, Op. 299 #10-20, all melodic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 361-1**  
**(FORMERLY MUSIC 361)**  
**Commercial Piano Techniques Workshop**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 201 and 313 with a satisfactory grade or equivalent.*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on ii7-V7-I progressions and diatonic seventh chords, as well as their applicable commercial chord symbols. (If prerequisites are not met, enrollment is subject to audition.)

**MUSIC 361-2**  
**Commercial Piano Techniques Workshop II**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 361-1*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences, chord extensions and the blues scale. (If prerequisites are not met, enrollment is subject to audition.)

**MUSIC 361-3**  
**Commercial Piano Techniques Workshop III**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 361-2*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 361-4**  
**Commercial Piano Techniques Workshop IV**  
**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 361-3*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 385**  
**DIRECTED STUDY**  
**3 UNITS (CSU)**

*Lecture 1 hour.*

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 400**  
**Voice Fundamentals**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

This course concentrates on general, basic fundamentals of singing, using vocal exercises and simple songs. Emphasis is placed on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student.

**MUSIC 401**  
**Classical Voice I**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 400 with a satisfactory grade or equivalent.*

The student concentrates on general basic fundamentals of singing using vocal exercises and simple arias and art songs in Italian. Italian pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 402**  
**Classical Voice II**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 401 with a satisfactory grade or equivalent.*

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in German. German pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 403**  
**Classical Voice III**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 402 with a satisfactory grade or equivalent.*

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in French. French pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 404**  
**CLASSICAL VOICE IV**  
**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 403 with a satisfactory grade or equivalent.*

The student learns the fundamentals of singing using more advanced vocal exercises, arias and art songs in French, German and Italian. Focus is on interpretation and pronunciation. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 431****Commercial Voice I****1 UNIT (CSU)**

Laboratory 2 hours

*Prerequisite:* Music 400 with a satisfactory grade or equivalent.

The student concentrates on the basic fundamentals of singing using vocal exercises and songs selected from the commercial song literature. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 432****Commercial Voice II****1 UNIT - (CSU)**

Laboratory 2 hours

*Prerequisite:* Music 431 with a satisfactory grade or equivalent.

The student concentrates on the singing voice using more difficult vocal exercises and songs from the many areas of commercial vocal music. Stylistic interpretation and performance practices are emphasized. Coaching sessions with class accompanist are included. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 433****Commercial Voice III****1 UNIT (CSU)**

Laboratory 2 hours

*Prerequisite:* Music 432 with a satisfactory grade or equivalent.

The more advanced singer concentrates on the study through performance of the stylistic interpretations and performances practices of the many areas of commercial vocal music. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 434****Commercial Voice IV****1 UNIT (CSU)**

Laboratory 2 hours

*Prerequisite:* Music 433 with a satisfactory grade or equivalent.

The advanced singer concentrates on the stylistic interpretations and performance practice of commercial vocal music, focusing on mic technique and the development of a unique personal style. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 501****College Choir****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for beginning choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct.

**BMUSIC 531****Philharmonic Choir****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for a large intermediate choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 561****Chamber Chorale****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 601****Brass Instrument Instruction I****2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

The student receives basic instruction on the brass instruments, including trumpet, French horn, trombone and tuba. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 602****Brass Instrument Instruction II****2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 601 with a satisfactory grade or equivalent.

The student continues brass instrument instruction with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 603****Brass Instrument Instruction III  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 602 with a satisfactory grade or equivalent.

The student continues brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 604****Brass Instrument Instruction IV  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 603 with a satisfactory grade or equivalent.

The student continued brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 611****String Instrument Instruction I  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

The student receives basic instruction on the string instruments, either violin, viola, cello or bass. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 612****String Instrument Instruction II  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 611 with a satisfactory grade or equivalent.

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 613****String Instrument Instruction III  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 612 with a satisfactory grade or equivalent.

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering technique in third position and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 614****String Instrument Instruction IV  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 613 with a satisfactory grade or equivalent.

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 621****Woodwind Instrument Instruction I  
2 UNITS (UC: CSU)**

Lecture 1 hour.

Laboratory 2 hours

The student learns basic woodwind instrument techniques. Includes flute, oboe, clarinet, bassoon and saxophone. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 622****Woodwind Instrument Instruction II  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite:* Music 621 with a satisfactory grade or equivalent.

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)



**MUSIC 623****Woodwind Instrument Instruction III  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 622 with a satisfactory grade or equivalent.

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 624****Woodwind Instrument Instruction IV  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 623 with a satisfactory grade or equivalent.

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 631****Percussion Instrument Instruction I  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

The student learns basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments.

**MUSIC 632****Percussion Instrument Instruction II  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 631 with a satisfactory grade or equivalent.

The student continues with basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 633****Percussion Instrument Instruction III  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 632 with a satisfactory grade or equivalent.

The student receives intermediate instruction on percussion instruments and develop greater skill in the reading of percussion notation and in the playing of drum set. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 634****Percussion Instrument Instruction IV  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 633 with a satisfactory grade or equivalent.

The advanced student develops greater skill in the reading of percussion notation and in the playing of drum set as it relates to contemporary funk styles. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 650****Beginning Guitar  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

(Student must provide own guitar.)

The student learns basic positioning of body and hands, music notation and reading, finger picking and chord accompaniment. Designed for students with no previous musical training. Student must provide own guitar.

**MUSIC 651****Classical Guitar I  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 650 with a satisfactory grade or equivalent.

(Student must provide own guitar.)

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 652****Classical Guitar II  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 651 with a satisfactory grade or equivalent.

(Student must provide own guitar.)

The student performs intermediate level exercises and solos. For students who want to progress further into more technically demanding compositions. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 653****Classical Guitar III  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 652 with a satisfactory grade or equivalent.

(Student must provide own guitar.)

The student performs compositions of greater harmonic and technical complexity. For intermediate to advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 654****Classical Guitar IV  
2 UNITS (UC: CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 653 with a satisfactory grade or equivalent.

(Student must provide own guitar.)

The student analyzes, prepares and performs advanced compositions for classical guitar, incorporating the full range of classical guitar techniques. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

**MUSIC 655****Classical Guitar V  
2 UNITS (CSU)**

Lecture 1 hour. Laboratory 2 hours

(Student must provide own guitar.)

Prerequisite: Music 654 with a satisfactory grade or equivalent.

The student performs advanced compositions of greater harmonic and technical complexity. For advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar.

**MUSIC 670****Fingerboard Harmony  
2 UNITS (CSU)**

Laboratory 2 hours

Students further their understanding of chord construction and progressions on the guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 705****Chamber Music****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for chamber music, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 711****Rehearsal Orchestra****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 725****Community Orchestra****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected large musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 751****Wind Ensemble****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for wind ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 765****Percussion Ensemble****1 UNIT (RPT 3) (UC: CSU)**

Laboratory 3 hours

The student prepares, rehearses and performs selected musical works for percussion ensemble, focusing on rhythm, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 771****Guitar Ensemble****1 UNIT (RPT 3) (UC: CSU)***Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for guitar ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 781****Studio Jazz Band****1 UNIT (RPT 3) (UC: CSU)***Laboratory 4 hours*

The student prepares, rehearses and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 911****Cooperative Education - Music****1 UNIT (CSU)***Lecture 1 hour**Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 921****Cooperative Education - Music****2 UNITS (CSU)***Lecture 2 hours**Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 931****Cooperative Education - Music****3 UNITS (CSU)***Lecture 3 hours**Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 941****Cooperative Education - Music****1 UNIT (CSU)***Lecture 4 hours**Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**NURSING, REGISTERED 103****Nursing Pharmacology****1 UNIT (CSU)***Lecture 1 hour.**Prerequisite: Admission to Nursing program.**Co-requisite: Nursing, Registered 104.*

First semester nursing students acquire introductory knowledge about the most frequently prescribed medications, their side effects, and possible interactions that are used in health care setting today.

**NURSING, REGISTERED 104****Nursing Foundations****4 UNITS (CSU)***Lecture 2 hours Laboratory 6 hours**Prerequisite: Math 115, English 101, Sociology 1, Communication Studies 101, Psych 1, 41, Physiology 1, Anatomy 1 and Microbiology 20.*

Students acquire introductory knowledge about theoretical concepts and fundamental skills in nursing that are required for safe patient care. Students also learn and apply the Roy Adaptation Model nursing process as the conceptual framework for practice. Then students develop enhanced critical thinking and psychomotor skills during the clinical component.

**NURSING, REGISTERED 105****Beginning Medical-Surgical Nursing****5 UNITS (CSU)***Lecture 2.5 hours Laboratory 7.5 hours**Prerequisite: Nursing, Registered 104 with a satisfactory grade.*

Students will develop introductory knowledge and understanding of common medical-surgical health problems, using knowledge about the Roy Adaptation Model nursing process. This framework will be used for implementing nursing care. Theoretical concepts and nursing skills will be applied by the students in a clinical setting.

**NURSING, REGISTERED 106****Nursing Care of the Childbearing Family****4 UNITS (CSU)***Lecture 2 hours Laboratory 6 hours**Prerequisite: Nursing, Registered 105 with a satisfactory grade.*

Students learn to assess and care for women through the lifespan and newborns, with emphasis on reproductive health and the childbearing years, healthy neonates, and women's health. Utilizing the Roy Adaptation model, the nursing process, and QSEN competencies, family-centered care is emphasized, including identification of the bio-psycho-social needs, as well as cultural diversity, of patients and families. Students will apply concepts that include the disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the childbearing family.

**NURSING, REGISTERED 107**  
**Nursing Care of the Pediatric Client**  
**4 UNITS (CSU)**

Lecture 2 hours Laboratory 6 hours

Prerequisite: Nursing, Registered 105 with a satisfactory grade.

Utilizing the Roy

Adaptation Model and the nursing process, students in pediatric nursing focus on the nursing care of children of various ages and their families. The student applies concepts that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population.

**NURSING, REGISTERED 108**  
**Nursing Care of the Client with Psychosocial Needs**  
**4 UNITS (CSU)**

Lecture 2 hours Laboratory 6 hours

Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.

The student correlates theoretical knowledge and clinical experience in the care of the psychiatric patient in the acute care facility. Emphasis will be on the holistic care of clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living.

**NURSING, REGISTERED 109**  
**Intermediate Medial - Surgical Nursing**  
**5 UNITS (CSU)**

Lecture 2.5 hours Laboratory 7.5 hours

Prerequisite: Nursing, Registered 106 and Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.

Students identify and manage the needs of the older adult client possessing complex medical-surgical health problems. Students focus on the bio-psycho-social impact of illness across the life span and nursing interventions to promote client adaptation. Students also apply theoretical concepts during concurrent clinical experience.

**NURSING, REGISTERED 110**  
**Advanced Medical-Surgical Nursing**  
**5 UNITS (CSU)**

Lecture 2.5 hours Laboratory 7.5 hours

Prerequisite: Nursing, Registered 108 and Nursing, Registered 109 with a satisfactory grade.

In this advanced nursing course, students will learn to understand and apply advanced theoretical and clinical concepts in the care of critically ill adult, older adult, and pediatric medical-surgical patients with complex problems. Student acquires translational knowledge about complex concepts that include ECG monitoring, beginning ventilator management, hemodynamic monitoring, care of the client with multisystem failure, and nursing care in emergency situations. Students will apply theoretical knowledge across all specialty care settings.

**NURSING, REGISTERED 111**  
**Nursing Leadership and Management**  
**4 UNITS (CSU)**

Lecture 2 hours Laboratory 6 hours

Prerequisite: Nursing, Registered 110 with a satisfactory grade.

Nursing students will explore, apply the legal, ethical and current issues and trends that affect the Registered Nurse today within the context of the Roles of Practice. Students will complete a 96 hours of clinical preceptorship and 12 hours of community home health.

**NURSING, REGISTERED 115**  
**Nursing Skills Competency I**  
**1 UNIT - (CSU)**

Laboratory 3 hours

Co-requisite: Nursing, Registered 104.

Updated- The students will participate in this weekly three-hour adjunct laboratory course to practice procedures and skills learned in concurrent Fundamentals and Beginning Medical-Surgical Nursing theory and clinical lab courses.

**NURSING, REGISTERED 116**  
**Nursing Skills Competency II**  
**1 UNIT (CSU)**

Laboratory 3 hours

Prerequisite: Nursing, Registered 105 with a satisfactory grade.

The student participates in this weekly 3 hour adjunct, laboratory course to practice procedures and skills learned in concurrent Childbearing Family and Pediatric theory and clinical courses.

**NURSING, REGISTERED 117**  
**Nursing Skills Competency III**  
**1 UNIT (CSU)**

Laboratory 3 hours

Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.

Third semester nursing students practice and enhance both mental health and medical-surgical nursing skills.

**RN RESIDENCY IN PEDIATRICS**  
**NURSING, REGISTERED 150**  
**Expanded Practice and Principles for Pediatric Nursing I**  
**9 UNITS (CSU)**

Lecture 6 hours Laboratory 9 hours

Prerequisite: Nursing, Registered 111 with a satisfactory a satisfactory grade. Associate degree in nursing is a minimum requirement.

The student will participate in competency assessment in the progression from novice graduate to Registered Nurse in the Pediatric Nursing specialty.

**NURSING, REGISTERED 151****Role Development in Pediatric Nursing****8 UNITS (CSU)**

Lecture 3 hours Laboratory 15 hours

Prerequisite: Nursing, Registered 150 with a satisfactory grade.

The student will progress in role development, under preceptor guidance, from novice toward increased clinical competency in the Pediatric Nurse Residency Program.

**NURSING, REGISTERED 152****Expanded Practice and Principles of Pediatric Nursing II****7 UNITS (CSU)**

Lecture 3 hours Laboratory 12 hours

Prerequisite: Nursing, Registered 151 with a satisfactory grade.

The student applies leadership and management principles and progresses toward independent practice as a specialty Pediatric Nurse.

**NURSING SCIENCE 100****Transition from LVN to RN****2 UNITS**

Lecture 3 hours Laboratory 6 hours

Eligible Licensed Vocational Nurses (LVN) participate in this bridge course to prepare for transition to the Registered Nurse (RN) program. Students learn and apply theory and skills in the following areas; role transition from LVN to RN, Professional Nursing, Nursing Process, Roy Adaptation Model and Maslow's Hierarchy of Needs, communication skills, ethical and legal issues affecting nursing practice, cultural assessment techniques, pharmacology, and dosage calculation.

**OCEANOGRAPHY 1****Introduction To Oceanography****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

The student receives a general introduction to the origin of the universe, plate tectonics, ocean basins, water, beaches, tides, and the overall uses and abuses of the ocean by human beings.

**PHILOSOPHY 1****Introduction to Philosophy I****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisories: English 28 and 67 or equivalent

This introductory course is open to all students. The following questions will be discussed: Does life have meaning? Does God exist? Do we have free will? Can we trust our senses?

**PHILOSOPHY 5****Critical Thinking and Composition****3 UNITS (UC: CSU)**

Lecture 3 hours

Prerequisite: ENGLISH 101 with a satisfactory grade or better or equivalent.

The student develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

**PHILOSOPHY 6****Logic in Practice****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisories: English 28 and 67 or equivalent

Students apply logical principles and critical thinking to everyday life in such areas as advertising, news reports, and editorials.

**PHILOSOPHY 8****Deductive Logic****3 UNITS (UC: CSU)**

Lecture 3 hours

This introductory logic class, which is open to all students, is designed to develop the student's ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

**PHILOSOPHY 9****Symbolic Logic I****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisories: English 28 and 67 or equivalent

The student learns to translate, analyze and evaluate arguments in modern symbolic logic by employing the principles and methods of propositional and predicate logic.

**PHILOSOPHY 14****History of Modern European Philosophy****3 UNITS (UC: CSU)**

Lecture 3 hours

Advisory: Eligibility for English 28 and 67 or equivalent

This class traces the development of the ideas which shape the modern mind. The individual's relationship to the state, to his fellow human beings and to the universe will be explored in the works of modern philosophers.



**PHILOSOPHY 20****Ethics****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: Eligibility for English 28 and 67 or equivalent*

This class offers a study of both historical and contemporary ethical theories as well as a discussion and analysis of current moral issues.

**PHILOSOPHY 30****Asian Philosophy****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: Eligibility for English 28 and 67 or equivalent*

This course explores the major philosophies of India, China and Japan, including Hinduism, Buddhism, Confucianism, Taoism and Zen Buddhism. Consideration is given to the differences between Eastern and Western thought.

**PHILOSOPHY 32****Philosophy of Religion (formerly Philosophy 27)****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: Eligibility for English 28 and 67 or equivalent*

Offers an exposition, discussion and analysis of significant philosophical questions which have been directed at religious beliefs.

**PHILOSOPHY 40****Introduction To The Philosophy of Art****3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: Eligibility for English 28 and 67 or equivalent.*

Students learn various philosophical theories regarding the nature of art, 'beauty' and the aesthetic experience.

**PHOTOGRAPHY 1****Elementary Photography****6 UNITS (CSU)**

Lecture 3 hours, Laboratory 9 hours

*Prerequisite: Photography 10 with a satisfactory grade.*

The student learns all phases of professional techniques, emphasizing view camera operation, exposure and development control of film, printing for optimum technical and aesthetic values, basic lighting techniques, theory of photographic processes, and basic sensitometry. Estimated material cost is approximately \$300. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential. This is a required course for photography majors.

**PHOTOGRAPHY 6****Advanced Commercial Photography****3 UNITS (RPT 1) (CSU)**

Lecture 2 hours Laboratory 3 hours

*Prerequisite: Photography 3 with a satisfactory grade.*

*Advisory: Photography 33 or equivalent*

Students learn advanced professional lighting techniques for commercial photography. Specialized assignments related to current professional commercial photography methods and business practices will be assigned. Concept and design, and specialization in lighting for commercial advertising is emphasized. Applied professional photographic techniques, and projects will culminate in a working portfolio. Continued study in the use of professional film, digital cameras and software, strobes and accessories - in studio and on location will be emphasized.

**PHOTOGRAPHY 7****Exploring Digital Photography****3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

The student learns the uses and applications of professional digital SLR cameras in this introductory course. Camera controls, elements of composition, and photographing with natural light will be stressed. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

**PHOTOGRAPHY 10****Beginning Photography****3 UNITS (UC: CSU)**

Lecture 2 hours, Laboratory 3 hours

The student learns the basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self-expression. 35mm single lens camera required. Automatic cameras are OK, but they must have manual shutter speed and lens opening capability. An approximate supply cost is \$175. Student must attend the first lecture meeting, or be replaced by students wishing to add. The first scheduled class is the first lecture meeting. Labs will meet only after announced in lecture class. This is a traditional darkroom class.

**PHOTOGRAPHY 15**  
**Fundamentals of Portraiture**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Photography 1 or Photography 107 with a satisfactory grade.*

Students learn to create individualized portraits utilizing a wide variety of traditional lighting styles both on location with available light, and in the studio with professional tungsten lighting and electronic strobes. Students learn how model selection, posing techniques, wardrobe, props, locations and other factors contribute to the total professional portrait. Students will make portraits of individuals, couples and groups. Students learn to make decisions regarding camera format including digital and film, printing and presentation.

**PHOTOGRAPHY 20**  
**Beginning Photojournalism**  
**4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours.*

*Advisory: Photography 7.*

Students learn photography for publications, including magazines, wire services, print and online newspapers and campus publications. The primary emphasis is on digital photography and its use in the journalism and publication worlds. Students practice using cameras and computers, correctly applying the techniques of instruction to photo journalistic methods and visual news gathering.

**PHOTOGRAPHY 22**  
**Creative Photo-Vision**  
**3 UNITS (A)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Photography 1 with a satisfactory grade.*

*Advisory: Photography 107*

The student learns sensitive seeing through avenues of self-expression in nontraditional photographic techniques including non-silver processes, collage, hand-coloring, serial imagery and other alternative processes. The student explores the creative and artistic applications of the materials and processes of silver and non-silver photography. Emphasis is placed on the combining of technical skill with the aesthetic and expressive use of the media.

**PHOTOGRAPHY 34**  
**History of Photography**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent*

Students recognize and identify the major historical developments of in photography including major technological inventions and advancements, styles and movements, and important photographers from 1826 through 1960. Special attention is paid to the impact of the photographic image and how it has shaped modern art and culture worldwide.

**PHOTOGRAPHY 46**  
**Photographic Digital Imaging**  
**3 UNITS (CSU)**

*Lecture 2 hours. Laboratory 3 hours*

In this beginning course, students will utilize Adobe Photoshop tools to solve practical photographic problems such as color and tonal correction and retouching. Students will also learn non-destructive image editing techniques to maintain the highest quality images possible and will correctly prepare files for both print and web output.

**PHOTOGRAPHY 49**  
**Advanced Photographic Digital Imaging**  
**6 UNITS (CSU)**

*Lecture 3 hours Laboratory 9 hours*

*Prerequisite: Photography 46 with a satisfactory grade. (see "Health Advisory" under Certificate Programs)*

Students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/ collaging, retouching, editing and other specialized Photoshop techniques.

**PHOTOGRAPHY 50**  
**Specialty Fields**  
**3 UNITS (A)**

*Laboratory 9 hours*

*Prerequisite: Photography 1 or 107 with a satisfactory grade or instructor's approval of advanced level portfolio.*

The advanced student contracts with the instructor to produce an independent study photography project that is the basis of a free-lance, photojournalistic, commercial or fine art photographic portfolio. The student designs a portfolio based on individual concepts and goals under the guidance of the instructor.

**PHOTOGRAPHY 107**  
**Intermediate Digital Photography**  
**3.00 UNITS (CSU)**

*Lecture 2 hours. Laboratory 3 hours*  
*Prerequisite: Photo 7 and Photo 46.*

The student learns all levels of digital imagery workflow, from image ingestion through pre-production, production, delivery and archiving while working on course projects. Prerequisites: Photo 7 and Photo 46 with a grade of C or better.

**PHYSICS 6**  
**General Physics I**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

Students learn the fundamentals of Newtonian physics, such as mechanics, heat and sound. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

**PHYSICS 7**  
**General Physics II**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Physics 6 with a satisfactory grade or equivalent.*

Students learn the later developments of physics leading through electricity and magnetism to optics, relativity and quantum theory, atomic and nuclear physics. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

**PHYSICS 11**  
**Introductory Physics**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.*

*Advisory: English 28 and 67.*

*Credit allowed for only one of Physics 11 or 12.*

This general introductory course with laboratory serves as the prerequisite for Physics 101, 6, 21, and for the health career programs. It is aimed at developing physical intuition, problem solving techniques and laboratory procedures. It is not open to students who have had a college course in physics. Those needing only one semester of laboratory science should consider enrolling in Physics 12.

**PHYSICS 12**  
**Physics Fundamentals**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn a practical and historical overview of basic physics, including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, and relativity, and is reminded of their role in technology and culture today. No mathematical preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Physics 14.

**PHYSICS 14**  
**Physics 14 Laboratory**  
**1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Co-requisite: Physics 12. Advisory: English 21*

The student will learn to use basic laboratory techniques to understand and apply simple physical laws and concepts, including the use of graphs, calculators and simple measurements to understand and measure the speed of sound, forces, densities, velocities, indexes of refraction, specific heats, and verify Hooke's Law, Boyle's law, and Ohm's Law. When taken with or after Physics 12, it completes the units requirement for a Natural Science course with laboratory.

**PHYSICS 21**  
**General Physics I with Calculus**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Physics 11 with a satisfactory*

*Co-requisite: Mathematics 261.*

*Advisory: English 21 or equivalent.*

Physics 21 is the first of a two-semester, calculus-based, sequence of general physics courses. (Physics 22 completes the sequence.) This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 21 include mechanics, waves and fluids, with an emphasis on applications to the life sciences.

**PHYSICS 22****General Physics II with Calculus  
4 UNITS (UC: CSU)**

*Prerequisites: Physics 21 with a satisfactory grade or equivalent. Co-requisite: Mathematics 262.*

*Lecture 3 hours Laboratory 3 hours*

Life-sciences students, premedical students, and other students that require a two-semester calculus-based sequence of physics courses can benefit from this course. Topics covered in Physics 22 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics. There is an emphasis on applications to the life sciences.

**PHYSICS 101****Physics for Engineers and Scientists I  
5 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 6 hours*

*Prerequisite: Physics 11 with a satisfactory grade or high school physics; and Mathematics 261.*

*Co-requisite: appropriate score on Math Placement test.*

The student learns the fundamental principles and applications of Newton's Laws in classical mechanics, including motion in one and two dimensions, gravitation, rotation, energy, momentum, periodic motion, and fluid mechanics at the beginning calculus level of mathematics. The laboratory includes both quantitative and qualitative experiments that permit students to verify, illustrate, and deduce various laws of physics.

**PHYSICS 102****Physics for Engineers and Scientists II  
5 UNITS (UC: CSU)**

**Lecture 3 hours Laboratory 6 hours**

*Prerequisite: Physics 101 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Mathematics 262, unless taken previously.*

Physics 102 continues the study of physics begun in PHYSICS 101. In PHYSICS 102 students learn the topics of introductory thermodynamics (temperature, heat, heat engines, entropy and other topics), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits and other topics). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

**PHYSICS 103****Physics for Engineers and Scientists III  
5 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 6 hours*

*Prerequisite: Physics 102 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Mathematics 263, unless taken previously.*

Physics 103 concludes the introductory sequence begun in PHYSICS 101 and 102. In PHYSICS 103 students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics. Topics in molecular and condensed matter as well as particle physics may also be included. The laboratory includes both quantitative and qualitative experiments which enable students to verify, illustrate, and deduce some of the laws of physics that apply to the topics covered.

**PHYSICS 161****Astrophysics and Cosmology  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Physics 101 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Physics 102.*

Students learn various aspects of astrophysics and cosmology, including elements of general relativity, the physics of pulsars, cosmic rays, and black holes. Topics include the cosmological distance scale, elementary cosmological models, and the mass density and age of the universe. Evidence for dark matter and concepts of the early universe and of galaxy formation are also presented. The student reflects on astrophysics as a probe of the extremes of physics.

**PHYSICS 185 DIRECTED STUDY –  
1 UNIT (CSU)****PHYSICS 285 DIRECTED STUDY –  
2 UNITS (CSU)****PHYSICS 385 DIRECTED STUDY –  
3 UNITS (CSU)**

*Prerequisite: Signature of Instructor and Science and Mathematics classes appropriate to the research to be undertaken.*

*Lecture 1 hour per unit.*

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.

Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit.

**PHYSIOLOGY 1****Introduction to Human Physiology****4 UNITS (UC: CSU)***Lecture 3 hours Laboratory 3 hours**Prerequisite: Anatomy 1 with a satisfactory grade or equivalent.**Advisory: English 21*

Students examine and learn the general principles of physiology with special emphasis upon the human body.

**POLITICAL SCIENCE 1****The Government of the United States****3 UNITS (UC: CSU)***Lecture 3 hours*

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy.

**POLITICAL SCIENCE 2****Modern World Governments****3 UNITS (UC: CSU)***Lecture 3 hours*

Students survey several countries around the world focusing on the 'Third World' and questions of globalization, democracy, political and economic development and major theories and concepts in comparative politics.

**POLITICAL SCIENCE 5****The History of Western Political Thought****3 UNITS (UC: CSU)***Lecture 3 hours*

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories, relevance of theory to contemporary problems, and new approaches to political thought.

**POLITICAL SCIENCE 7****Contemporary World Affairs****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: Political Science 1 or equivalent.*

Students learn the major aspects and important issues of international relations and global politics, including but not limited to the study of war and conflict, international organizations and actors, and development and globalization.

**POLITICAL SCIENCE 14****Government and Politics in the Middle East****3 UNITS (UC: CSU)***Lecture 3 hours*

Students survey the domestic, regional, and international factors which shape the political landscape of the Middle East. They identify and explain sources of instability and violence in the region by focusing on the processes of state building and state disintegration. In addition, in a comparative context, they investigate particular experiences of Middle Eastern countries concerning the nature, roots, and historical evolution of the region's regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

**POLITICAL SCIENCE 19****Women in Politics****3 UNITS (UC: CSU)***Lecture 3 hours*

Students learn political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. They also examine the political institutions, processes, and problems of the national, state, and local government.

**PSYCHOLOGY 1****General Psychology I****3 UNITS (UC: CSU)***Lecture 3 hours*

Students learn the psychological principles behind behaviors such as learning, motivation, intelligence, feelings and emotions, personality, abnormal behavior and methods of adjustment. Different psychological perspectives such as psychoanalysis, neuroscience, cognitive, behaviorism and humanism will be emphasized.

**PSYCHOLOGY 2****Biological Psychology****3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Students learn to explain psychological behavior as a result and cause of events taking place in the brain, nervous systems, and genes. Students learn to explain the relationship of biological events to psychopathology, sexuality, motivation, sleep, stress, emotions, perception, and learning.



**PSYCHOLOGY 3****Personality and Social Development  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

The student focuses on self-awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

**PSYCHOLOGY 13****Social Psychology  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Students learn how we are influenced by our society in the areas of persuasion, propaganda and brain washing, obedience and conformity, aggression and prejudice, sexism and interpersonal relationships.

**PSYCHOLOGY 14****Abnormal Psychology  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

An overview of abnormal behavior from the perspective of contemporary medical, psychosocial, and socio-cultural approaches. Abnormal disorders are described, and their major causes and treatment are reviewed.

**PSYCHOLOGY 27****Online and Software Resources for Human Services  
1 UNIT**

Lecture 1 hour.

Human Services majors receive a basic introduction to pertinent computer resources currently being utilized by human services professionals. Hands-on training will allow students to become familiar with software and online resources commonly being used.

**PSYCHOLOGY 41****Life Span Psychology: From  
Infancy to Old Age  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Psychology 1 with a satisfactory grade.*

Students learn about physical, cognitive and social growth and change affecting individuals during their many life stages. Students examine the prenatal, infancy, childhood, adolescent, and old age periods of development.

**PSYCHOLOGY 43****Principles of Group Dynamics I  
3 UNITS (CSU)**

Lecture 3 hours

Students learn group dynamics principles including active listening, communication models, body language principles and factors that influence group cohesion.

**PSYCHOLOGY 44****Principles of Group Dynamics II  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: Psychology 43 with a satisfactory grade or equivalent.*

Students learn the role of group processes in changing behavior, the principal modes of counseling and therapy, principles of verbal and nonverbal communication, and modes of learning.

**PSYCHOLOGY 45****Issues in Human Service Careers  
3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: Psychology 81 or Psychology 84 with satisfactory grades or equivalent.*

Students learn how to survive in the real world of work in Human Services. This course integrates psychological theory learned in previous classes with practice. The course covers specialized areas of psychology such as crisis intervention, psychopharmacology, counseling ethics, and interviewing. Included are techniques for agency survival such as job interviewing, report writing and resource referral.

**PSYCHOLOGY 52****Psychological Aspects of Human Sexuality  
3 UNITS (UC: CSU)**

Lecture 3 hours

Students learn information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphilias, prostitution, rape and pornography.

**PSYCHOLOGY 60****Stress Management  
3 UNITS (CSU)**

Lecture 3 hours

Students learn to explain stress as a result of biological, interpersonal, environmental, and everyday life events. Students learn effective stress management techniques.

**PSYCHOLOGY 63**  
**Alcohol/Drug Studies:  
Prevention and Education**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the strategies of prevention and education necessary to work with various populations dealing with alcohol, drug, and STI (Sexually Transmitted Infection) related problems.

**PSYCHOLOGY 64**  
**Introduction to Alcohol and Drug Abuse and  
Physiological Effects**  
**3 UNITS (CSU)**

*Lecture 3 hours*

The student learns the physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation and recovery.

**PSYCHOLOGY 65**  
**Chemical Dependency, Intervention, Treatment  
and Recovery**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the processes of treatment and recovery of alcohol and drug abuse among various populations. An overview of the causes, treatment, models, and recovery, relapse, rehabilitation, and aftercare is emphasized.

**PSYCHOLOGY 66**  
**Introduction to Critical Thinking**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: Eligibility for English 28 and 67.*

Students apply the theories and research evidence in cognitive psychology to enhance the ability to effectively solve problems, make decisions and think creatively. Practice with a variety of problems and simulations take place to ensure these critical thinking skills.

**PSYCHOLOGY 67**  
**Counseling Techniques for Chemically Addicted**  
**3 UNITS (CSU)**

*Lecture 3 hours*

This course will focus on the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi-discipline team will be emphasized. All aspects of modern treatment techniques will be covered in class.

**PSYCHOLOGY 68**  
**Biopsychology of Chemical  
Dependency: Drugs, behavior, and health**  
**3 UNITS (CSU)**

*Lecture 3 hours*

The student learns pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

**PSYCHOLOGY 74**  
**Research Methods in the Behavioral Sciences**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Pre-requisites: Psych 1, Math 2227 and English 101.*

The student surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of research in the field of psychology.

**PSYCHOLOGY 81**  
**Field Work I**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Co-requisite: Psychology 1 and Psychology 43.*

The student is introduced to the field of Human Services.

Students will achieve basic counseling and communication skills and be able to apply these skills in diverse human services organizations. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCHOLOGY 82**  
**Field Work II**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 81 with a satisfactory grade or equivalent.*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an intermediate level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCHOLOGY 83**  
**FIELD WORK III**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 82 with a satisfactory grade or equivalent.*

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the generalist option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCHOLOGY 84**  
**FIELDWORK I - DRUG/ALCOHOL**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Co-requisite: Psychology 1 and Psychology 43.*

The student is introduced to the field of Drug and Alcohol Studies.

Students will achieve basic counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCHOLOGY 85**  
**FIELD WORK II: DRUG/ALCOHOL**  
**3 UNITS (CSU)**

*Lecture 1 hour Laboratory 6 hours*

*Prerequisite: Psychology 84 with a satisfactory grade or equivalent.*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Drug and Alcohol Treatment programs. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills, at an intermediate level, in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCHOLOGY 86**  
**FIELD WORK III: DRUG/ALCOHOL**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 85 with a satisfactory grade or equivalent.*

This course is designed to orient the student to the field. Students learn more specialized skills in Human Services. This class is intended for the advanced student of the Drug/Alcohol option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Drug and Alcohol treatment programs. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCHOLOGY 185**  
**DIRECTED STUDY**  
**1 UNIT (CSU)**

**PSYCHOLOGY 385**  
**DIRECTED STUDY**  
**3 UNITS (CSU)**

*Prerequisite: Psychology 1 with a satisfactory grade plus one additional course in Psychology and signature of instructor.*

*Lecture 1 hour per unit.*

Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.

Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit.

**RADIOLOGIC TECHNOLOGY 103**  
**Radiographic Anatomy and Positioning -**  
**Skeletal System**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Admission to the Radiologic Technology Program.*

Students learn radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

**RADIOLOGIC TECHNOLOGY 104**  
**Radiographic Anatomy and**  
**Positioning - Cranium and Visceral Organs**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

Students learn radiographic anatomy, positioning and selected pathology of the visceral organs and cranium. Laboratory experience is included.

**RADIOLOGIC TECHNOLOGY 180**  
**Clinical Education in**  
**Radiologic Technology I**  
**6 UNITS (CSU)**

*Laboratory 18 hours*

*Prerequisite: Radiologic Technology 160. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RADIOLOGIC TECHNOLOGY 200**  
**(FORMERLY RAD TEC 100)**  
**Introduction to Radiologic Technology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the history of radiography, organization of the hospital, the medical practitioner's who work in medical facilities, and careers in the radiological sciences.

**RADIOLOGIC TECHNOLOGY 201**  
**(FORMERLY RAD TEC 101)**  
**Medical Terminology For Radiologic Technology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the origins of medical terminology, word-building systems, abbreviations, symbols, diagnostic and therapeutic terms. Students review simulated patient charts in order to understand radiographic orders and diagnostic report interpretation.

**RADIOLOGIC TECHNOLOGY 202**  
**(FORMERLY RAD TEC 102)**  
**Introduction to Electromagnetic Radiation Image**  
**Recording and Processing**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: English 28 and 67, Radiologic Technology 200 and 201, and Math 115*

Students learn atomic structure, characteristics of radiation, x-ray production, radiation protection and photon interaction with matter.

**RADIOLOGIC TECHNOLOGY 205**  
**(FORMERLY RAD TEC 105)**  
**Fundamentals of X-Ray Physics**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the physical principles of x-ray generation, Electrostatics, Electromagnetism, Electrodynamics, electrical circuitry of radiographic equipment, interactions of X-ray radiation and matter.

**RADIOLOGIC TECHNOLOGY 206**  
**(FORMERLY RAD TEC 106)**  
**Radiographic Exposure**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 205.*

Students learn the factors that affect radiographic exposure and the basic principles and components of digital imaging. Laboratory experience is provided including: Computer applications in diagnostic medical imaging.

**RADIOLOGIC TECHNOLOGY 207**  
**(FORMERLY RAD TEC 107)**  
**Patient Care Management**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the principles of patient care management for radiographers. Routine and emergency care procedures are discussed. The role of the Radiographer in patient education will also be explained. Laboratory experience is included.

**RADIOLOGIC TECHNOLOGY 208**  
**Cross Sectional Anatomy and Pathology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Radiologic Technology 201.*

Students learn to identify normal anatomy through a variety of imaging formats. Students learn how to identify normal and pathologic organ structures.

**RADIOLOGIC TECHNOLOGY 209**  
**Pharmacology and Venipuncture with Basic Life**  
**Support (BLS)**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 1 hour.*

*Prerequisite: Radiologic Technology 207.*

Students learn the concepts of pharmacology, venipuncture, contrast administration and intravenous medications used in the treatment of adverse effects from contrast agents.

**RADIOLOGIC TECHNOLOGY 210****Quality Management****3 UNITS (CSU)**

Lecture 1 hour. Laboratory 4 hours

Prerequisite: Radiologic Technology 202.

Students learn the responsibilities of quality management which entails performing quality control tests, assessing film density, monitoring accuracy, and identifying and solving issues associated with producing medical images.

**RADIOLOGIC TECHNOLOGY 211****Computed Tomography****3 UNITS (CSU)**

Lecture 3 hours

Prerequisite: Radiologic Technology 205 with satisfactory grade.

Students learn the principles and operation of CT Instrumentation, procedures, ancillary devices and radiation protection.

**RADIOLOGIC TECHNOLOGY 240****(FORMERLY RAD TEC 140)****Radiation Protection and Biology****4 UNITS (CSU)**

Lecture 3 hours Laboratory 2 hours

Prerequisite: Radiologic Technology 202.

Students learn the principles of radiation protection and federal and state laws pertaining to radiography.

**RADIOLOGIC TECHNOLOGY 243****Principles and Practices of Fluoroscopy****3 UNITS (CSU)**

Lecture 3 hours

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components and ancillary equipment.

**RADIOLOGIC TECHNOLOGY 280****(FORMERLY RAD TEC 180)****Clinical Education in Radiologic Technology****6 UNITS (CSU)**

Laboratory 18 hours

Prerequisite: Radiologic Technology 260. Enrolled in the Radiologic Technology program.

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RADIOLOGIC TECHNOLOGY 281****Clinical Education in Radiologic Technology II****12 UNITS (CSU)**

Laboratory 36 hours

Prerequisite: Radiologic Technology 280. Enrolled in the Radiologic Technology program.

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: abdominal, thoracic viscera, spine, common contrast exams, and generalized skull radiography. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RADIOLOGIC TECHNOLOGY 282****Clinical Education in Radiologic Technology III****4 UNITS (CSU)**

Laboratory 12 hours

Prerequisite: Radiologic Technology 281. Enrolled in the Radiologic Technology program.

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: basic vascular procedures (angiograms), PICC and tunnel catheter line placement, pacemakers, lithotripsy, tube placement, myelograms, arthrograms, hysterosalpingograms, E.R.C.P., sialogram, retrograde and advanced procedures. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RADIOLOGIC TECHNOLOGY 283****Clinical Education in Radiologic Technology IV****12 UNITS (CSU)**

Laboratory 36 hours

Prerequisite: Radiologic Technology 282. Enrolled in the Radiologic Technology program.

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: other imaging modalities, therapeutic application of radiation, tomosynthesis, mammograms, bone density, magnetic resonance imaging, computed tomography, nuclear medicine, ultrasound, and radiation therapy. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.



**REAL ESTATE REAL ESTATE 1****Real Estate Principles****3 UNITS (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.

**REAL ESTATE 3****Real Estate Practices****3 UNITS (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

Students solve the problems of establishing and conducting a real estate business, including establishing the office, securing listing and prospects, showing properties and closing sales, ethics and professional relationships, rentals and leases, appraising, and the California Real Estate Act. Preparation of documents used in real estate transactions, property transfers, and exchanges is included.

**REAL ESTATE 5****Legal Aspects of Real Estate****13 UNITS (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

Students who plan to take the state examination, which is required in order to obtain a broker license (meets optional requirements for sales license), can receive the appropriate legal background, including principles of property ownership and management in their business aspects, with special reference to law of California as it applies to community property, deeds, trust deeds, mortgages, leases, brokerage, mechanic's liens, homesteads, wills, and estates.

**REAL ESTATE 6****Legal Aspects of Real Estate II****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

The students learn advanced issues involving real estate legal matters, including an advanced and in depth study of agency and sub-agency law, civil rights and fair housing laws in real estate practice, and real estate escrow and title insurance laws. Also included are the introductory studies of wills, trusts, and probate administration as they apply to real estate broker's practice.

**REAL ESTATE 7****Real Estate Finance I****3 UNITS (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

Students study the forms, and sources of financing real property, including purchase, construction, refinance, and other creative permanent financing approaches. Also included is an assessment of the procedures for obtaining government-sponsored financing through FHA, DVA, and Cal-Vet. The various loan sources currently being used in the marketplace will be evaluated including banks, savings and loans, insurance companies, mortgage brokers/bankers, pensions, credit unions, and private parties.

**REAL ESTATE 9****Real Estate Appraisal I****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

The student learns the purpose of appraisals, the appraisal process, and the different approaches of valuation. Additionally, the student learns methods and techniques used to determine the value of various types of properties. The market comparison and cost approaches are emphasized, plus an introduction to investment property valuation by the income approach.

**REAL ESTATE 11****Escrow Principles****3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

Students study real estate escrow responsibilities, procedures and management, such as preparing escrow instructions, loan documentation, and closing statements. Topics covered in this course also include the basics of escrow accounting, financing procedures for real property and title transfer and title insurance procedures.

**REAL ESTATE 14****Property Management****3 UNITS (CSU)**

Lecture 3 hours

Open to all students.

Advisory: English 28 and 67 or equivalent.

Students study the nature and types of property management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners and budgets, purchasing and accounts, reporting, ethics, and legal and professional relationships.

**REAL ESTATE 18****Real Estate Investments I  
3 UNITS (CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students study the principles of real estate investment with respect to identifying and understanding the language, basic procedures, financing, and facts essential to ownership, conveyance, environment problems, business organization involvement, and evaluation with other investments. A comparison and assessment of commercial, industrial, and residential projects, including location, feasibility studies, zoning restrictions, financing options, sale and leaseback, and preferential tax benefits.

**REAL ESTATE 21****Real Estate Economics  
3 UNITS (CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

The student learns fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub-division. Additionally, the student learns the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning and fair housing legislation.

**REAL ESTATE 60****Real Estate Mathematics  
3 UNITS (CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students study typical real estate mathematics problems which are most common in actual practice, as well as those necessary for other real estate courses and for those found in the California Real Estate Licensing examinations.

**RUSSIAN 1****Elementary Russian I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory: English 28 and 67.*

Students study the fundamentals of Russian pronunciation, grammar, practical vocabulary, and sentence structure. Basic facts on the geography, customs and the culture of Russia are also covered.

**RUSSIAN 2****Elementary Russian II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Russian 1 with a satisfactory grade or equivalent.*

Completes elementary Russian I. Emphasis on reading and spoken language.

**RUSSIAN 3****Intermediate Russian I  
5 UNITS (UC: CSU)**

Lecture 5 hours Laboratory 1 hour.

*Prerequisite: Russian 2 with a satisfactory grade or equivalent.*

Students continue their study of Russian grammar and vocabulary, advancing their conversation and writing skills. Reading of selected texts in Russian is also included.

**RUSSIAN 4****Intermediate Russian II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Russian 3 with a satisfactory grade or equivalent.*

This course continues the review of grammar and vocabulary build-up. It continues to introduce students to Russian life through the reading of selected Russian authors.

**RUSSIAN 8****Conversational Russian  
2 UNITS (UC: CSU)**

Lecture 2 hours

*Prerequisites: Russian 2 with a satisfactory grade or equivalent.*

Students develop and practice conversational skills in Russian pertaining to typical situations and topics a person may encounter when traveling or living among a Russian-speaking community. UC maximum credit: 4 units

**RUSSIAN 10****Russian Civilization  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67.*

Students learn various aspects of Russian Civilization, including historical, social and cultural developments from the early stages to the present, and Russia's contribution to the world.

**SOCIOLOGY 1****Introduction to Sociology  
3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

This course is designed to acquaint students with the major principles of sociology as they are applied to contemporary social issues. With the use of several theoretical perspectives it examines social structures within American society and other cultures from macro and micro perspectives. There are extensive references to contemporary research findings on social structure, group dynamics, social stratification, and social institutions.

**SOCIOLOGY 2****American Social Problems  
3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

The student applies sociological perspectives and concepts in analyzing contemporary social problems in the United States. Problems associated with drug abuse, poverty, racial, ethnic, and gender inequality, crime and violence, and the environment are some of the topics addressed.

**SOCIOLOGY 11****Ethnic and Racial Minorities  
in the United States  
3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Examines global racial and ethnic relations with an emphasis on the United States. There will be extensive use of several theoretical perspectives and an analysis of historical records in explaining minority/majority relations, prejudice and discrimination, and the political and economic status of various racial and ethnic groups. There will be extensive references to contemporary research findings on majority/minority group relations.

**SOCIOLOGY 12****Marriage and Family Life  
3 UNITS-  
(UC: CSU)***Lecture 3 hours**Advisory: ENGLISH 28 and 67.*

Students learn to use theory and research to examine the family and other forms of intimate-partner relationships that exist within a diverse, multicultural society. The students analyze these structures and their functions along with historical changes, emerging variant patterns, and the influence of contemporary society on the family.

**SOCIOLOGY 32****Introduction to Criminology  
3 UNITS (UC: CSU)***Lecture 3 hours**Advisories: ENGLISH 28 and 67; and Sociology 1*

Students examine the basic elements of criminology - the scientific study of crime and criminal behavior. This will include, but not limited to, an analysis of the following concepts; social deviance, crime, delinquency, victimization, the criminal justice system, social control, and terrorism. There is an extensive review of the major sociological explanations on the causes of crime and criminality in addition to a consideration of the biological and psychological perspectives. An examination of the research methods employed by criminologists in the collection and analysis of data will also be undertaken

**SPANISH 1****Elementary Spanish I  
5 UNITS (UC: CSU)***Lecture 5 hours**Advisory: English 28 and 67.*

Student receives practice in the pronunciation, grammar, practical vocabulary, and useful phrases in Spanish. In addition, basic facts of the geography, customs and culture of the Spanish speaking world are presented.

**SPANISH 2****Elementary Spanish II  
5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Spanish 1 with a satisfactory grade or equivalent*

Students complete Elementary Spanish I emphasizing reading of elementary texts and the spoken language.

**SPANISH 3****Intermediate Spanish I  
5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Spanish 2 with a satisfactory grade or equivalent*

Students receive review of grammar, composition and vocabulary building. Introduction to Spanish and Latin-American authors.

**SPANISH 4****Intermediate Spanish II  
5 UNITS (UC: CSU)***Lecture 5 hours**Prerequisite: Spanish 3 with a satisfactory grade or equivalent.*

Students review grammar and composition while they build their vocabulary.

**SPANISH 5****Advanced Spanish I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Spanish 4 with a satisfactory grade or equivalent.*

The student participates in an overall examination of the arts and the concept of aesthetics in preparation for the study of literature. The focus is on the narrative (short story and novel) and poetry in Spanish and Latin American literary traditions. The course also examines the translation to film of some of the works studied. Discussions generated by lectures and readings provide oral practice in the target language. Written expression and review of grammatical structures, orthography and punctuation is done through essays on selected themes.

**SPANISH 6****Advanced Spanish II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Spanish 5 with a satisfactory grade or equivalent.*

The student studies the theater as a literary and performing art, and the essay as a non-fictional form of expression. Through lectures and readings, students will learn about the trajectory of the theater and the essay in Spanish and Latin-American literary traditions. Discussions generated by lectures and reading provide for oral practice in the target language. Written expression and review of grammatical structures, orthography and punctuation is done through essays on selected themes.

**SPANISH 8****Conversational Spanish  
2 UNITS (UC: CSU)**

Lecture 2 hours

*Prerequisite: Spanish 2 with a satisfactory grade or equivalent.*

The student practices the oral expression in Spanish as the main thrust of the course. The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in Spanish-speaking countries, or when interacting with Spanish-speaking people in the United States.

**SPANISH 9****Hispanic Civilization  
3 UNITS (UC: CSU)**

Lecture 3 hours

**Advisory: English 28 and 67.**

The student learns the history, cultures, traditions and arts of Spain. Beginning with prehistory and progressing through the different epochs to the present day, an overview of the identity of Spain and its peoples will be the focus. Furthermore, comparisons to the histories and cultures of other European countries will clarify Spain's similarities to them as well as highlight its stark uniqueness. The course is taught in English.

**SPANISH 10****Latin American Civilization  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67*

The student learns the history, cultures and arts of Latin America. The focus of the course is to study the differences and similarities between the countries that comprise Latin America, noting the unifying forces as well as those that divide. The course also explores the relationship between Latin America and the United States throughout their histories.

**SPANISH 35****Spanish for Spanish Speakers I  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Advisory: English 28 and 67*

The bilingual student practices written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment, and spelling. Addresses all four skills in Spanish, but focuses on reading and writing. Includes readings on the geography, customs and culture of Spain and Latin America.

**SPANISH 36****Spanish for Spanish Speakers II  
5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Spanish 35.*

The student completes the study of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization is included.

**SUPERVISION 1****Elements Of Supervision  
3 UNITS (CSU)**

Lecture 3 hours *Open to all students.*

*Advisories: English 28 and 67 or equivalent.*

Students develop leadership abilities used in supervisory positions in business and industry.

**SUPERVISION 12****Written Communications for Supervisors  
3 UNITS**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn to improve their writing ability and write professional email messages, memorandums and a wide range of business letters, including direct requests for information, replies to information requests, direct claims, adjustment letters, letters of recommendation, persuasive requests, refusing routine requests and breaking bad news to customers and to employees. This course is one in a series that applies to the college's Certificates in Business Administration, Marketing and Management, and the Western Association of Food Chains' Marketing Management Certificate.

**TELEVISION 1****Introduction to Television  
3 UNITS (CSU)**

*Lecture 3 hours Open to all students.*

Students study what's on Television and why, including the history of Radio and Television Broadcasting. They also learn costs, ratings, profits, the FCC rules, cable and pay Television. Recommended elective for Journalism, Theatre and Public Relations.

**TELEVISION 4****Television Camera Lighting and Sound  
3 UNITS (A)**

*Lecture 3 hours*

Students learn the basic techniques, aesthetic conventions and practical use of lighting and sound equipment in a multi-camera television production environment.

**TELEVISION 6****Studio and Remote Production  
3 UNITS (A)**

*Lecture 1 hours Laboratory 4 hours*

*Prerequisite: Television 46 with a satisfactory grade or better*

*Advisory: Cinema 2*

Students light and shoot remote setups then edit those pieces for inclusion into a half hour live to tape production in the studio.

**TELEVISION 7****Television Announcing I  
3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

Students produce news packages and interviews and perform the role of reporter as part of training in Television announcing for broadcast news, sports, weather, and entertainment. They participate as on-camera talent and writers for the production of a half hour in-studio live-to-tape production of a local news broadcast.

**TELEVISION 9****Introduction to TV Equipment Procedures  
3 UNITS (CSU)**

*Lecture 3 hours Advisory: Television 4*

Students learn the principles and operation of a multi-camera television control room and studio equipment leading to the production of their own live-switched one-minute public service announcement. Sound control, studio lighting, control room procedures, camera operation, directing, script writing, storyboarding, and production design are emphasized.

**TELEVISION 25-1****Television and Film Dramatic Writing I  
3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students learn professional methods and techniques of creating characters and stories to develop film and TV scripts are studied, including drama and for comedy, in both the single- and multi-camera formats. Class also deals with getting an agent and how scripts are sold.

**TELEVISION 25-2****Television and Film Dramatic Writing II  
3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: TV 25-1 with a satisfactory grade or better*  
Students learn professional methods and techniques of advanced television and film writing for drama and comedy for single and multiple camera. Scripts begun in TV 25-1 may be worked on for completion and/or revision.

**TELEVISION 46****Television Production  
3 UNITS (CSU)**

*Lecture 2 hour Laboratory 2 hours*

*Prerequisite: Television 9 or 4 with a satisfactory grade.*  
Students write, produce, and direct a series of live-switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include: operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator as well as directing, writing and producing.



**TELEVISION 48****Television Programming and Video Tape Production Workshop  
3 UNITS (CSU)**

Lecture 1 hour Laboratory 3 hours

*Prerequisite:* Television 46 with a satisfactory grade. Advanced production course that focuses on above the line production responsibilities for live-to-tape multi-camera television productions. Positions for this course include: Producer, Director, Writer, Segment Producer, Assistant Director and Talent. TV 48&49 meet together at the same time. You can not take both cla

**TELEVISION 49****TV Production Workshop  
3 UNITS (A)**

Lecture 2 hour. Laboratory 2 hours

*Prerequisites:* Television 46 with a satisfactory grade. Advanced television production course that focuses on below the line production responsibilities for live-to-tape multi-camera television productions. Production positions for this course include: Camera Operator, Lighting Director, Set Designer, Graphics, Audio Engineer, Technical Director, Floor Director, Field Shooter, Segment Editor. There is no Producing or Directing in this course. TV 48&49 meet together at the same time. You can not take both classes in the same semester.

**TELEVISION 55****Digital Video Production Workshop I  
3 UNITS (A)**

Lecture 1 hour. Laboratory 4 hours *Prerequisite:* Cinema 1, 2, and Television 4, 9.

Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s).

**TELEVISION 185****Directed Study  
1 UNIT (CSU)**

Lecture 1 hour per unit.

*Prerequisite:* Television 46 with satisfactory grades or better  
*Note:* Courses limited to advanced LACC Television Students.

Allows students to pursue directed study in Television on a contract basis under the direction of a supervising instructor.

*Note:* that some courses offered may be offered every other semester, or less frequently. Students must receive a satisfactory grade in all Theater courses taken and have completed those courses within eight years to meet requirements.

*NOTE:* Not every class is offered each semester Refer to the current class schedule for current class offerings.  
*PREREQUISITES:* Specified prerequisites must be completed with a satisfactory grade or equivalent.

**THEATER 100****Introduction to the Theatre  
3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory:* English 101 or equivalent.

A survey study and analysis of the various elements that make up the institution called the Theatre. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theatre.

**THEATER 105-1 (FORMERLY THEATER 105)****Theater Survey, Literature  
1 UNITS (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater literature and is enriched through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of theater literature through journal and essay writing assignments.

**THEATER 105 -2****Theater Survey, Performance  
1 UNITS (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater performance by the actor and is enriched through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 105-3****Theater Survey, Design  
1 UNITS (CSU)**

Lecture 1 hour

Enrollment required of Theater majors each semester of attendance. The student is introduced to theater design and is enriched through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of theater design through journal and essay writing assignments.

**THEATER 105-4****Theater Survey, Audience Experience  
1 UNITS (CSU)***Lecture 1 hour*

Enrollment required of Theater majors each semester of attendance. The student is introduced to the audience experience and is enriched through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of their audience experience in journal and essay writing assignments.

**THEATER 110****History of the World Theater  
3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 101 or equivalent.*

Students read, discuss and analyze major works of dramatic literature from the Golden Age of Greece through contemporary. They develop an understanding and appreciation of the dramatic form in, story arc, character development throughout major artistic movements in dramatic literature and within the social and political context they were written and to express that appreciation in reasoned analyses.

**THEATER 114****Script Study for Theatre Performance, Production and Appreciation  
3 UNITS (CSU)***Lecture 3 hours*

The student studies and learns principles, theories, and techniques of play script analysis for theatrical production. Topics covered will include the exploration of social and political context of the literature, character development, story arc, and theatrical conceits used in live productions.

**THEATER 185****Directed Study  
1 UNITS (CSU)**

Allows students to pursue Directed Study on a contract basis under the supervision of an instructor. Please refer to the "Directed Study" section of this catalog for additional information.

**THEATER 200****Introduction to Acting  
3 UNITS (UC: CSU)***Lecture 3 hours*

Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

**THEATER 205****Actor's Orientation to Professional Theatre  
2 UNITS (CSU)***Lecture 1 hour Laboratory 2 hours**Pre-requisite: Theater 270.*

The student learns about a career as a professional actor in the American entertainment industry including methodology and techniques for seeking and gaining employment in Theater, Film, Television, Commercials, and New Media, which includes all forms of electronic performance.

**THEATER 210****Introduction to Oral Interpretation of Dramatic Literature  
3 UNITS (UC: CSU)***Lecture 3 hours*

A study of the techniques of oral interpretation including phrasing, inflection, work relish, verse scansion, tempo and rhythm—designed to develop the actor's interpretive skills.

**THEATER 212****Introduction to Oral Interpretation of Shakespearean Literature  
3 UNITS (UC: CSU)**

Students study and practice techniques of oral interpretation - including phrasing, inflection, word relish, verse scansion, tempo and rhythm - designed to develop the actor's interpretative skills of Shakespearean text at an introductory level.

**THEATER 225****Beginning Direction  
3 UNITS (UC: CSU)***Lecture 3 hours**Prerequisite: Theater 274 with a satisfactory grade.*

The Student learns fundamental concepts in stage direction as explored through lecture, exercise and demonstration. Beginning with play analysis from a director's point of view to creating a directorial vision, the course includes an introduction to the basic principles of stage directing and the fundamental working techniques for the realization of the values of a play onstage.

**THEATER 232****Play Production  
2 UNITS (RPT 3) (UC: CSU)***Laboratory 6 hours*

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming or technical theatre. Students must be prepared to work irregular hours

**THEATER 235****Play Production and Company Performance  
5 UNITS***Laboratory 10 hours*

Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops and theater spaces. Production work may consist of the following: Acting, carpentry, costumes, painting, lighting, sound, props and stage management.

Study culminates in a college public performance entered in the American College Theater Festival.

**THEATER 240****Voice and Articulation for the Theatre  
3 UNITS (UC: CSU)***Lecture 3 hours*

Developing voice and speech skills, emphasizing clarity, precision, tone, dynamics and imaginative use of language. Individual goals will be set for performance and standards of improvement to help the student acquire the basics of good theatre speech.

**THEATER 242 -1 (FORMERLY THEATER 242)****Voice Development Workshop - Level 1  
3 UNITS (CSU)***Laboratory 6 hours*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an introductory level with specific emphasis on proper breath support, alignment, and vocal & physical clarity, freedom, and strength.

**THEATER 242 -2****Voice Development Workshop - Level 2  
3 UNITS (CSU)***Laboratory 6 hours*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at a beginning level with specific emphasis on resonance, precision & dynamics, and enhanced expressiveness

**THEATER 242 -3****Voice Development Workshop - Level 3  
3 UNITS (CSU)***Laboratory 6 hours*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an intermediate level with specific emphasis on diction, International Phonetic Alphabet (IPA), and dance choreographed movement.

**THEATER 242 -4****Voice Development Workshop - Level 4  
3 UNITS (CSU)***Laboratory 6 hours*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an advanced level with specific emphasis on elevated speech & language, rhythm & gestural expressiveness, and stage combat.

**THEATER 246-1 (FORMERLY THEATER 246)****Vocal Performance Workshop - Level I  
2 UNITS (CSU)***Laboratory 6 hours*

The student actor learns and applies correct vocal performance skills to the acting of a role(s) in a Theatre Academy production with special focus on landing the specific meaning of the text with precision and clarity - through varied introductory vocal exercises, techniques, warm-ups, and coaching sessions.

**THEATER 246-2****Vocal Performance Workshop - Level 2  
2 UNITS (CSU)***Laboratory 6 hours*

Through detailed vocal exercises, techniques, warm-ups, and coaching sessions the student actor learns and applies correct beginning vocal performance skills to the acting of a role(s) in a Theatre Academy production with special focus on building & sustaining powerful breath support which creates rich resonance and extended range for speaking and singing on stage

**THEATER 246-3****Vocal Performance Workshop- Level 4  
2 UNITS (CSU)**

The pre-professional student actor learns and demonstrates advanced application of vocal performance skills to the acting of role(s) in a Theatre Academy production from contemporary/modern literature such as Becket - with focus on advanced vocal exercises, techniques, and coaching sessions that create authentic 'character' voices through pitch variation, inflection, placement, physicality, tempo, and subtext

**THEATER 246-4****Vocal Performance Workshop - Level 4  
2 UNITS (CSU)**

Through advanced vocal exercises, techniques, warm-ups, and coaching sessions the pre-professional student actor learns and demonstrates advanced application of vocal performance skills to the acting of a role(s) in a Theatre Academy production from classical literature such as Shakespeare -with detailed focus on the unique challenge of authentically speaking heightened text with powerful, meaningful, dynamic vocal expressiveness and subtlety.

**THEATER 262**  
**Special Projects**  
**2 UNITS (CSU)**

Laboratory 4 hours

Prerequisite: Theater 270 with a satisfactory grade.

Advanced students are given the opportunity to plan, rehearse, stage and produce approved all student projects for presentation before an audience.

**THEATER 270**  
**Beginning Acting**  
**3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 4 hours

The students receive an introduction to the art and craft of acting. This class is the first level of the Theater Academy's Professional Training Program's acting option.

Students perform on stage using the physical body and voice to experience the process of the actor. Topics covered include: basic stage technique, movement values, relaxation, body awareness, physical limbering and alignment, pantomimic dramatization, pay and scene study. Students receive an introductory appreciation of how an actor trains for a career in theater, film and television as they develop their own skills of physical, verbal and emotional communication.

**THEATER 271**  
**Intermediate Acting**  
**2 UNITS (UC: CSU)**

Lecture 1 hour Laboratory 2 hours Prerequisite: Theater 200

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

**THEATER 272**  
**Intermediate Applied Acting**  
**3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 4 hours

Pre-requisite: Theater 270.

The student learns to apply the acting principles introduced in Theatre 270 in staged scenes. The student incorporates fundamental and basic techniques of acting into meaningful dramatic action on stage. The actor's self-awareness is explored and developed before a classroom audience in scenes and exercises.

**THEATER 274-1 (FORMERLY THEATER 274)**  
**Advanced Applied Acting - Level 1**  
**3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 4 hours

Prerequisite: Theater 272 with a satisfactory grade.

The student is engaged in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and rehearsal techniques.

**THEATER 274-2**  
**Advanced Applied Acting- Level 2**  
**3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 4 hours

Prerequisite: Theater 272 with a satisfactory grade.

The student is engaged in character and text analysis of roles in staged scenes at an advanced level. Emphasis is placed upon the student's demonstration of advanced rehearsal processes and techniques.

**THEATER 275**  
**Scene Study**  
**2 UNITS (CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Theater 270 with a satisfactory grade.

The student is engaged in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and techniques.

**THEATER 276-1 (FORMERLY THEATER 276)**  
**Actor's Workshop- Level 1**  
**3 UNITS (CSU)**

Lecture 2 hours Laboratory 4 hours

Prerequisite: Theater 270.

The student demonstrates the ability to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

**THEATER 276-2**  
**Actor's Workshop- Level 2**  
**3 UNITS (CSU)**

Lecture 2 hours Laboratory 4 hours

Prerequisite: Theater 276-1.

The student demonstrates the ability to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

**THEATER 277**  
**Character Analysis**  
**3 UNITS (UC: CSU)**

Lecture 3 hours Prerequisite: Theater 270.

The course covers the analytical steps involved in the study of a play and the development of a character preparatory to rehearsals and performances.

**THEATER 285**  
**Directed Study**  
**2 UNITS (CSU)**

Lecture 2 hours

TA 285 allows students to pursue Directed Study on a contract basis under the supervision of a supervising instructor. Please refer to the 'Directed Study' section of this catalog for additional information.

**THEATER 294**  
**MIDI Instrument Instruction IV**  
**4 UNITS (RPT 3)**

Laboratory 12 hours

Students perform a role (or roles) in a public performance of a play in the Theatre Academy season integrating principles and techniques of acting, character analysis, voice and movement. Students will be introduced to rehearsal disciplines and professional work habits during the preparation for public performance and will experience audience response to their acting skills.

**THEATER 300**  
**Introduction to Stagecraft**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

The student studies the theory and professional practices of design and technical play production for: scenery, properties, lighting, sound, costuming, and stage management.

**THEATER 302**  
**Introduction To Stage Management**  
**3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students learn the function of stage managers in professional theater productions.

**THEATER 311**  
**Theatrical Lighting**  
**3 UNITS (UC: CSU)**

Lecture 2 hours

Laboratory 2 hours

Students develop skills used in theatrical lighting including use of lighting instruments, accessories, control systems, as well as safety procedures. Students will light projects that develop foundational skills placement of appropriate lights, magic sheets, patching as well as accuracy in the reproduction of light plots.

**THEATER 313**  
**Scenic Painting for the Theatre**  
**3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Students develop skills used in theatre scene painting, including--use of equipment and materials, preparation of paint surfaces, paint application techniques as well as safety practices. Students will paint projects that develop foundational skills-- cartooning and layout, color theory, paint mixing, brushwork (lining, lay-in, wet blend) as well as accuracy in the reproduction of paint elevations.

**THEATER 314**  
**Theatrical Sound Design: Fundamentals, Procedures and Operation**  
**3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

Students interested in the study of theory and practices used to setup production and sound equipment related materials utilized in a professional sound design for the theater. Students will practice professional sound

**THEATER 315**  
**Introduction to Theatrical Scenic Design**  
**3 UNITS (UC: CSU)**

Lecture 2 hours Laboratory 2 hours

Students study and develop a graphic vocabulary in order to express design concepts for scenic environments. Students analyze specific text or events and create design documentation in order to communicate ideas and visual concepts. Class projects focus on specific skills and forms of design presentations; script analysis, ground plan and section, elevations, details, model building and computer pre-visualization of virtual environments.

**THEATER 325**  
**Stage Management and Advanced Stagecraft**  
**3 UNITS (RPT 3) (UC: CSU)**

*Advisory: English 28 and 67/131 or equivalent.*

This course will provide the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theatre technician in all the specialty areas. The process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainment medias is covered. The direct outcome is to prepare the student for work in the behind the scenes of the entertainment industry.



**THEATER 335****Applied Stage Management and Production  
4 UNITS (RPT 3) (UC: CSU)***Laboratory 12 hours*

Technical Theatre students study the real and theoretical practices of managerial and technical theatre while constructing an actual production in college shops. Production work will consist of; carpentry, painting, lighting, sound editing and or stage management.

**THEATER 338****Introduction to Design: Theatre, Film, and Television  
3 UNITS (UC: CSU)***Lecture 3 hours*

An introduction to the design process for theatre, film, and television. Exploration of; the relationship between text and esthetic design choices, the recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in storytelling, and the creation of design presentations through collage as well as studying the architectural spaces of storytelling, from the proscenium arch to the sound stage.

**THEATER 345****Technical Stage Production  
4 UNITS (RPT 3) (UC: CSU)***Laboratory 12 hours**Co-requisite: Theater 346 and 270 or 272*

Theatre Academy Advanced Acting Students study the real and theoretical practices of managerial and technical theatre while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

**THEATER 385****Directed Study-Theater  
3 Units**

Theater students pursue on their own an in-depth study of a subject of special interest in the field of theater. Consultation with the instructor on a weekly basis, plus independent work is required.

**THEATER 400****Costume Periods and Styles  
3 UNITS (UC: CSU)***Lecture 3 hours*

The student studies the changes in dress from ancient to modern times, relating social and political forces influencing costuming for stage, film, and television.

**THEATER 411****Costuming For The Theatre  
3 UNITS (CSU)***Lecture 2 hours Laboratory 2 hours*

Students study the techniques and practices of theatrical costuming. Topics include: choice, use, and manipulation of patterns, textiles, jewelry and accessories to imitate historical appearances meeting the needs of performance costume rather than clothing. Practical solutions to budget limits and camera media.

**THEATER 413****Costume Dyeing and Painting  
3 UNITS CSU***Lecture 2 hours Laboratory 2 hours*

The student learns techniques of dyeing and surface design of fabric for theater and film and practices dyeing, tie dye, batik, stencil, screening, heat transfer, aging, antiquing and distressing.

**THEATER 414****Costume Draping and Accessories  
3 UNITS CSU***Lecture 2 hours Laboratory 2 hours*

Students study the theory and practice of creating stage and film costumes and costume accessories through draping.

**THEATER 415****Costume Design for the Theater  
3 UNITS CSU***Lecture 2 hours Laboratory 2 hours*

Students study the techniques and practices of theatrical costume design and illustration. Topics include: analyzing the play script, research techniques, creating the costume plot, choice and use of media, illustrating costume design for needs of theatrical performance.

**THEATER 416****Materials and Methods for the Costumer  
3 UNITS (CSU)***Lecture 2 hours Laboratory 2 hours**Advisory: English 28 and 67131 or equivalent.*

Lecture and laboratory study of the properties of various non textile materials used by the costumer including latex, leather, plastics, dyes, glues, foam, rubber and molds.

**THEATER 417****Costuming for Film  
3 UNITS (CSU)***Lecture 2 hours Laboratory 2 hours*

Techniques and practices of costuming for film; analyzing and breaking down the script using computer spreadsheet, creating character boards, design conferences, budgeting, preproduction planning and resourcing.

**THEATER 418**  
**Communicating Theatrical Design**  
**3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students explore basic methods and techniques for the theatrical designer to communicate both scenic and costume design. Includes perspective drawing, ground plans, shading, textures, character bodies and illustration techniques using pencil and colored pencil.

**THEATER 419**  
**Advanced Costume Illustration**  
**3 UNITS (RPT 1) (A)**

*Lecture 2 hours Laboratory 2 hours*

The student studies advanced costume illustration for theatre and film, including; advanced figure drawing, sketch artist techniques, computer illustration, rendering textures and creating finished costume plates.

**THEATER 420**  
**Costuming on Set**  
**3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students study and practice techniques of on set costuming. Instructional activities include: interview with student directors, prepare for design conferences, prepare costumes, and work as an on-set costumer for a student film project. Completed film project will be viewed as part of final evaluation.

**THEATER 425**  
**Applied Costuming for the Theatre**  
**4 UNITS (RPT 3) (CSU)**

*Laboratory 12 hours*

Students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning and storage of costumes. Students must be available for rehearsals and performances.

**THEATER 450**  
**Beginning Stage Make Up**  
**3 UNITS (UC: CSU)**

*Lecture 2 hour Laboratory 2 hours*

The student learns techniques and practices of theatrical makeup design and application. The student analyzes faces and designs and performs makeups including; glamor, aging, beards, stylized, and impersonations on their own face. Topics include the use of makeup for film and television.

## Non-Credit Success Academies



**Assistant Dean/Chair: Angelica Ramirez**  
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**BASIC SKILLS 006CE**  
**Review of Basic English**  
**0 UNITS**

This course is designed for students who need an overview of high school level English. Students review: grammar, reading comprehension, literary responses and writing skills. This course is modifiable for the LEP student.

Class Hours: 36 hours

**BASIC SKILLS 007CE**  
**Review of Basic Math**  
**0 UNITS**

This course is a review of High School Level Math. The curriculum is designed to assist a variety of students i.e., including those still in High School, in transition from high school to employment and dislocated workers returning back to school. The curriculum is also modifiable for the LEP student.

Class Hours: 36 hours

**BASICSKILLS 035CE**  
**Basic Math Skills**  
**0 UNITS**

This course is designed to help build confidence and prepare individuals who are transitioning into a new career or need to brush up his/her skills. Upon successful completion of this class, students will be able to perform basic computations and solve relevant mathematical problems in a variety of occupations.

Class Hours: 54 hours

**BASIC SKILLS 052CE****College Preparatory English A  
0 UNITS**

Students review material designed to prepare for a high school equivalency exam. Students review standards of reading comprehension, word analysis, literary response and analysis and language used at the High School English Level. The curriculum is modifiable to meet the needs of Limited English Proficient (LEP). Class Hours: 36 hours

**BASIC SKILLS 053CE****College Preparatory English B  
0 UNITS**

This scholastic assessment preparation course is designed to prepare students for any High School Equivalency exam such as the CAHSEE, HiSET, or the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills - reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries. The curriculum is modifiable to meet the needs of Limited English Proficient (LEP) populations. Class Hours: 36 hours

**BASICSKILLS 083CE****GED PREPARATION: LITERATURE AND THE ARTS**

Students prepare for the General Educational Development(GED): Literature and the Arts Test, HiSET or any high school equivalency exam. The class includes critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries. This course is also modifiable for the LEP population.

**Class Hours: 54 hours**

**BASICSKILLS 084CE****GED PREPARATION: MATHEMATICS**

Students prepare for the General Educational Development(GED): Mathematics Test. This class includes arithmetic, the metric system, algebra, geometry, statistics and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study. This course is also modifiable for the LEP population. Class Hours: 54 hours

**BASICSKILLS 085CE****GEDPREPARATION: SCIENCE**

Students prepare for the General Education Development(GED): Science Test. This class includes biology, earth science, astronomy, geology, meteorology, chemistry and physics. This course is also modifiable for the LEP population. Class Hours: 54 hours

**BASICSKILLS 086CE****GED PREPARATION: SOCIAL STUDIES**

**Students prepare for the General Education Development(GED): Social Studies Test.** This class enhances student's ability to read, understand, and use information in the context of social studies. Students focus on the five basic social studies content areas: United States history, civics and government, economics, and geography. This course is also modifiable for the LEP population. Class Hours: 54 hours

**ESL 001CE****English as a Second Language Beginning I  
0 UNITS**

*Prerequisite: None*

Designed for LEP students to identify time phrases in sentences demonstrating the correct use of verb tenses. Students follow this task by locating and recognizing the parts of speech including nouns, verbs and adjectives.

Class Hours: 54 hours

**ESL 002CE****English as a Second Language Beginning II  
0 UNITS**

Students participate in basic communication and conversation exercises, providing the appropriate response to routine social situations. Students read simple passages, and formulate and write sentences describing transportation, employment, community resources, clothing, and interpersonal communication. Class Hours: 54 hours

**ENGLISH LITERACY AND CIVICS 010CE****ESL AND CIVICS 1  
0 UNITS**

*Prerequisite: None*

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students develop beginning listening, speaking, reading and writing skills.

Class Hours: 18 hours

**ENGLISH LITERACY AND CIVICS 011CE  
ESL AND CIVICS 2  
0 UNITS**

*Prerequisite: None*

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students will develop listening, speaking, reading and writing skills in preparation to the United States Citizenship and Immigration citizenship review.

Class Hours: hours

**ENGLISH LITERACY AND CIVICS 012CE  
ESL AND CIVICS 3  
0 UNITS**

*Prerequisite: None*

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

Class Hours: hours

**ENGLISH LITERACY AND CIVICS 013CE  
ESL AND CIVICS 4  
0 UNITS**

*Prerequisite: None*

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution, etc.).

Class Hours: 54 hours

**ENGLISH LITERACY AND CIVICS 014CE  
ESL AND CIVICS 5  
0 UNITS**

*Prerequisite: None*

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

Class Hours: 54 hours

**ENGLISH LITERACY AND CIVICS 015CE  
ESL AND CIVICS 6  
0 UNITS**

*Prerequisite: None*

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

Class Hours: 54 hours

**ENGLISH LITERACY AND CIVICS 030 CE  
English Literacy and Civics  
0 UNITS**

Students apply the content necessary to have a functioning understanding of the English language related to the citizenship test. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately-Englishspeaking society.

Class Hours: 108 hours

**ENGLISH LITERACY AND CIVICS 031 CE  
English Literacy and Civics Level 1  
0 UNITS**

Students apply the content necessary to have a functioning understanding of the English language related to the citizenship test. Students practice a variety of English and grammar contexts to prepare them for the citizenship interview.

Class Hours: 108 hours

**ENGLISH LITERACY AND CIVICS 032 CE  
English Literacy and Civics Level 2  
0 UNITS**

This is an open-entry/open-exit course for ESL students at the Beginning High Level. The skills of listening, speaking, reading, writing, and grammar are integrated and taught through the content of basic life, community, job and citizenship skills.

Class Hours: 108 hours

**ENGLISH LITERACY AND CIVICS 033CE  
English Literacy & Civics Level 3  
0 UNITS**

Students apply the content necessary to have an understanding of the United States Citizenship interview and test. Students practice a variety of advanced English and grammar contexts.

Class Hours: 108 hours

**VOCATIONAL EDUCATION 002CE**  
**In-Home Supportive Service Providers**  
**0 UNITS**

*Prerequisite: None*

This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of this course students will be a full functioning IHSS.

Class Hours: hours

**VOCATIONAL EDUCATION 003CE**  
**Workplace Computing for Limited English Populations**  
**0 UNITS**

Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare limited English proficient students to be competitive in securing employment, as well as retaining a job once they have acquired a job.

Class Hours: 54 hours

**VOCATIONAL EDUCATION 004CE**  
**VESL for Child Development 1:**  
**Specialized Vocabulary In Developmental Theories**  
**0 UNITS**

This course is specifically designed for limited English proficient students who are interested in taking Child Development courses, but need additional assistance with language before and during the course. In addition, students will be taught study skill strategies, reading strategies and test-taking tools contextualized for the Child Development I credit course offering.

Class Hours: 54 hours

**VOCATIONAL EDUCATION 005CE**  
**Vocational English as a Second Language C**  
**0 UNITS**

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The class focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce.

Class Hours: 54 hours

**VOCATIONAL EDUCATION 005CE**  
**VESL for Health Careers**  
**0 UNITS**

This course is designed for LEP students. Students learn English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, grammar and the comprehension skills necessary for successful transition to health classes.

Class Hours: hours

**VOCATIONAL EDUCATION 0059CE**  
**VESL for Home-Health Aide**  
**0 UNITS**

This course is designed for LEP students who need to improve their English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, and comprehension skills necessary for successful transition to health classes.

**VOCATIONAL EDUCATION 0078CE**  
**Vocational English as a Second Language - B**  
**0 UNITS**

This short-term course is specifically designed for LEP students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing and arithmetic as practiced in the workplace.

Class Hours: 54 hours

**VOCATIONAL EDUCATION 0079CE**  
**Vocational English as a Second Language - A**  
**0 UNITS**

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce.

Class Hours: 54 hours

**VOCATIONAL EDUCATION 0084CE**  
**Entrepreneur Training Program**  
**0 UNITS**

This course is designed to introduce students to basic concepts of Entrepreneurship. Topics covered include, but are not limited to: thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, leading organizational change, managing business financials and performance. Students learn and are informed of ways to grow a business and lead organizational change.

Class Hours: 36 hours



**VOCATIONAL EDUCATION 230CE**  
**30 WAYS TO SHINE AS A NEW EMPLOYEE**  
**0 UNITS**

onal education course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The curriculum is modifiable for the LEP student. The topics covered but are not limited to new beginners, understanding the workplace culture and dealing with change. After competing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 6 hours

**VOCATIONAL EDUCATION 231CE**  
**Retailing Smarts 6: Building Sales**  
**0 Units**

This short-term vocational education course is designed to provide new and incumbent workers in building sales required in getting to know their customer or client. The curriculum is modifiable for the LEP students. The topics covered but are not limited to suggesting additional merchandise, creating special promotions, and taking the guesswork out of giftgiving. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 232CE**  
**Closing the Sale**  
**0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with the skills and strategies required in making a sale. The curriculum is modifiable for the LEP students. The topics include recognizing buying signals, asking for the sale and suggesting helpful add-ons.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 233CE**  
**The Sale Transaction**  
**0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with skills needed to efficiently complete sales transactions. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: accepting checks and credit cards, and completing sales transaction paperwork. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 234CE**  
**Explaining Features and Benefits**  
**0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with strategies in order to explain features and benefits of products to customers. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: learning about the products you sell, identifying product features, and demonstrating product features. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 235CE**  
**Customer Service Smarts: Going the Extra Mile**  
**0 UNITS**

This short-term customer service workshop is designed to provide new and incumbent workers with the strategies required in going the extra mile for a customer. The curriculum is modifiable for the LEP student and designed for incumbent workers and/or new employees. The topics covered but are not limited to: customer follow-up, artfully using business cards, business card etiquette, and personal services. After completion of this workshop the attendee will have two options 1) continue their education 2) become gainfully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 236CE**  
**JOB CLUB**  
**0 UNITS**

This curriculum is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: planning their job search, utilizing outside resources, the "hidden" job market, and job market research. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 6 hours

**VOCATIONAL EDUCATION 237CE**  
**Strategies in Meeting your Customers Needs**  
**0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in understanding their customers or client's needs. The curriculum is modifiable for the LEP student. The topics covered but are not limited to making shopping an enjoyable experience, accommodating customers with disabilities, in-store and phone customers, keeping commitments to your customer, and special orders.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 238CE****Blueprint for Workplace Success****0 UNITS**

*Prerequisite: None*

Students receive the necessary tools and skills to create a "blueprint" for workplace success. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. This course can be modified for LEP students.

Class Hours: 36 hours

**VOCATIONAL EDUCATION 239CE****Blueprint for Customer Service****0 UNITS**

This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

**VOCATIONAL EDUCATION ON 240CE****Strategies in Adapting to Your Customer****0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in getting to know their customer or client. The curriculum is modifiable for the LEP student. The topics covered but are not limited to learning how to greet customers, building relationships, determining a customer's needs. This course can be offered as a stand-alone course or coupled within the eight modules that are related to this material. After completing this course the student has an option to continue taking classes in their field of choice, or become gainfully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 241CE****Get to Know Your Customer****0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers the methods and skills in how to get to know their customer. The curriculum is modifiable for the LEP students. The topics covered but are not limited to greeting customers in a winning way, building relationships, and determining a customer's needs. After completing this course the student has an option to continue their education or become gratefully employed.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 242CE****Banquet Server Skills Training****0 UNITS**

New and incumbent workers learn skills to prepare them to be the best in banquet services. Some of the topics covered include, but are not limited to: setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables and refreshing meeting rooms. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Banquet Server Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 243CE****Front Desk Representative****0 UNITS**

New and incumbent workers learn skills to prepare them to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests. After completing this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Front Desk Representative Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 244CE****Laundry Attendant Skills Training****0 UNITS**

New and incumbent workers learn skills to provide the best in guest services. Some topics covered include, but are not limited to, using washers & dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing & mending, and responding to housekeeping requests. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Laundry Attendant Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

Class Hours: 18 hours

**VOCATIONAL EDUCATION 245CE****Public Space Cleaner Skills Training****0 UNITS**

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to, preparing public spaces for cleaning, using various cleaning tools and agents, learning the different methods of cleaning. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Public Space Cleaner Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College

Class Hours: 18 hours

**VOCATIONAL EDUCATION 246CE****Restaurant Server Skills Training****0 UNITS**

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests and taking beverage and food orders. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Restaurant Server Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College

Class Hours: 18 hours

**VOCATIONAL EDUCATION 247CE****Kitchen Steward Skills Training****0 UNITS**

The Kitchen Steward course is designed to provide new and incumbent workers with the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to: cleaning tools and surfaces, following a recycling program, washing dishes and silverware and cleaning and sanitizing working surfaces. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Kitchen Steward Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

Class Hours: 18 hours

# Policies: Academic and Student

## STUDENT RECORDS &

### DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the College. At the same time the LACCD has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards).

To meet this responsibility the LACCD may release Directory Information unless the student states in writing not to release it. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the College President. The Records Officer may be contacted through the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the College Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The student may challenge the accuracy and appropriateness of the records in writing to the College Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts, as distinct from "student records," should be made directly to the Office of Admissions.)

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

Los Angeles City College will release no student records, other than Directory Information, without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the College Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records. No Directory Information will be released regarding any student who has notified the College Records Officer in writing that the College shall not release such information.

### ACADEMIC RENEWAL

(See an Academic Counselor for advisement)

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for Academic Renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least one year must have elapsed from the time the course work to be removed was completed.

If the student meets the above conditions, the College shall grant academic renewal, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating where Academic Renewal action has removed courses.

Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

## TRANSCRIPTS/VERIFICATIONS

Upon written request, a copy of students' academic records (transcripts) shall be forwarded by United States mail to the students or their designated addresses.

Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of \$3.00 each. Students may request special processing to expedite their request for an additional fee of \$10.00 per request.

A student's transcript may be withheld if a hold has been placed on his or her record due to equipment, books, uniforms, or similar items that the student has not returned to the College or in the instance of any unpaid fees or charges due to LACC or to any LACCD college. The transcript may be withheld until the student discharges these obligations.

Requests for transcripts or verifications may be obtained in the Office of Admissions and Records, AD 100. You may also order transcripts online at the college website.

## CONDITIONS OF ENROLLMENT IN LACC CLASSES

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

## CONCURRENT ENROLLMENT

Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Kinesology classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action. (See "Standards of Student Conduct," elsewhere in this catalog.) Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Fees are not refundable and they are not covered by a fee waiver. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.
6. Students must be added as an auditor by the last day of the term to add classes.

Maximum and minimum unit requirements may apply, as follows:

The maximum study load is 19 units during a regular semester, 12 units during Summer Session and 9 units during a Winter Intersession. The class load for students in the Fall or Spring semester is from 12-18 units for full-time students. A college program of 15 units is equal to at least a 50-hour work week. Students who want to take 19 or more units must obtain approval from a College Counselor.

Those students who will be employed while attending LACC should consider reducing their programs accordingly. Los Angeles City College suggests that those students who are employed full-time should enroll in no more than one or two classes (nine units maximum during the Fall or Spring semester; three units maximum during the Summer Session).

Los Angeles City College defines a "full-time student" as one who is enrolled in 12 or more graded units. Los Angeles City College defines a "part-time student" as one who is enrolled in 6-11 graded units.

## DUAL ENROLLMENT

The Dual Enrollment Program is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college or vocational credits toward a certificate, diploma or college degree. Los Angeles



City College offers a variety of college courses that are conveniently offered at our local high schools. Students and counselors should note these classes should be taken by students ready for college level work. Our goal is to allow high school students exposure to college level curriculum and prepare them for post secondary education. Research has shown us that Dual Enrollment classes can be used effectively to promote post secondary education and success, expand rigor and breadth of high school curriculum, and provide access to challenging, college preparatory curriculum to students who might otherwise have been shut out of such curriculum through the traditional high school system. Classes are open to LACC students who are willing to travel to the local high school.

Dual Enrollment classes are scheduled through the LACC administration by request of the high school principal or college counselor. Applications are available for high school staff by contacting Harley Hass at haasht2@lacitycollege.edu.

## ATTENDANCE

Only students who have been admitted to Los Angeles City College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being excluded from class, students should contact the instructor when they are absent for emergency reasons.

**IMPORTANT:** Students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students are responsible for officially dropping a class that they stop attending. (See "Adding and Dropping" elsewhere in this catalog.)

## INSTRUCTOR NOTIFICATION POLICY

Students should notify the instructor regarding absences by United States mail or by placing a notice in the "Student to Faculty Box," located at the Campus Mail room. Students also may inform the instructor regarding their absences upon return to the class.

## ATTENDANCE DEFINITIONS

"Attendance" means attendance in at least one semester each calendar year. Los Angeles City College defines continuous attendance for the California community colleges as attendance in one semester during the calendar year before the current semester of enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.) Attendance means enrollment and completion of graded academic course work. (CR, NCR, Inc and W are acceptable.) Summer is not included in continuous attendance. Reference: California Code of Regulations, Title 5, Section 40401.

## ACADEMIC FREEDOM

The Faculty shall have academic freedom to seek the truth and guarantee freedom of learning to the students.

## GRADES & GRADING POLICIES

Only the symbols in the grading scale given in this section will be used to grade all courses offered in fulfillment of the requirements for an Associate degree or certificate. Grades will be averaged based on the point equivalencies to set a student's grade-point-average, using the following evaluative symbols:

The following non-evaluative symbols may be entered on the student's record:

Grade symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing; less than satisfactory	1
F	Failing	0
P	Pass (at least equivalent to a "C" grade or better)	
NP	Equal to "D" or "F" grade; units awarded are not counted in GPA	

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student record. The condition for removal of the "I" shall be stated by the instructor in a written record,

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

Courses in which the student has received an Incomplete may not be repeated unless the "I" is removed and has been replaced by a grade. This does not apply to courses which are repeatable for additional credit. Petitions are available in the Admissions office.

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is in progress, but that the assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

The "RD" symbol shall be used when the instructor has temporarily not submitted the student's assigned grade. Students receiving "RD" grades should contact their instructor immediately.

Withdrawal from a class or classes is authorized from the 4th week (or 30% of the time the class meets) through the last day of the 12th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less). No notation ("W" or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 12th week (or 75% of the time the class is scheduled, whichever is less) shall be given a

grade other than a "W," except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less), the student may petition to withdraw from class by demonstrating extenuating circumstances. Students may obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 12th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W."

The "W" shall not be used in calculating units attempted nor for the student's grade point average. "W" will be used as a factor in progress probation and dismissal.

## **DEANS' & PRESIDENT'S HONORS**

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's List. Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC, during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" will not be counted in meeting the unit requirement for the Dean's or President's Honor List.

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

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

For graduation with honors (Summa Cum Laude, Magna Cum Laude, Cum Laude), see "Graduation With Honors" in the Graduation Requirements section of this catalog.

## GRADES & GRADE CHANGES

The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards.

- Section 76224(a) provides: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308)

Students must file petitions in the Admissions Office for any evaluative or non- evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the course. If resolution is not reached, the inquiry should be directed to the appropriate academic department chairperson and/or area Dean. If resolution is not reached at the departmental or area Dean level, inquiries should be made to the campus Ombudsperson, at (323) 953-4000 ext. 2453.

### PASS/NO PASS OPTION (P/NP)

The College President may designate courses wherein all students enrolled in such courses are evaluated on a pass/no pass basis or wherein each student may elect on registration or no later than the end of the first 30% of the term whether the basis of evaluation is to be pass/no pass or a letter grade. These courses are noted elsewhere in this catalog as being eligible for the pass/no pass Option.

- 1. Single performance standard.** The pass/no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.

- 2. Acceptance of credits.** All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

- 3. Recording of grade.** A student who is approved to be evaluated on the pass/no pass basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a No-Pass (NP) grade.

- 4. Grade point calculation.** Units earned on a pass/no pass basis shall not be used to calculate grade-point-averages. Units attempted for which No-Pass (NP) is recorded shall be considered in probationary and dismissal procedures.

- 5. Standards of evaluation.** The student who is enrolled in a course on a pass/no pass basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.

- 6. Conversion to letter grade.** A student who has received credit for a course taken on a pass/no pass basis may not convert this credit to a letter grade.

- 7. Course repetition.** A student who has received a grade of No-Pass (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

## PASS/ NO PASS COURSES

Pass/No-Pass Courses do not fulfill prerequisites for more advanced courses. The student must meet all class standards. A maximum of 15 units of pass/no-pass grades may be applied toward the Associate Degree. Courses offered on this basis are listed below. NOTE: Please check the appropriate academic department for confirmation. Designated courses are subject to change.

Administration of Justice 6, 16, 60, 379, 381, 396, 413  
 African American Studies 5, 7  
 American Sign Language 3  
 Anthropology 103  
 CAOT 64, 105  
 Communication Studies 60A, 60B, 60C, 60D  
 Dental Technology 204, 300, 304, 305, 306, 308, 309, 311, 312, 313  
 English 20, 67, 68, 94, 97, 108  
 ESL 1B, 2A, 2B, 3A, 3B, 3C  
 French 21  
 History 11  
 Learning Skills, All courses except 1B, 2C, 15A, 24, 24A, 24B, 24C, 41A, 41B, 285  
 Math 100, 113, 114, 124A, 215, 216, 262  
 Music 180-1, 180-2, 180-3, 180-4  
 Psychology 43

## DIRECTED STUDY COURSES

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

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

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

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

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

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

## LACC Distance Education Learning

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

weekly chat rooms, discussion forums, personalized assignments, and digital office hours.

LACC may be required to receive state authorization to enroll students who do not reside in California. Many states have either given the college this authorization or do not require authorization. However, some states require significant fees to receive state authorization. Due to the significant and/or recurring fees for state authorization, LACC no longer permits a student to enroll if he/ she resides in one of the following states: Alabama, Arkansas, Maryland, Minnesota, Utah, or Wisconsin. For more information, including an online learning readiness assessment and a list of current DE courses, visit [lacitycollege.edu/offsite/distance-ed/](http://lacitycollege.edu/offsite/distance-ed/)

## GRADE REPORTS

Any drops or exclusions that occur between the 5th and the 12th week of the Los Angeles Community College District does not mail grades to students. Students may receive information on the college website.



You may obtain a printed copy of your grades from the LACC Admissions Office. This printed copy is not a transcript or a Verification of Enrollment. If you need a transcript or a Verification of Enrollment, you may order it from the Admissions Office. Refer to "Transcripts/Verification" elsewhere in this catalog.

## ADDING/DROPPING CLASSES AND COLLEGE WITHDRAWAL

LACC policies regarding adding and dropping classes are listed below. These policies are subject to change. Refer to the current Schedule of Classes for current information.

Only students who have been admitted to the College and are in approved active status may add or attend classes. Registered students who are on a waiting or standby list must obtain permission from the instructor to add the class.

During the first two weeks of the term, available classes are posted by section number in an area near the Office of Admissions in the Administration building



and on the college website.

Students wishing to drop one or more classes must do so through the Office of Admissions by filing a drop card or web site.

It is the student's responsibility to drop from class if he or she decides not to attend or stops attending. Students might not be automatically dropped and/or excluded and will be accountable for any fees due.

The following schedule applies to dropping classes.

Any drops or exclusions that occur before the end of the 2nd week of the semester will not be noted on the student records.

After the last day of the 12th week of the semester (or 75% of the time the class is scheduled, whichever is less) will result in a "W" ("Withdrawal") on the student's record, which will be included in the determination of progress probation.

Drops are not permitted beyond the end of the 12th week. A grade (A, B, C, D, F, P, I, or NP) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances. Petitions may be obtained from the Office of Admissions.

It is recommended that students consult with a College Counselor when withdrawing (dropping all classes). Clearance of the record in courses where equipment has been issued is required when students separate from such classes.

## **PROBATION & DISMISSAL**

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

A student shall be placed on probation if any one of the following conditions prevail:

**Academic Probation:** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

**Progress probation:** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which

entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent (50%).

**Units Attempted:** "Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance in which the student is enrolled.

Students shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal from Los Angeles City College shall disqualify students from admission to any college in the Los Angeles Community College District (LACCD).

**Academic Dismissal:** Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of three consecutive semesters.

Students who are on academic probation and who earn a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

**Progress Dismissal:** Students who are on progress probation shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of W, I and NP are recorded is less than fifty percent (50%).

Students who are subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Students who have been dismissed may request reinstatement after two (2) semesters have elapsed. They shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students must file a petition to return prior to the day for new and returning students to register in person. Refer to the College Calendar in the current Schedule of Classes for effective dates.



## **COURSE REPETITION**

See an Academic Counselor For Advisement

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than "C") were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the cumulative grade-point-average and the student academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ. Students planning to transfer to another college or university should contact that institution regarding its policy.

Student may also repeat certain activity, performance, and skills courses as stated below:

Legally mandated training requirement: Courses necessary to meet legally mandated training requirements as a condition of continued paid or volunteer employment may be repeated for credit any number of times.

Content differs each time the course is offered: The course outline of record must clearly differentiate how the content changes each time. Applied courses, such as production and studio courses, may also qualify as activity courses (see below). Courses where students apply theory may also fall under the category of content changing each time. Examples of these types of courses are poetry writing creative writing or conversational Spanish. Other examples of courses where content changes each time are: directed study, field work, special topics, or current events. Theory courses should not be repeatable.

Activity courses: are defined as those where the students meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated, provided : (A) skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) active participatory experience in individual study or group assignments is the basic means by which learning

objectives are attained. Examples of activity courses that qualify as repeatable courses include but are not limited to the following: Kinesology courses or visual or performing arts courses in music, fine arts, theater, dance, or career technical education courses. Foreign language and ESL courses are not considered "activity courses".

## CREDIT BY EXAMINATION

Some courses in listed in this catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination.
  - a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
  - b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
  - c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.
2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
  - a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of "C" (2.0) in any work attempted at Los Angeles City College.
  - b. May petition for credit by examination if they
    - 1) Are eligible to take such course for credit under existing regulations;
    - 2) Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.
3. Maximum credit allowable for credit by examination: The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum.

### Limitations :

- a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
- b. Recording of Credit: Students who successfully pass the examination given to fulfill the "credit by examination" option shall

have the course posted on their cumulative record indicating "Credit" in the grade column. The number of units of credit recorded for any course may not exceed those listed in the College catalog.

### 4. Acceptance Towards Residence

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the

twelve units of credit in residence requirement.

5. Recording of credit:
  - a. If a student passes the examination, the course shall be based on his/her cumulative record indicating "Credit" in the "Grade" column.
  - b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

## **EVALUATION OF FOREIGN AND INTERNATIONAL TRANSCRIPTS**

Students who wish to receive course credit for college and university work completed in a foreign country or outside of the United States must have their transcripts evaluated if the transcript is in foreign language.

It is also recommended that course descriptions be submitted along with the evaluated transcript, for courses that the student would like to receive credit. The process for receiving credit for Foreign/International Transcripts is as follows:

1. A petition must be submitted to the Admissions Office in AD-100 to request credit for the courses in question along with the evaluated transcripts. If you don't know where to take your Foreign/International transcripts to be evaluated, the Admissions Office will provide you with a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.
2. It is advisable that you provide the Admissions Office with course descriptions, where possible, of the evaluated course work, or any catalog information that may expedite the evaluation process. Please refer to the university or college the course work was completed, to request course descriptions.
3. After your petition and transcripts have been evaluated, you will be informed of the outcome. If you do not agree with the outcome of your petition, you may petition the appropriate Department Chair. The decision of the Department Chair is final.

## **CANCELLATION OF CLASSES**

The College reserves the right to discontinue any class with insufficient enrollment.

## **CLASSROOM CONDUCT**

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

## **STANDARDS OF STUDENT CONDUCT**

Board Rules website: [laccd.edu/board\\_rules](http://laccd.edu/board_rules)

Students enrolling in one of the Los Angeles

Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation.

Student conduct must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, include, but are not limited to, the following:

**BOARD RULE 9803.10**

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

**BOARD RULE 9803.11**

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

**BOARD RULE 9803.12**

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

**BOARD RULE 9803.13**

Unauthorized entry to or use of the College facilities.

**BOARD RULE 9803.14**

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

**BOARD RULE 9803.15**

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

**BOARD RULE 9803.16**

Theft of or Damage to Property. Theft of or damage to property belonging to the College, a member of the College community, or a campus visitor.

**BOARD RULE 9803.17**

Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise of any threat, challenge to fight, or violation of any rules of conduct as set forth in the LACCD Board Rule regarding "Conduct on Campus." Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the College where such acts are committed.

**BOARD RULE 9803.18**

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

**BOARD RULE 9803.19**

Alcohol and Drugs. Any possession of controlled

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

**BOARD RULE 9803.20**

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

**BOARD RULE 9803.21**

Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's nondiscrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veterans status.

**BOARD RULE 9803.22**

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

**BOARD RULE 9803.23**

Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

**BOARD RULE 9803.24**

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

**BOARD RULE 9803.25**

Disorderly Conduct. Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of

the peace of the college; aiding or inciting another person to breach the peace of the college premises or functions.

### **BOARD RULE 9803.26**

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

### **BOARD RULE 2803.27**

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

### **Board Rule 9803.28**

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

### **BOARD RULE 9804**

Interference with Classes. Every person who, by physical force, willfully obstructs or attempts to obstruct, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not to exceed one (1) year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in or concert with others, to impede access to or movement within which the premises are devoted.

### **BOARD RULE 9805**

Interference with Performance of Duties by Employees. Action to cause or attempt to cause, any employee of the Los Angeles Community Colleges to do or refrain from doing, any act in the performance of his/her duties by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

### **BOARD RULE 9805.10**

Assault or abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

### **BOARD RULE 9806**

Unsafe Conduct. Conduct which poses a threat of harm to the with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.



# POLICIES : GENERAL

## STUDENT DISCIPLINE PROCEDURES

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct .

The LACCD has adopted Board Rule 91101, "Student Discipline Procedures," to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

## STUDENT GRIEVANCE PROCEDURES- OMBUDSPERSON ADMINISTRATIVE REGULATION E-55

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from the Ombudsperson in the Office of Student Life & Leadership Development, located in the Student Union. The ombudsperson can be reach at [ombudsperson@lacitycollege.edu](mailto:ombudsperson@lacitycollege.edu). The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community.

The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

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

If the matter cannot be resolved informally, the student may request a formal grievance hearing. Grievances pertaining to grades are subject to the California Education Code, Section 76224(a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or the eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and the College Catalog. Procedure may be obtained from the Ombudsperson, located in in the Office of Student Life & Leadership Development, located in the Student Union . For assistance, call (323) 953-4000 ext. 2453 or email [ombudsperson@lacitycollege.edu](mailto:ombudsperson@lacitycollege.edu).

## OPEN ENROLLMENT

The policy of the Los Angeles Community College District is that, unless specifically exempted by statute or regulation, every course, course selection, or class offered and maintained by the District and reported for state aid shall be fully open to enrollment and participation by any person who has been admitted to Los Angeles City College and who meets the prerequisites established according to the regulations contained in California Code of Regulations Title 5 §§55200-55202.

## DRUG-FREE CAMPUS

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

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

The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits: Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which is prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

The LACCD Board of Trustees policy on the Drug-Free Workplace restates these prohibitions.

### Legal Sanctions

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

### Health Risks

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

### Other Risks

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

### Counseling, Treatment and Rehabilitation

Students should contact the LACC Counseling Office for assistance and referrals.

### Disciplinary Action

Violation of the above Board Rules shall result in student discipline, imposed in accordance with the Student or termination of financial aid; suspension; withdrawal of consent to remain on campus; expulsion subject to reconsideration; and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and Federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. We ask you to share in this commitment and dedication.

## EDUCATIONAL ENVIRONMENT POLICY

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

## FAMILY EDUCATION RIGHTS & PRIVACY ACT

See Student Records and Directory Information, elsewhere in this catalog.

## HEALTH FEE WAIVERS (STUDENT)

LACCD policy exempts the following students from paying the student health fee: a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect; c) students attending classes under an approved apprenticeship training programs; d) non-credit education students; e) students enrolled exclusively at District sites where health services are not provided; f) students enrolled exclusively through Instructional Television or distance education classes; g) students enrolled exclusively through contract education. Students exempted under the provisions of a), c) and d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

# SERVICES & PROGRAMS

## SEX OFFENDER REGISTRATION

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

## SMOKING POLICY

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

## WORKFORCE DIVERSITY

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

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

## ADDITIONAL POLICY INFORMATION SECTIONS

Please see Table of Contents:  
 Equal-Opportunity Policy  
 Compliance Procedure  
 Sexual Harassment Policy  
 Limited English Proficiency

## ADMISSIONS & RECORDS

Cesar Chavez Administration Building 100 •  
 (323) 953-4000 ext. 2104  
<http://www.lacitycollege.edu/citymain/admissions.html>  
 For information, see the catalog section on Admissions, page 6.

## ASSESSMENT

Appointments: Cesar Chavez Administration Building, Room  
 103. Assessment Lab: AD318  
 (323) 953-4000 ext. 2264  
<http://www.lacitycollege.edu/services/matriculation/>  
 For information, see the catalog section on Admissions, page 7

## ASSOCIATED STUDENT GOVERNMENT (ASG)

**Student Union • (323) 953-4000 ext. 2475**  
<http://aso.lacitycollege.edu/>

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

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

The ASG represents students on college, district and state-wide issues. It provides students with leadership opportunities through involvement on the Student Senate and Club Council, and by appointment to various LACC, ASG, regional and state committees. It provides funding support for a variety of campus activities - Dean's Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events.

Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASG member can start a club— it just takes eight ASG members who share an interest and a faculty advisor—to be chartered by the ASG. Information on joining or starting a club is available in the Student Activities Center (SAC). All student clubs must be chartered by the ASO in order

to be recognized and officially function on campus.

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

More information on student government, joining and/or starting a club, holding an activity, eligibility for office, and the many benefits offered, is available in the Office of Student Life & Leadership Development in the Student Union, or by calling (323) 953-4000 extension 2450. All students are encouraged to get involved and get more out of college.

### **Student Trustee**

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

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

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

### **BOOKSTORE**

Student Union Bldg (323) 953-4000 ext. 2140  
<http://www.lacitycollege.edu/resource/bookstore/>

Regular Business Hours are Mon - Thur, 7:30am to 7:00 pm and Friday 7:30 am to 3:00pm

The Los Angeles City College Bookstore (aka: Cub Store) offers a wide variety of textbooks, supplies

and materials that assist LACC students in reaching their full educational potential. The Cub Store obtains information from faculty for needed textbooks and material and provides these items for purchase by LACC students and the LACC community. In addition, there is the opportunity for the students to sell authorized textbooks back to the bookstore during the last week of each major term and other posted dates.

–Please see [www.laccbookstore.com](http://www.laccbookstore.com) or cashiers for refund policy and more information–

### **REFUNDS**

Cash register receipt MUST accompany all refunds and exchanges

– NO EXCEPTIONS. (please see bookstore refund policy for more information [www.laccbookstore.com](http://www.laccbookstore.com))

### **TEXTBOOKS**

Required textbooks are arranged alphabetically by subject within their respective departments and numerically by course number. The instructors name, ISBN, and price will be listed under the book. Used books, if available are on the shelves with the new books. They are clearly marked USED. You should not purchase textbooks until you are officially enrolled.

Full refunds on textbooks will be allowed during the first 10 school days of the Fall and Spring Semesters and the first 5 days of the Summer, Winter and short-term classes (5 weeks or longer). [see requirements below]. Refunds for books purchased for 8-day courses or courses shorter than 5 weeks will only be allowed during the first day of class.

Refunds for textbooks purchased after the first 10 school days of the Fall and Spring semesters and the first 5 days of the Summer, Winter or short-term classes MUST be made within 24 hours of purchase and will only be allowed if the book is incorrect or defective.

NO Refunds on textbooks purchased during final exam period (i.e. last ten days) of any semester or session.

**New Books:** Must be returned in same condition as when purchased, free of markings, underlining, soil marks or erasures, bends or folds or obvious signs of use. Otherwise, the book will be classified as "USED" and refundable at a maximum of 50% of the purchase price. Final determination will be made by Bookstore Management. Water damaged books will not be accepted.

**Computer Software and Textbook Bundle with Software:** May not be refunded if the package is open. This includes textbooks with software if the shrink-wrap has been opened.

Special Orders: Not eligible for refund.

**Shrinkwrapped Textbooks :** Packages may be refunded if all items in the bundle are in new, sellable condition (to be determined by Bookstore staff). A \$5.00 restocking fee will be charged.

Packages that include cd's, computer disks, or supplemental booklets etc. must be returned in original, UNOPENED packaging for a refund. Otherwise, they do not qualify for a refund.

### SUPPLIES

Clothing and non-textbook items are refundable only if they are in their original package, in new sellable condition, unworn, accompanied by the original sales receipt and returned within 24 hours of purchase.

Dictionaries, reference books, dental tools, dissecting kits, compact disks, calculators and related items are NOT returnable. Lab goggles, lab smocks and socks are NOT returnable as governed by the California State Health Laws.

### CHECK PURCHASING POLICY

Current LACC (or other LACCD campus) Student Registration Fee Receipt and Valid California I.D. or Drivers License (addresses must match and PO Boxes are not accepted) are REQUIRED to pay by check.

No temporary, third party or out of state, money orders or checks accepted. Checks must be imprinted with correct name and address and written for the amount of purchase only. No postdated checks are accepted. Customer must have valid California Drivers License or ID and original/current registration printout(from business office) Check writing privileges may be permanently denied after one returned check.

There is a 30-day waiting period for a cash refund on merchandise purchased by check. Merchandise must be returned by return deadline to qualify. A credit slip will be issued and a return date given to pick up refund (30 days from date of purchase). If upon return the check has cleared the district bank (tangible proof required) or the canceled check is presented (both sides) cash will be refunded at time of return.

NOTE- AFTER JULY 1, 2006 IF YOU MAKE A PURCHASE WITH A CHECK, your student id number will be written on your check. if you do not wish to have your student id number appear on your check, you must use an alternate form of payment!

### CREDIT CARD ACCEPTANCE POLICY

Credit cards are only accepted with valid California Drivers License ID that match the name on the card and the card holder must be present (name must match

card holders name). The following cards are accepted: MasterCard, VISA, Discover, and American Express.

NO CASH REFUNDS will be issued on a credit card purchase. Merchandise must be returned by return deadline to qualify. A credit will be issued and forwarded to the credit agency and a copy given to the customer. \*\*

Please note: refunds are sent to our bank each night...your bank may take up to 3 weeks to credit your account.

### CASH PURCHASING POLICY

Merchandise must be returned by return deadline to qualify. Cash refunds will be issued at time of return if all other refund policy qualifications are met.

### BOOK BUYBACK

Books may be sold back to the Bookstore at the end of each semester (during finals) and/or during the first week of each semester.

The Bookstore will make an effort to Buy Back as many texts as possible from LACC students. It is not an obligation on the part of the Bookstore, but a special service we perform to help keep the cost of books affordable.

How books qualify for buyback- for a book to be bought back by the LACC Bookstore, all of the following conditions must be met. Qualifying books will then be purchased at a maximum of 50% of the purchase price.

Check LACC Website and/or posted signs for dates and times.

1. A signed adoption by the department.
2. Needed for the LACC Bookstore inventory for the next semester.
3. The book is in the correct edition, volume, etc. and in good condition (limited writing and underlining are permissible in most texts). No water damaged books will be accepted.

- The LACC Bookstore will not buy back workbooks, study guides, syllabi or supplementary related materials.
- Final determination of the condition and resale value of a textbook shall be made by Bookstore Management
- Textbooks not bought back by the Bookstore may be purchased by the company conducting the buyback, at a lesser price, subject to that companies buying policy. The Bookstore regrets it cannot buy back all books.



**BUSINESS OFFICE**

Cesar Chavez Administration Building 111  
(323) 953-4000 ext. 2172

The College Business Office handles all college fund collections, club accounts, and Associated Student Organization funds in accordance with LACCD Board rules and is subject to audit.

**COLLEGE READINESS ACADEMY**

CRA assists students to strengthen their English and/or math foundations. The academy provides basic skills English and Math courses designed to help students prepare for the CAHSEE, GED, and Basic Skills assessments. In addition to providing courses, a wide variety of support services are available to students who qualify. Some of the services include free class materials, in-class tutors, computer literacy, and job placement assistance.

To receive information, please call Coordinator, Juliana Medina at (323) 953-4000 X 2582 or E-Mail at [medinaj@lacitycollege.edu](mailto:medinaj@lacitycollege.edu)

**CAL WORKS**

Life Science 107 • (323) 953-4000 ext. 2597  
(next to Bookstore) • (323) 953-4000 ext. 2586  
<http://www.lacitycollege.edu/services/calworks/>

Our office provides CalWORKs students with comprehensive support which enables them to be successful in their Welfare to Work (WTW) activity and take positive strides towards self-sufficiency.

The California Work Opportunity and Responsibility to Kids (CalWORKs) Program is part of the Office of Economic & Workforce Development in Academic Affairs. CalWORKs is a comprehensive effort by the State of California and the County of Los Angeles Department of Public Social Services (DSPS) to provide education, skills assessment, short/long term training, counseling, job development, child care, resource and referral, and other supportive services to eligible welfare recipients. CalWORKs students are referred to LACC by their county offices to participate in program including: English as a Second Language (ESL); Adult Basic Education (ABE) or Remedial Education (REM); General Education Diploma (GED); Self Initiated Participant (SIP); Vocational Training (VOC); Job Services Training (JST); and/or Work Experience (WEX). Our office also provides students with: important information about the changes in Welfare to Work (WTW) policies; verifications; progress reports; and assistance with other county paperwork or issues regarding GAIN participation.

**CAMPUS CHILD DEVELOPMENT CENTER**

(323) 953-4000 ext. 2220

The Campus Child Development Center offers a preschool program for children 3 to 5 years of age and an evening program for school age children. The Center provides a developmentally appropriate

curriculum that responds to the individual needs of the children, incorporating the learning domains of social, physical, cultural, cognitive and emotional growth. Enrollment is available for the children of LACC student/parents to assist them in completing their educational goals. Priority is given to low-income families. Applications for enrollment are available at the Campus Child Development Center. Applicants are encouraged to apply early because enrollment is limited. A fee may be charged, based upon the family size and income. Many families qualify for the grant program and receive subsidized child care.

**CAREER & JOB DEVELOPMENT CENTER**

Administration Building 109 •

(323) 953-4000 ext. 2210

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

The Career and Job Development Center provides students with career assessment (testing), career counseling, and information on career choices. The Center offers vocational testing to identify interests, abilities, personality type, and work values related to career options. In addition, there is a career resource library and internet accessible computers with software programs (i.e. EUREKA) to assist in the career exploration process. The Career Center offers workshops, resume assistance and has information on internships. Services are provided by appointment and on a walk-in basis when available.

**COMPLIANCE OFFICER**

Los Angeles Community College District Office

(213) 891-2000 extension 2315

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

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

It is conduct that has created a hostile or intimidating environment.

The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee

compliance, investigate and recommend resolutions to discrimination and/or sexual harassment complaints, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office.

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

### **CONTRACT EDUCATION**

Cesar Chavez Administration Building 208 • (323) 953-4000 ext. 2062

(Academic Affairs) ext. 2595 (Workforce Education)  
Contract Education is designed to enhance the economic development of the State of California. All courses and programs are taught by qualified faculty and meet the same standards of academic rigor as does the traditional, campus-based program. For additional information, contact the Office of Economic & Workforce Development in Academic Affairs.

Through its Contract Education program, LACC provides credit courses and complete lower division transfer programs as well as not-for-credit workshops and customized seminars, for business, industry, and government agencies. The course offerings may be provided on company or agency premises or on campus. Contract Education course work is paid for by the contracting company or agency.

### **COMMUNITY SERVICES**

Administration Building 112 • (323) 953-4000 ext. 2650  
[www.lacitycollege.edu/comsvcs/](http://www.lacitycollege.edu/comsvcs/)

The Los Angeles City College Community Services Program provides a full range of not-for-credit classes and programs designed to meet the educational, social, recreational, cultural, and civic needs of residents in the college community. Fee and grant funds are received for programs to make them self-supporting.

Educational programs offer the community an opportunity to explore a variety of personal interest areas of learning and to update individual knowledge and skills. Moreover, recreational, cultural, and social programs offer opportunities for community residents to participate in such activities as not-for-credit, short-term programs in dance, martial arts, physical fitness, gymnastics, and sports as well as a variety of self-directed activities.

### **COUNSELING DEPARTMENT**

Cesar Chavez Administration Building 108  
(323) 953-4000 ext. 2250

[www.lacitycollege.edu/services/counsel/index.html](http://www.lacitycollege.edu/services/counsel/index.html)

Academic counseling services are available for all students in the Counseling Department. Students are

encouraged to make an appointment to consult with a college counselor. If students need to review their records, appointments should be made in person several days in advance.

No appointments are available the first week of the semester. Walk-in counselors are available to answer quick questions or to provide emergency help for students.

The services available include counseling and guidance on educational, career, and personal goals as well as problems that may interfere with a successful adjustment to college life. The experienced and professionally trained counseling faculty works with students concerning transfer, educational goals, career planning, choice of college or universities, and other decisions involving a direction in life. Counselors also help students select and plan their academic majors, explore future college or other educational choices, and develop specific plans to meet their transfer and graduation goals. Students should consult with a college counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are, and where these abilities and interests may lead.

Personal Development courses offered through the department have been structured to prepare and help students complete their college education in a timely manner. The courses are highly recommended for new and returning students.

### **ENGLISH LITERACY & CIVICS**

Van de Kamp Innovating Center (VDK) (323) 953-4000 Ext. 3534  
[www.lacitycollege.edu/services/citizenship/index.html](http://www.lacitycollege.edu/services/citizenship/index.html)

also see the "Programs & Courses: Citizenship" section

The LACC English Literacy Program and Citizenship Center are part of the Office of Economic & Workforce Development in Academic Affairs. The English Literacy Program provides eligible students with instruction in non-credit English as a Second Language (ESL), Vocational ESL, Basic Skills, and Tutoring Services, while the Citizenship Center is focused on providing students with all services necessary for completing the citizenship process. These services are available to any permanent resident who has lived in the United States for five years. The Center assists with the N400 form, provides information, takes photographs, sponsors test preparation workshops, and administers the CASAS approved Citizenship Examination.

**EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S) COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

SSV119 • (323) 953-4000 ext. 2300 & 2301, <http://eops.lacitycollege.edu/>

EOP&S is a state-funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic, career and personal counseling, individualized tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

CARE- The CARE Program is a supplement program with EOP&S that provides additional support services for single parents receiving TANF/CalWORKs subsidies. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, parking permits, auto gas card (if funding permits), parenting and job preparation seminars. CARE offers personal and professional support while assisting participants to meet their educational goals.

Bring your registration receipt showing 12 or more active units to Clausen Hall 111B to find out if you qualify. OSS students must be enrolled in 6 or more active units to apply.

**EXTRA- & CO-CURRICULAR ACTIVITIES**

In addition to the regular academic offerings of the College, various departments make noteworthy contributions to the cultural life of LACC students and its community. Listed below are College-authorized "extra-curricular" (outside or supplemental to course work) activities available to LACC students.

The Art Department presents exhibitions of interest to the diverse community served by the College. The gallery in DaVinci Hall features drawing, painting, graphics, photography, sculpture, and ceramics by artists of local and international reputation, as well as offering a first-time gallery exhibition experience to students.

Forums, guest speakers, and art demonstrations are presented throughout the year and are open to the general student body. Student work is prominently displayed in the first and second floor cases in DaVinci Hall.

The Annual Art Competition and subsequent scholarships reward outstanding department students with cash awards based on submitted portfolios.

The Citadel is the creative arts and literary journal of Los Angeles City College, presented through the English department. The Citadel publishes works of art, photography, fiction, novels-in-progress, essays, manifestos, and poetry by LACC students. The Citadel publishes work that reflects the socio-cultural changes

taking place on campus, in the city, as well as in the world.

The Citadel addresses issues that reflect changes due to America's growing diversity; reviews and illuminates LACC's understanding, respect, and eager embrace of the many cultural aspects of its students from around the world.

The Music Department presents noontime concerts twice weekly during the academic year. The concerts feature outstanding student soloists, ensembles, and guest artists. The department also presents several evening concerts, given by the musical organizations of the department. The concert experiences are designed to keep students informed about current developments in various phases of the music profession.

The Theatre Arts department and the Theatre Arts Academy present several plays each semester utilizing up to three theatres located on campus: the Camino, the Caminito, and the Cameo. In existence since 1929, the department has built a reputation for excellence that is nationally recognized. Scores of its graduates have been invited to Washington, D.C. as part of the Kennedy Center/American College Theatre Festival.

In 1965 the department was designated by the Community College Board of Trustees as the professional theatre training school for the Los Angeles Community College District. It is the largest, most comprehensive professional theatre training institution in the West.

As with extra-curricular activities, various departments make noteworthy contributions to Los Angeles City College students and its community through their "co-curricular" (related to course work) activities. Listed below are College-authorized co-curricular activities available to LACC students.

The "Collegian" is the official student newspaper for Los Angeles City College. It is published twice a month during the academic year. Its purposes are to disseminate information of interest to the college students, faculty, staff and administrators and to offer a means for practical application of the journalistic principles and techniques taught through the Media Arts department.

The "Collegian" is published as a learning experience, offered under the College's journalism instructional program of the Media Arts department. The editorial and advertising materials published, including any opinions expressed, are the responsibility of the student newspaper staff, free from prior restraint under the First Amendment to the United States Constitution. Accordingly, material published, including any opinions

expressed, should not be interpreted as the position of the Los Angeles Community College District, Los Angeles City College, or any LACCD or LACC officer or employee.

The Department of Speech Communication provides opportunities for students to compete in intercollegiate debate tournaments as well as individual Forensics events. Having existed at LACC since the 1930's, the Forensics squad participates in local state, and national competitions throughout the academic year. Established on a strong winning foundation, the current student competitors continue the tradition in speaking events ranging from debate to oral interpretation of literature.

### **FINANCIAL AID**

Student Services Village Rm. 117 • (323) 953-4000 ext. 2010

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

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

### **FIRST YEAR EXPERIENCE**

AD 108

The First Year Experience Learning Community is a program that allows freshmen students an alternate approach to learning that encourages relationships with peers and their instructors. Participants will enroll in selected classes as a group. Peer mentors will be assigned to assist in the classroom. Academic counseling will be provided for all participants, helping to ensure the students' academic needs are met. Such reinforcement helps student retention, encourages student partnerships, and creates an encouraging learning environment. Interested students should apply as soon as possible because space is limited.

### **THE FOUNDATION**

LOS ANGELES CITY COLLEGE FOUNDATION

LACCF • (323) 953-4000 ext. 2490, [www.laccfoundation.org](http://www.laccfoundation.org)

The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the Spring semester. For application, criteria and requirements visit the foundation website: [www.laccfoundation.org](http://www.laccfoundation.org). The specific and primary purposes for which the Foundation is formed are: (1) To promote, foster, encourage and provide scientific, literary, educational and recreational facilities at LACC; (2) To provide for scholarships, fellowships, grants in aid, loans and other financial assistance to worthy students and members of the faculty; (3) To further

research and provide for associated facilities; (4) To receive gifts, bequests or devise either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks and bonds, and all other evidences of value; (5) To expend moneys for the general welfare of the students and faculty of LACC; and (6) To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

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

### **FOSTER & KINSHIP CARE EDUCATION AND THE INDEPENDENT LIVING PROGRAMS**

Student Services Village Rm. 127C (323) 953-4000 ext. 2335 Los Angeles City College offers various educational programs, ranging from basic to advanced levels, to help caregivers meet the complex and unique needs of the children placed in their homes. The Foster Care Education program trains Foster, Adoptive, and Kinship caregivers to improve the lives of families in crisis by promoting teamwork and sensitivity.

All classes are free and open to various types of Foster Care providers. We offer classes in English and Spanish.

Available workshops include: Foster & Kinship Care Education (FKCE); Medical or Specialized FKCE Pre-Service (F- Rate or D- Rate); Model Approach to Partnerships in Parenting (PS-MAPP); Kinship Orientations. Certificate provided upon completion of the requirements.

### **LOS ANGELES CITY COLLEGE GUARDIAN SCHOLARS**

EOPS/CARE - SSV 127 (323) 953-4000 ext. 2300

The LACC Guardian Scholars (GS) Program is a comprehensive program that supports current and former foster youth from 16-24 years of age as they pursue their educational/vocational goals. GS provides a seamless integration of student support services including admissions, financial aid, counseling, OSS and EOPS/CARE. The program is conducted under the auspices of the EOPS/CARE program which has the primary function of supporting and assuring that each Foster Youth student is adequately guided and mentored throughout the entire educational process.

### **HEALTH & WELLNESS CENTER**

Life Science 101 • (323) 953-4000 ext. 2485

The Health Center services all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, and



other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

A mandatory Student Health Fee of \$11.00 per semester is payable at the time of registration. (For information on Health Fee Waivers, see "Policies: General.")

### **HEALTHY ADVOCACY RESPONSE TEAM (HART)**

(323) 953-4000 ext. 2450

The College has trained staff to assist students who may be victims of rape, sexual assault and/or stalking. Students who have been assaulted should immediately go to the College Sheriff Office to report the incident - (323) 662-5276. Or, from any campus pay phone, dial #3. Inquiries about this team should be directed to the Chair of HART at (323) 953-4000 ext. 2450 or 2280.

### **HONORS PROGRAM**

#### **(The Ralph Bunche Scholars Program)**

(323) 953-4000 ext. 2340, AD 205B

[http://www.lacitycollege.edu/services/honorsprogram/Page\\_1x.html](http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html)

The Ralph Bunche Scholars Program is designed to prepare the highly motivated student for transfer. Honors students who complete a minimum of 15 units (5 classes) of Honors credit will receive certification in the Transfer Alliance Program (TAP).

This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University. For more information see the "Transfer Information" section.

### **INSTRUCTIONAL TELEVISION (ITV)**

[www.lacitycollege.edu/ITV](http://www.lacitycollege.edu/ITV) • (818) 833-3594 (Mission College Office)

<http://www.lamission.edu/itv/>

ITV allows the students to take general education classes which meet transfer and graduation requirements at their own pace through videos and the internet. The award winning videos provide course content, the internet provides an online community for class discussions, virtual tours and online quizzes. Exams are taken on campus, there are on campus seminars on the weekends (approximately once a month). Students may attend seminars and take exams on campus. All classes are three units, except Math 125 which is five units. The tuition is the same as on-campus classes.

### **INTERNATIONAL STUDENT PROGRAM**

**EWD Building •**

**(323) 953-4000 ext. 2470 [laccint.us/](http://laccint.us/)**

The LACC International Student Center is a one-stop office that provides admissions, testing, academic

counseling, registration, adding and dropping of classes, letters of certification, transcripts, intent to transfer letters and on-campus and off-campus work authorization. The Program also assists students with paperwork to apply to the Immigration and Naturalization Service for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning. Intensive English Program (ELA of LACC) provides special non-credit ESL courses for international students and professionals who want to improve their English. Graduates of the English Language Academy may enroll at LACC without taking the TOEFL.

To be eligible for admission to Los Angeles City College, the student must:

- Have a score of 45 (interned based) or more on TOEFL (Test of English as a Foreign Language).
- Show the ability to pay the nonresident tuition, currently \$261 per unit. (Immigration required to be enrolled in 12 semester units to maintain visa status.)
- Have earned a high school diploma from a high school in the United States or the equivalent education from a foreign country.
- The student must also show the ability to pay living and personal expenses for twelve (12) months, which are estimated to be \$10,000.

If you are currently living outside the United States, the deadlines are May 30 for the Fall semester and November 15 for the Spring semester.

For additional information, write to:

International Student Program  
Los Angeles City College  
855 North Vermont Avenue  
Los Angeles, CA 90029  
[iss@lacitycollege.edu](mailto:iss@lacitycollege.edu)

### **JOB PLACEMENT SERVICES**

Cesar Chavez Administration Building 109 • 953-4000  
Current and graduated LACC students are entitled to use the job placement services of the College and those at all Los Angeles Community College District colleges. A job board listing current offerings in the LACC service area is located outside the Student Assistance Center.

### **LEARNING SKILLS CENTER**

Learning Resource Center, lower level.  
(323) 953-4000 ext. 2770 or 2772

The Learning Skills Center (LSC) provides the opportunity for students to improve their basic study skills in mathematics and language arts. Students may register for classes in the LSC up through the first



fourteen weeks of the semester. One-unit classes are offered on an open entry/ open exit basis and can be taken as pass/no-pass. (Credit for individualized, self-paced, open entry/open exit courses may not be counted as part of a student minimum load in qualifying for benefits until the courses have been completed.)

Programs are individualized and developed on the basis of diagnostic tests administered to each student to determine his or her academic needs. A student's program is designed to include self-paced instruction, instructor-student conferences, and peer tutoring sessions. Emphasis is placed on the improvement of basic skills in reading, vocabulary, study skills, writing, grammar, basic mathematics, and algebra. Tutoring in most subjects is available. The LSC also offers small group classes in conversation, speech, resume writing, and math anxiety.

### **LIBRARY**

Martin Luther King, Jr., Library • (323) 953-4000 ext. 2400

[www.library.lacitycollege.edu](http://www.library.lacitycollege.edu)

The library features:

- Reference Center with Faculty Librarians for Research Assistance
- Circulation/Periodicals Desk with Textbooks, Reserve Material, Magazines, and Newspapers
- 170 Computers for Students
- 2 ADA Stations
- 2 Tables with low/high adjustability
- Wireless Access
- Photocopy Center
- 2 Print Station Desks with B&W and Color Copying & Printing
- 17 Group Study Rooms
- 180,000 Books (11,000 eBooks)
- 100 Magazine and Newspaper Subscriptions plus historical issues
- Online Databases with Remote Access

A library brochure and instructor-requested orientations are available through the Reference Center. Two one-unit courses are offered: LS 101 Library Research Methods and LS 102 Internet Research Methods. Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. Students must use their valid college identification card to qualify for library privileges. When the library is closed, materials may be returned through the outside chute located on the front of the building.

### **LOST AND FOUND**

Cesar Chavez Administration Building 115 • (323) 662-5276

Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office.

### **OFFICE OF SPECIAL SERVICES**

Student Services Village, Room 100 • (323) 953-4000 ext. 2270 • (Same number for TDD/TTY) - [lacitycollege.edu/service/oss](http://lacitycollege.edu/service/oss)

The primary goal of the Office of Special Services is to ensure equal access for students with disabilities in educational and career programs at Los Angeles City College. A variety of support services are available to eligible students with disabilities to instruct and assist them towards completing a college certificate, associate degree, or university transfer through participation in LACC's academic and vocational programs.

OSS professionals authorize disability-related accommodations and academic adjustments for LACC enrolled students with disabilities, who have completed the OSS verification and intake process. All OSS students must have a disability that impacts their education in order to be eligible for authorized and/or academic adjustments at LACC.

Some of the accommodations OSS may authorize include, but are not limited to the following:  
Exam Proctoring - A visual distraction or noise reduced testing space, extended time, scribe, reader, adapted computer, and/or screen reader/magnifier may be authorized based on the individual student's educational limitations.

Sign Language Interpreters (ASL) - Students who are deaf or hard of hearing may request interpreting services by contacting the senior sign language interpreter in OSS.

Learning Disability Assessment - Students who believe they have or may have a specific learning disability may meet with a learning disability specialist to request a learning disability review of previous testing or complete assessment in order to be eligible for support services.

Assistive Computer Instruction and/or Alternate Media Production - Students may be instructed to learn and utilize screen readers, large print programs, speech recognition, etc. for course work and/or exams. Some students may be authorized for tape recording lectures, alternate textbook production materials including Braille print or CD/iPod e-text production.

Special Classes - specialized courses designed for students with disabilities may be offered focusing on study skills, assistive computer software/hardware, tutoring, memory, and organizational/time management strategies.

The following offices are located in Room 100, SSV: Specialized Counseling, Learning Disabilities Services, Accommodation Testing Services, Specialized Tutoring Services, High Technology Computer Training Center, Alternative Media Transcription Center, Sign Language Interpreters' Center, and the Life Skills Center.

### **RELATED INFORMATION**

**Disability Parking (Not administered by OSS)**

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

**Closed Captioning/Accessible Videos (Not administered by OSS)**

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

**Service Animal Accommodation**

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

### **SATELLITE LOCATIONS**

#### **NORTHEAST CAMPUS**

LACCD Van De Kamp Innovation Center (VDK)

2930 Fletcher Drive - 2nd floor

(323) 953-4000 ext. 2230

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

### **STUDENT ASSISTANCE CENTER**

Cesar Chavez Administration Building 105

(323) 953-4000 ext. 2455

The Student Assistance Center is the first stop for students who want to register for classes. A multilingual staff assists students in completing applications for admission to LACC. The Center provides a wide range of support systems, including general campus information as well as a confidential evaluation and referral service. The Center offers community referrals for employment, child care, medical treatment, family planning, county public assistance, housing, legal aid, and psychological counseling.

### **TRIO/STUDENT SUPPORT SERVICES**

Clausen Hall 116 • (323) 953-4000 ext. 2468/2466

[www.lacitycollege.edu/services/trioss/](http://www.lacitycollege.edu/services/trioss/)

TRIO Student Support Services is a federally funded program designed to serve students who have declared earning an Associate's degree and transfer to a four-year university as their primary educational goal. To be eligible, students must be U.S. citizens or permanent

residents, must be low-income and first-generation college students or have a disability with evidence of academic need. Students must also establish at least a 2.0 cumulative GPA and cannot have earned an Associate's degree prior to applying. Services include: academic, career and personal counseling; math and English tutoring; educational workshops; university tours and other cultural activities; computer lab access with printing/copy; and calculator loans. Applications are accepted throughout the year, however, space is limited.

### **TRANSFER CENTER**

Cesar Chavez Administration Building 109 • (323) 953-4000 ext. 2215

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

At LACC, you can complete the first two years of a Bachelor's degree then transfer to a 4-year university as a Junior. Representatives from the University of California and California State University campuses, as well as private universities, visit the Center on a regular basis to provide up-to-date transfer information to students. Questions on the transfer process, admission requirements and procedures, financial aid, majors and student services are answered. UC, CSU and USC applications are available, and workshops on various aspects of transferring are scheduled throughout the year. Also, catalogs from every accredited college and university in the United States are available in the Center and on websites and CD Rom.

For more information see the "Transfer Information" section.

### **UPWARD BOUND**

Administration Building 100J • (323) 953-4000 ext. 2315

<http://www.lacitycollege.edu/services/upwardbound/ubprogram1.htm>

The Upward Bound Program is a federally-funded program designed to prepare high school students for success in college and professional careers. It is one of 500 such programs funded nationwide, all of which are working to increase representation of low-income students in higher education. The program serves students from Belmont, Fairfax, Hollywood, and Manual Arts High Schools, and provides academic support and career guidance services to students from their tenth grade until they graduate from high school, and enter a post-secondary education program. Students qualify for the program by being from low-income families where the parents have not earned a B.A./B.S. degree.

During the academic year, the Upward Bound Program provides participants with tutoring and advising services at their high schools and conducts Saturday Academy sessions on the LACC campus. Every summer, participants attend an intensive 6-week Summer Academic Program at LACC, where they enroll in courses and earn credits towards high

school graduation. Instruction includes courses in Math, English Composition, Laboratory Sciences, Computers, Languages, Social Studies, and various Visual and Performing Arts. Throughout the year, the program provides tutoring services, instruction in college-level study skills, exposure to professional careers, and guidance through the college application and financial aid processes. The program also conducts trips to four-year colleges and universities, theatre performances, leadership conferences, and other enriching experiences.

### **OFFICE OF STUDENT LIFE & LEADERSHIP DEVELOPMENT**

Located in the Student Union  
(323) 953-4000 ext. 2450,  
<http://www.lacitycollege.edu/services/sao/sao.html>

The Office of Student Life & Leadership Development is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to supporting and preparing LACC students' development through training, workshops, programming, service learning, mentoring, and access to resources. We are dedicated to meeting each individual student's needs so they are equipped with skills that are transferrable in their personal, academic, and professional lives..

### **VEHICLES ON CAMPUS**

See The Current Schedule of Classes For Additional And Current Parking Information  
Board Rule 7400. Parking And Movement Of Vehicles  
Parking and movement of vehicles on District-owned property shall be controlled by the College President, who shall prepare, post, and make available any special regulations. The LACCD Chancellor shall make these regulations available at the District office. Vehicle Code 21113.

### **Board Rule 7401: Damage Or Loss Of Property**

Neither the Board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

### **Board Rule 7402: Injury**

Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in which the District would be liable under the Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

### **VETERANS' RESOURCE CENTER**

Student Union • (323) 953-4000 ext. 2024

Veterans, service members, and their survivors and dependents may apply for their VA Educational Benefit Programs through the Veterans' Resource Center. To initiate the VA Certification Process, Veteran students must complete a VA Application form and submit it with their DD-214, Verification of Enrollment, and Veteran Educational Plan to the Veterans' Resource Office. Veteran students who had previously attended another post-secondary institution must submit a transcript from the institution (civilian and military) for evaluation by an academic counselor prior to certifying for a second enrollment period. Los Angeles City College, as required by the Department of Veterans' Affairs (DVA) policy, conducts an evaluation of all prior postsecondary education, experience and training (civilian and military) before certifying for a second enrollment period. As required, Los Angeles City College grants the appropriate credit, shortening the training period proportionately, and notifies both the DVA and the student of the amount of credit allowed towards their declared program.

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon Los Angeles City College having current articulation agreements with the universities offering the transfer programs. Contact the Transfer Center for more information about approved transfer programs. To maintain eligibility, Veteran students must maintain standards of academic progress as indicated in the College Catalog.

# ADMINISTRATORS AND FACULTY LISTINGS

Aaron, Melvin C. (2001)  
Associate Professor of History  
B. A., University of California,  
Santa Barbara  
M.A., University of Washington  
Ph.D. Candidate, Howard University

Abayachi, M. A. (1998)  
B.A., San Diego State University  
B.S., San Diego State University  
M.A., San Diego State University

Adeniyi, Adeleye (1993)  
Associate Professor of Mathematics  
B.S., M.S., Indiana State University

Aguilar, Hector R. (1988)  
Associate Professor of Counseling  
B.A., University of California,  
Los Angeles  
M.Ed., California State University, Dominguez Hills

Al-amin, John (2014)  
Vice President of Administrative Services  
B.A., and M.A. University of California, Riverside  
Ph.D. California Pacific University

Alfaro, Arturo (2009)  
Assistant Professor of Radiologic Technology

Allen, Joyce Faye (1989)  
Professor of Learning Skills  
B.A., Pitzer College  
M.A., California State University, Dominguez Hills

Almurdaah, Ashraf (2001)  
Professor of Finance & Economics  
B.A., American University of Beirut  
M.A., University of Kansas

Anderson, Randy (2007)  
Dean of Student Services,  
Special Programs  
B.S., M.S. University of Utah  
Ed.D., Argosy University

Anderson, Robert (2005)  
Assistant Professor of Real Estate  
B.A., St. Lawrence University, Canton  
M.B.A. Wayne State University California Real Estate  
Broker

Andriassian, Alen R.  
Associate Dean of Student Life  
AA, Glendale Community College  
B.A., Loyola Marymount College  
M.P.A., California State University, Northridge

Armour, Kresse (2011)  
Professor of Political Science  
B.A., California State University, Bakersfield  
M.A., California State University,  
Bakersfield

Arvidson, Dean (1995)  
Associate Professor of Physics/Astronomy B.A.,  
University of California, San Diego M.S., California  
State University,  
Los Angeles

Atkinson, Pamela (2000)  
Instructor, CSIT/CT  
A.A., Los Angeles City College  
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Design
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Associate Professor of Theater  
B.A., University of California, Santa Cruz  
M.F.A., University of California, Los Angeles
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Associate Professor of Health
- Rozenkopf, Francine (1989)  
Associate Professor of French  
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Professor of Counseling  
B.A., California State University, Los Angeles  
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Assistant Professor of English
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Assistant Professor of Mathematics
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B.A., Trinity University  
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Professor of Child Development  
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Professor of Art  
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Ed.D., Pepperdine University
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Professor of Psychology  
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California Real Estate Broker  
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Associate Professor of Theater Arts  
B.A., Purdue University
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Development B.A., California State  
University, Los Angeles M.A.,  
Pacific Oaks College
- Song, Edward Bird (2013)  
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B.A. UC Berkeley  
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- Sow, Nili (2002)  
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B.A., M.A., University of Dakar,  
Senegal
- Spector, Andrea (2002)  
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B.A., M.A., University of California,  
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B.M., M.A., California State  
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- Vasquez, Barbara Jean (1996)  
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Walzer, Andrew (2005)  
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Lecturer, ESL Civics  
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Lecturer, Noncredit ESL  
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TESOL, University of Cincinnati
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Phoenix
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College  
Registered Nurse
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ESL Civics  
B.S., California State University, Los  
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B.A., University of San Francisco  
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- Pamuk, Mia (2014)  
Lecturer, Basic Skills (English) &  
Noncredit ESL  
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Lecturer, ESL Civics  
B.A., B.S., California State University, Dominguez Hills  
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Lecturer, Basic Skills (Mathematic)  
B.S., University of California, Los Angeles  
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Simons, Gregory (2014)  
Lecturer, ESL Civics  
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Torres-Rezzio, Alejandro (2014)  
Lecturer, ESL Civics  
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Valencia, Sandra E. (2009)  
Lecturer, Vocational Education  
B.S., University of Manizales, Colombia

Vazquez, Juan M. (2005)  
Lecturer, Vocational Education  
M.D., Universidad Juarez (Mexico)

Wangler, Richard (2011)  
Lecturer, ESL Civics  
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Williams, Winnie (2007)  
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B.S., California State University, Northridge  
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Lecturer, Noncredit ESL  
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## EMERITI

Mr. Wes Abbott  
Music 2005

Mr. Henry Alvarez  
International Studies Center 2010

Mr. Calvin W. Anderson  
Library Science 1992

Dr. Victor Arai  
Life Science 2005

Ms. Cheryl Armstrong-Turner  
Counseling 2013

Mr. Darwin Aronoff  
Library Science 1994

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Social Sciences 2009

Ms. Carmen Baprawski  
Counseling 2010

Mr. Gary L. Baran  
Philosophy 2001

Mr. Forest L. Barker  
Computer Technology 1989

Mr. Doyle R. Bates

Ms. Kathleen Beaufait  
Communication Studies 2015

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Life Science 2005

Mrs. Barbara C. Benjamin  
Foreign Language 1995

Mr. Guy Bernard  
English/ESL 2014

Ms. Kathleen Bimber  
Child Develop./Fam. & Cons. Studies 2013

Dr. Wendell C. Black

Ms. Rosa Blackiston  
Mathematics 2004

Ms. Frances Blemker  
Consumer Science 1993  
Ms. Jane Blomquist  
Music 2009

Ms. Armida T. Bolton  
English/ESL 1995

Mrs. Marianne Boretz Griffith  
English/ESL 2002

Mr. George T. Bowden  
Radio/TV/Film 1995

Dr. Reginald Brady  
Int'l. Students 2014

Dr. Kerry Brooks  
Counseling 2010

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Mathematics 2005

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Media Arts 1995

Ms. Lucy A. Cade-Wilson  
Counseling 1995



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Mr. Luis Carlos Foreign Language 1994	Mr. Joseph Dojcsak Media Arts 2005	Mr. Carl Friedlander English 2013
Mrs. Charlene M. Carnachan Office Administration 1993	Mr. Mike Dombrowski Physics 2007	Ms. Elizabeth Gallagher Counseling 2004
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Mr. Henry Cataldo Mathematics 1995	Dr. Thomas Duffy Law/AJ 2014	Mr. Jean Geuens Cinema/TV 2010
Ms. Patricia Cauflied Art 20015	Ms. Jeanne Dunphy Communication Studies 2014	Ms. Carolyn E. Glasier Physical Education 1995
Mr. James Charness English/ESL 2009	Mr. Henry Ealy American Cultures 2004	Mr. Fred Greene  Dr. Luther Guynes Business Administration 2005
Ms. Eiko Chatel Foreign Languages 2015	Mr. Merrill Eastcott Administration 2013	Dr. Lee Hancock English/ESL 1998
Dr. Robert T. Cheng Law 1999	Mr. Randall Edwards Theater Arts 1995	Mr. Freddie Harris English 2013
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Ms. Penelope Choy English/ESL 2007	Mrs. Ruth B. Evans Health 1986	Ms. Evy Hasegawa Counseling 2015
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Mr. Renato Colantoni Math/CTEL 2007	Mr. Fred Fate Theatre Arts 2012	Dr. Janice S. Hollis Mathematics, Academic Affairs 2005
Mr. Gary Colombo English 2015	Mrs. Lucille P. Fernandez Nursing	Dr. George T. Hollis Music 1989
Mr. Mark Conta Law/AJ 2014	Mr. Roger Fernandez Foreign Language 1995	Mrs. Roberta D. Holt Staff & Organizational Development 2001
Mr. Jeff Cooper	Dr. Stelle Feuers President 1988	Dr. Ora M. Hook Psychology 1992
Mr. Mike Critelli Philosophy 2010	Ms. Jackquelynn Finney Rad. Tech 2014	Mr. Douglass M. House Business Office 1994
Ms. Mary T. Crockett American Culture 1999	Dr. Ann J. Fogel Psychology 1995	Mrs. Ann V. Hoxie Office Administration 1989
Mr. Laszlo Cser Music 2005	Mrs. Helen Fogelquist English 1983	
Mr. Raoul De La Sota Art 1997	Mr. John R. Formsmma Mathematics 2001	

Mrs. Joan Hudiburg Family & Consumer Studies 1995	Mr. Galust Mardirussian English, 2013	Ms. Phyllis Muldavian Art/Architecture 2009
Ms. Carmen B. Ilano	Mrs. Marsha B. Mark Life Science 2001	Ms. Remedios Nazareno Office of Special Services 2011
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Ms. Carol L. Johnson Mathematics & CSIT 2002	Mr. Andrew L. Maverick Computer Technology 1993	Mr. Mark S. Newton Earth Science 1993
Dr. Eve S. Jones Psychology 1992	Dr. Emily Maverick Chemistry 1989	Mr. Hayward Nishioka Physical Education, 2013
Ms. Elizabeth Keller Chemistry 2001	Mrs. Ethel McClatchey Psychology 1995	Mr. Vaughn Obern Cinema/TV 2012
Mr. George Jay Kelly English/ESL 2002	Mr. Edward McDonnell	Mr. Pat D. Owen English 2000
Dr. Frank LaFerriere English 1995	Rev. Betty McKiver Counseling 2007	Mr. Bennie J. Padilla International Student Center 1995
Mr. Kenneth C. Lanzer Law/AJ 2011	Mr. Arnold McMahan Philosophy 2009	Mr. Charles Pallos Communication Studies 2014
Mrs. Melba B. Lawrence Speech 1989	Ms. Jane Melton Child Development Center 2010	Mr. Ron Pelton Social Science 2004
Dr. Mike Lazare Psychology 2007	Dr. David Miller Physics 1995	Mr. E.L. Peterson
Mr. Sheng Lee Mathematics & CSIT 2011	Mr. Dennis Mitchell Chemistry 2009	Mr. Fred Piegonski Public Information Officer 2007
Mr. Mel Lesser Social Science 1988	Dr. Noah F. Modisett Speech 1995	Mr. Ron Portillo Counseling 2006
Mr. Joseph Lingrey Photography 1994	Mr. William B. Monroe Real Estate 2001	Mr. Phillip M. Pote Physical Education 1989
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Mr. James G. Luter, Jr. Speech 2002	Ms. Nina Moots-Kincaid English/ESL 2009	Ms. Harriett D. Rice Business Administration 1995
Ms. Pauline Betsy Manchester Nursing 2013	Mrs. Charlene Morimoto Business/CAOT 2014	Mr. Fernando Rodriguez Social Science 2015

Mr. Charles Romero Speech 2004	Dr. Martha Sklar Mathematics 2004	Mr. La Monte Westmoreland Art/Architecture 2009
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Ms. Laura Schoor Child Development 2011	Ms. Caro Van Stryk Nursing 1987	
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Mrs. Ruth R. Sherman Chemistry 1995	Mrs. Bernice G. Vincent Office Administration 1989	
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Ms. Myra B. Siegel Administration 2009	Ms. Kayoko Wakita Music 1989	
Dr. Gerald Silver Business Administration 1995	Ms. Leanna Watts Child Development Ctr 2009	
Mr. Donald Simpson Music 1994	Ms. Cheryl Werble Child Development 2012	

# GLOSSARY

**Academic Probation** - After attempting 12 units, a student whose cumulative grade point average (Effective Fall 1981) falls below 2.00 is placed on academic probation.

**Academic Renewal** - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

**Add Permit** - A form issued by an instructor which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the add permit is processed by the office of Admissions and Records.

**Advisory, Enrollment** - An advisory is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

**Appeal** - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

**Application for Admission** - A form provided by the Office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

**Articulation Agreement** - The community colleges work together with the University of California, the California State University and private postsecondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

**Assessment** - Assessment is the process the college uses to evaluate student skills in areas such as reading, writing and mathematics and English as a Second Language (ESL).

**A.S.G.-** Organization which all enrolled students are eligible to join is called the Associated Students Government.

**Associate Degree** - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

**Audit** - A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

**CalWORKs Program** - CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an LACC Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

**CAN** - The California Articulation Number System, known as CAN, is a means of identifying comparable courses offered at LACC and other colleges in California. CAN is a system that uses the same prefix and number to identify a course on every participating campus. Each campus has its own number; the CAN is added to denote courses that can be used in lieu of each other at participating colleges.

**Catalog Rights** - Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for LACC graduation or for certification

to transfer to UC or CSU. The continuing student may select the catalog which was in effect when the student initially enrolled at LACC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

**Certificate Programs** - Program designated for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion students may request the issuance of a certificate of completion.

**Certification of CSU General Education Requirements** - Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

**Concurrent Enrollment** - A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both LACC and a high school or another college.

**Cooperative Education** - An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

**Co-requisites** - A condition of enrollment consisting of what course is required to be taken simultaneously in order to enroll in another course.

**Counseling** - Guidance provided by professional counselors in academic, vocational, and personal matters.

**Course** - A subject of study. Identified by Title and Number; for example: Accounting 1.

**Credit by Examination** - Credit granted for proficiency previously accomplished through testing.

**Cross-Referenced** - Course content is the same as another course, e.g. HIST 7 and PHIL 23.

**CSU** - California State University.

**Dismissal** - A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**Drop** - A student's official withdrawal from a class.

**Elective** - Courses which a student may choose without restriction of a particular major program-curriculum.

**Full-Time Student** - A student enrolled and active in 12 or more units, during the Fall or Spring Semester.

**General Education Requirements** - A group of courses from several subject areas which are required for graduation by state law.

**Grade Points** - The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An A in a 5 unit course equals 20 points.

**Grade Point Average (GPA)** - The GPA is determined by dividing the total grade points earned by the number of attempted units.

**Honors Program** - The LACC Honors program is designed for students with a 3.0 GPA or higher who plan on transferring to a four-year college or university.

**IGETC** - Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California.

**INC** - Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

**IP** - In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

**Lower Division** - College courses at the freshman and sophomore levels.

**Major** - A concentration of study in a specified discipline.

**Matriculation** - A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

**NDA** - Non degree applicable Credit courses that do not apply toward a degree and are not transferable.

**Non-penalty Drop Period** - The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

**Pass/No Pass** - A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent to a C or above. "NP" denotes work below a grade of C.

**Permit to Register** - A form listing an appointment day and time at which the student may register.

**Prerequisite** - A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Progress Probation** - After enrolling in 12 units, a student whose total units for which a W, NCR or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

**RD** - Report Delayed. A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

**Returning Student** - A previously enrolled student who did not attend the college during the previous two semesters. Attendance during the summer session is not included in this determination.

**Satisfactory Completion** - Completion of a course with a grade of "C" or better.

**Schedule of Classes** - A schedule, giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

**Section Number** - A four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.



**Semester** – One-half of the academic year usually 15 weeks.

**SEP** – Student Educational Plan

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

**Subject Deficiency** – Lack of credit for a course or courses required for some particular objective such as graduation or acceptance by another institution.

**Substandard Grade** – An earned grade of D or F.

**Transcripts** – A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

**Units Attempted** – Total number of units in courses for which a student was ever actively enrolled.

**Units Completed** – Total number of units in courses for which a student received a grade of A, B, C, D, F, or CR.

**Units Enrolled** – Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

**W** – An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but by the last day to drop.

**Withdrawal** – The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

**Transfer** – A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

**Transfer Courses** – Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

**Transferable Units** – College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

**UC** – University of California.

**Units** – The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

# CAMPUS SERVICES

## Academic Affairs

Academic Affairs Office	.... ext. 2052.....	AD 208
American Cultures	..... ext. 2505.....	FH 217
Art/Architecture	..... ext. 2510.....	DH 220
Business Administration	.. ext. 2549.....	AD 304
Chemistry/Earth SCI	..... ext. 2600.....	SCI 324
Cinema-Television	..... ext. 2620.....	CC 181
Computer Ap-Office Tech	ext. 2549.....	AD 316
CSIT/Computer Tech	..... ext. 2810.....	FH 103
Dental Tech	..... ext. 2501.....	SCI 324
Electronics	..... ext. 2810.....	FH 103
English/ESL	..... ext. 2700.....	JH 301
Economic and Workforce Dev.	..... ext. 2230.....	EWD
Family & Consumer Studies	..... ext. 2290.....	AD 200
Child Development	..... ext. 2290.....	CDC
Foreign Language/ Humanities	..... ext. 2737.....	JH 111
Journalism	..... ext. 2835.....	CHEM 208
Law/Administration of Justice	..... ext. 2753.....	CHEM 119
Learning Skills	..... ext. 2770.....	LS 208
Life Science	..... ext. 2795.....	SCI 222E
Math	..... ext. 2810.....	FH 103
Music	..... ext. 2880.....	DH 312
Nursing	..... ext. 2534.....	SCI 218
Philosophy	..... ext. 2761.....	CHEM 210D
Photography	..... ext. 2835.....	CHEM
BASEMENT		
Kinesiology	..... ext. 2860.....	KIN
Psychology	..... ext. 2930.....	CHEM 111
Physics/Engineering	..... ext. 2923.....	SCI 222D
Radiologic Tech (X-Ray)	... ext. 2942.....	RT
Social Science	..... ext. 2561.....	FH 219E
Communication Studies	.... ext. 2964.....	CC 187
Speech Lab Office	..... ext. 2963.....	LS 105
Teaching Learning Center	ext. 2480 .....	AD 300
Theater Arts	..... ext. 2992 .....	THEA
Writing Center	..... ext. 2230 .....	JH 318

## Administrative Services

Administration	..... ext.2082.....	AD 218
Bookstore/ Cub Store	..... ext. 2140SU	1st floor
Business Office	..... ext. 2180.....	AD 111
Coffee Shop	..... ext. 3145.....	TULLY's
Carpenter Shop	..... ext. 2437.....	CS
Custodial Services	..... ext. 2416.....	FM
Electrical Shop	..... ext. 2441.....	CC
Plumber Shop	..... ext. 2444.....	FM
Facilities Management	..... ext. 2442.....	FM
Operations	..... ext. 2416.....	FM
Lost & Found	..... ext. #3 .....	AD 115
Sheriffs Office	..... ext. #3 .....	AD 115
Shipping and Receiving	..... ext. 2495.....	Lot 3
Paint Shop	..... ext. 2445.....	Lot 3
President's Office	..... ext. 4010.....	AD 214

Any new work orders must be placed in the portal.

## Student Services

Admissions	..... ext. 2104.....	AD 100
Assessment	..... ext. 2264.....	AD 103
ASG	..... ext. 2475SU	2nd floor
CalWORKS	..... ext. 2586.....	LS 107
Career Center	..... ext. 2210.....	AD 109
Child Development Center	.. ext. 2220.....	CDC
Community Services	..... ext. 2650.....	AD 112
Counseling	..... ext. 2250.....	AD 108
Computer Center	.....	SU
Cub Card Office	..... ext. 2456.....	AD 105
English Literacy Program	..... ext. 2230.....	EWD
EOP&S	..... ext. 2300.....	SSV 119
FASTLAB	..... ext. 2023.....	SSV 125
Financial Aid	..... ext. 2010.....	SSV 117
Foster & Kinship Care Ctr.	... ext. 2335..	SSV 127c
Foundation	..... ext. 2490SU	3rd floor
Gateway to College	..... ext. 1521...	AD 320A
Health and Wellness Ctr.	..... ext. 2485.....	LS 101
Honors Program	..... ext. 2340...	AD 205B
International Students	..... ext. 2470.....	EWD
Learning Skills Center	..... ext. 2770.....	LS 107
Martin Luther King Jr. Library	..... ext. 2400	MLK Library
Matriculation	..... ext. 2463.....	AD 105
Office of Special Services	.... ext. 2270 ...	SSV 100
Recruitment & Outreach	..... ext. 2325...	AD 207A
Student Assistance Center	.... ext. 2455.....	AD 105
Student Life & Leadership Dev.	..... ext. 2450.....	SU
Student Services	..... ext. 2460.....	AD 207
Teaching & Learning Center	ext. 2480 ....	AD 300
Transfer Center	..... ext. 2215.....	AD 109
TRIO	..... ext. 2466.....	SSV 116
Upward Bound	..... ext. 2316.....	AD 100
Veterans Center	..... ext. 2024.....	SU

**STUDENT SERVICES VILLAGE IS LOCATED AT THE NORTH EAST CAMPUS.**

- EOP&S: EXT. 2300
- CARE: EXT. 2313
- TRIO: EXT. 2466
- Financial Aid: Ext. 2010
- OSS: Ext. 2270

Faculty Staff Center      Economic & Workforce Development

FSC      IS      EWD      TULLY's

International Student

Willow Brook Ave.



# LOS ANGELES CITY COLLEGE

## Campus Map

855 N. Vermont Avenue  
Los Angeles CA 90029  
(323) 953-4000

N Heliotrope Drive

Vermont Ave.

No Smoking  
or  
Vaporing on Campus

For Los Angeles County Sheriffs  
(campus Police)

\* Dial (323) 662-5276  
or dial #3 on any campus phone

Legend:  
ADA parking stall  
symbol

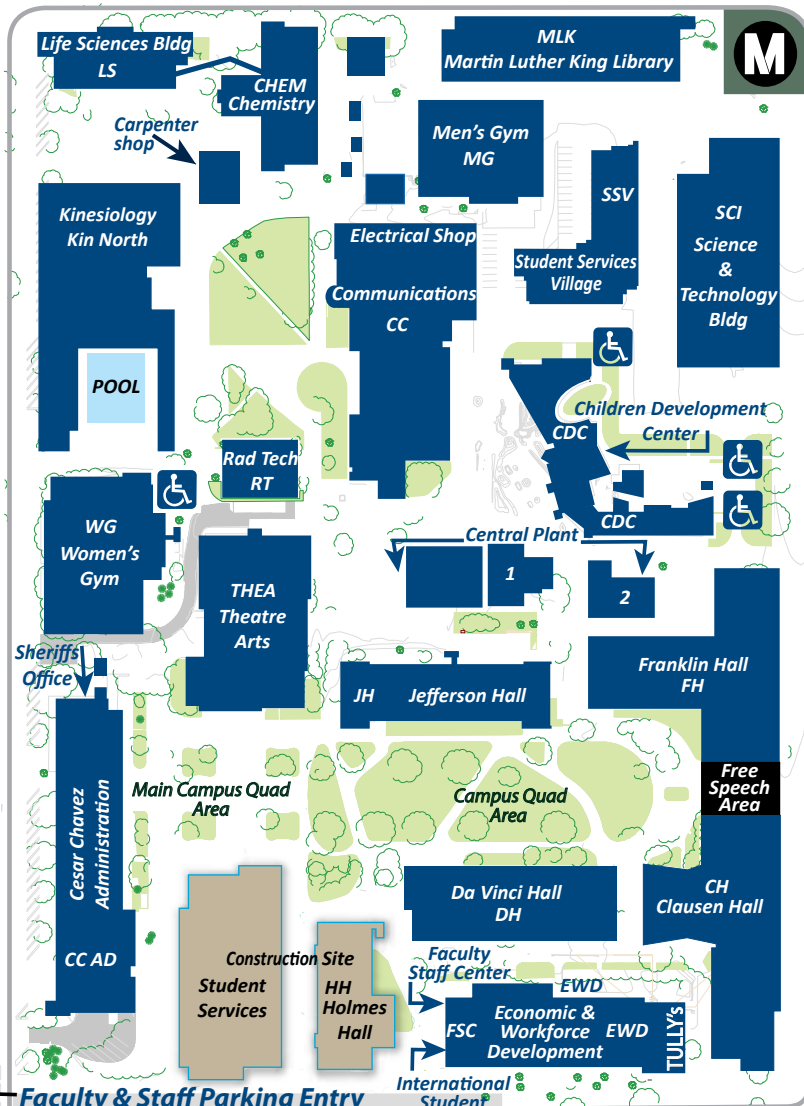


Parking  
Lot 1



Parking  
Structure  
Lot 2

Vermont Ave.



Faculty & Staff Parking Entry

2nd level - Lot 4

Operations, Painter Shop,  
Shipping and Receiving



Student Preferred  
Parking Entry  
1st level - Lot 3

Melrose Ave.

Parking Lot 1

Parking  
Structure  
Lot 2

Across  
Vermont Ave.



LACC Northeast Campus  
VAN de KAMP'S

FLETCHER

VDK

2930 Fletcher Drive  
Los Angeles, CA 90065  
323-953-4000

